



## COMMUNITY GRANTS FUND APPLICATION

Please answer all questions which are relevant to your organisation – failure to do so may result in a delay in the determination of your application

<b>PROJECT</b> (In no more than 25 words)	Buzzy Beats - subsidising music workshops for 0-5 yr olds Garden Project - to improve and maintain the outside courtyard garden for our users.	<b>GRANT AMOUNT REQUESTED</b>	£ 1,940
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### Contact Details

**Q1 Name of organisation making application:** The Hive (HMM Arts Ltd.)  
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Name of contact for this application

Title : .....Ms First Name: Katie Surname: Jennings.....

Position held in the organisation:.....

Contact Address, including full postcode:

.....  
.....  
.....  
.....  
.....Postcode: .....

Contact Telephone Number: .....

Email address: .....

**About your organisation**

**Q2 What type of organisation are you?**

Tick (✓) relevant category:

Registered Charity: (✓) Charity Registration Number ..1108488.....  
Voluntary Organisation: ( )  
Company Limited by Guarantee: (✓) Company Number ..5280336.....  
Other – Please specify: .....

**Q3 When was your organisation established?**

November 2008

**Q4 Briefly describe your organisation.**

Describe your organisation, including how many members/users you have, whether there is a subscription fee and the usual activities/services you provide.  
If you are a new organisation, describe the services/activities you plan to provide.

The Hive is a valued community town centre venue used by an average of 300 people of all ages from the local community each week.

We hire the venue spaces to a variety of local groups for activities such as Shropshire Youth Theatre, Shrewsbury Jazz Network, Shrewsbury Film Society, Shropshire Inclusive Dance and Taking Part disco events for adults with learning disabilities.

In addition, we manage projects for vulnerable groups, (primarily children and young people) and run an open access cafe and gallery with exhibitions all year and we programme our own theatre shows, workshops, gigs, courses, talks and film screenings.

**Q5 If you are a subsidiary of a larger organisation, please state which one.**

N/A

**Q6 Does your organisation have an agreed Constitution or Memorandum of Association?**

Please state which and attach a copy: Yes, attached.

**Q7 What is your primary source of funding?**

The Hive relies heavily upon external funding and donations to run our venue and projects, as well as income from room hires, bar sales, and ticket commission.

**Details of the project or activity you are planning**

**Q8 Describe the projects/activity you plan to use this grant for.**

i. Try to be specific about what you will do and how you will do it.  
The Hive is planning to divide this funding between two areas: Buzzy Beats early years music workshops and a garden project.

Buzzy Beats is an established under-5s weekly music project, which aims to introduce music & movement to under 5s and their parents/guardians/carers. Due to the pandemic we currently cannot run this at full capacity, but we have to cover the costs of music leader fee/ travel, heat/ light and admin for the workshops. STC Community Grant will help us to get back on our feet and subsidise these workshops until we can start to increase capacity again in the summer term.

Garden project - we aim to involve young people (through Enable) in a garden project which will improve our valuable outside space and ensure it is tidy, clean, full of plants, fruit/veg and flowers, and has new garden furniture to replace old, rusty garden furniture for the summer.

ii. Please state how you have identified this need and how the project will benefit the people of Shrewsbury, together with the estimated time span. If you are seeking continuation funding for this project, please provide evidence for this continued need.

Garden - From spring through to autumn our outside space is an area that is utilised by our community groups, our young people taking part in projects and courses, and audiences at events. It offers a quiet and tranquil haven which is rich in insect and birdlife. Feedback from our local community is that The Hive garden brings solace and calm which can take them away from the challenges in their lives. In 2021 we were able to improve this space with a new gazebo to enable extra coverage

for outside use, giving more opportunities for outside performances. The garden now needs some TLC to ensure it remains a lovely place to be.

With more isolation than ever before, Buzzy Beats music, established in 2005, has become a fun weekly activity for many families and more importantly, a social lifeline for a lot of them too. It offers well-planned & highly skilled musical activity for under 5s delivered by a nationally renowned and accomplished musician and music leader, as well as a free hot/cold drink and snack

for children and parents afterwards and time to stay and chat, build friendships and feel more included in the local community.

iii. How many people from the Parish of Shrewsbury do you expect to benefit from your project or activity?

300+

**Q9 What criteria will be used to measure the success of the project and how many people from the Parish of Shrewsbury do you expect to benefit from it?**

We will gather box office data on participants and parents/ carers taking part in Buzzy Beats,

as well as asking them to fill in a progression questionnaire. When we can increase capacity we will aim to keep marketing the workshops to attain full capacity so we no longer require additional funding to subsidise Buzzy Beats and we will track our own progress on this within our marketing analytics data.

We will ask young garden volunteers to keep a journal on how they feel at the start of the project, as well as during and after, to see whether the project has positive effects on their mental, emotional and physical health and wellbeing.

## Health & Safety

### Q10 What, if any, special safety issues are related to your project/activity?

Please provide the following information –

- i. What kind of insurance does your organisation have?

The Hive has a Charities Insurance Policy - public liability insurance

- ii. Do the leaders have the relevant qualifications and/or experience?

Yes, all leaders (freelance workers) have relevant qualifications and/or experience, as well as having DBS enhanced disclosures and public liability insurance.

- iii. What policies does your organisation have in place (i.e. Health and Safety, Child Protection/Safeguarding, Working with vulnerable adults, Equal Opportunities, CRB Checks etc.)? *You may be required to submit copies of your policies*

We have 38 up-to-date and regularly reviewed policies, including Health & Safety, Safeguarding, social media, equality diversity and inclusion, grievance, lone working, behaviour management complaint, environmental policy, first aid and accident and flexible working.

## Funding of your project

### Q11 Previous Applications

If you have applied for and received funding from Shrewsbury Town Council in the past please provide details of the amount, the year and briefly what the funding was used for.

Year	Project Description	Award £
2021	Local Councillor's Fund - projects with children & young people	£750
2020	Community Grant - sound studio upgrade	£500
2020	Theatre for children, projects with refugees & LGBTQ+ yp	£750

### Q12 Project Funding

Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).

Tell us the amount of grant requested £.....£1,940..... and provide a detailed breakdown as to how you have reached this figure

Project Expenditure Please list all items of expenditure for your project	Amount of Project
Community garden project - gardener/workshop leader £18p/hr x 30 hrs	£ 540
Garden upgrade - plants, tools and replacement garden furniture	£ 600
Refreshments/ lunch for young volunteers £20 x 10 sessions	£ 200
Buzzy Beats music leader £100 + £15 travel x 12 sessions	£ 1380
Refreshments for Buzzy Beats parents & babies/ children £5 x 12 sessions	£ 60
<b>Total</b>	<b>£ 2780</b>
<b>Project Income</b> Please list how the project shall be funded	
Buzzy Beats tickets £70 (£7 x 10 participants) x 12 sessions	£ 840
	£
	£
	£
	£
<b>What is the difference?</b> This should be the same as the amount of Grant you are applying for	<b>£ 1940</b>

### Q13 Covering a Shortfall

If the Town Council makes an offer less than the amount requested, how will that impact on the Project and how will you cover the shortfall?

.....Currently The Hive is covering the shortfall itself for Buzzy Beats. This loss is impacting  
 .....unrestricted funds of our charity, but we feel a responsibility to offer these workshops and social  
 .....opportunities to parents/ guardians/ carers and their little ones, especially after two years of  
 .....change and isolation due to the Covid-19 pandemic. Without Town Council funding The Hive  
 .....will look elsewhere for small subsidy to help us through these challenging times, and will continue to  
 .....seek unrestricted funding to help underpin activities such as Buzzy Beats that benefit our local  
 .....community.

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.....  
**Q14 Sustainability**

What plans do you have in place to ensure that your organisation becomes more sustainable and less reliant on grant funding, particularly from the Town Council?

The Hive is always striving for ways to ensure our charity organisation becomes more sustainable and less reliant upon grant funding.  
However, sustainability is more challenging for small venues to achieve due to the nature of the business;

for The Hive this means - our venue capacity, our desire to keep our events accessible by not over-pricing tickets or room hire fees, and our targeted projects which focus on engaging with children and young people experiencing challenging circumstances, promoting community cohesion, and cross-generational work.

The Hive is a hub for the local community, a safe and secure place that people of all ages can come and feel a sense of belonging.

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We have spent the last 4 years building our reserves, to ensure the charity is more stable than ever. This has been impacted by the pandemic, but we will continue to work towards our goal of being as self sufficient as possible, which also involves a community asset transfer from Shropshire Council in 2022/23.

Your Accounts

**Q15 Please provide the following details from your most recent annual accounts**

Total Income	£ 352,258
Less Total Expenditure	£ 320,886
Surplus / Loss	£ 31,372
Savings (Reserves, Cash, Investments)	£ 89,174

*Please provide a copy of your most recent annual audited accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.*

**You need to include these documents with this application.**

Account Details

**Q16 Please provide your bank or building society account details**

You can only apply for grant if you have a bank/building society account in the name of your organisation. We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. These people should not be related.

Account name: ... ..

Sort Code: ... .. Account Number: ... ..

Bank/building society name: .....

Bank/building society address.....

.....

.....

.....

Who are the signatories and what position do they hold in your organisation?

1 Name ..... Position Chief Executive Officer

2 Name ..... Position Finance Administrator

3 Name ..... Position Trustee

**Any Other Information**

**Q17 Any other information which you consider to be relevant to your application.**

The Hive is applying for Jubilee Funding from different sources to run a Street Festival in June 2022. This will attract more people to the venue and area, and we aim for the garden to be looking its best for this event. STC funding will enable The Hive to make sure our garden is tidy, colourful, vibrant, and appealing place to be for events such as these.

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**Declarations**

**Q18 Declaration**

Please give details of a senior member of your organisation.

For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **(This must not be the main contact name in Q1).**

*I confirm, on behalf of The Hive (HMM Arts Ltd).....(insert name of organisation):*

*That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.*

*I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the*

*basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.*

Post held in organisation: Chair of Trustees.....

Title ..... First Name: ..... Surname: .....

Organisation address:

.....

.....

..... Postcode: .....

Telephone: .....

Signed: ..... Date: 26/01/2022.....

**Q19 Signature of Person Completing the Application**

This must be the signature of the person named in Q1 as the main contact and **not be the same person who has signed in Q18**

*I confirm that, to the best of my knowledge and belief, all the information in this application from is true and correct. I understand that you may ask for additional information at any stage of the application process.*

Signed: ..... Date: 26/01/2022.....



**Checklist**

- 1. Have you answered every question?
- 2. Have all signatures been completed?
- 3. Have you included a copy of your constitution?
- 4. Have you included a copy of your most recent audited accounts?
- 5. Please state any supporting documents you are submitting:

**Please return your completed application form to:**

Town Clerk  
Shrewsbury Town Council  
Riggs Hall  
The Library  
Castle Gates  
Shrewsbury  
SY1 2AS

Telephone: 01743 281010

Fax: 01743 281051

Email: [Helen.ball@shrewsburytowncouncil.gov.uk](mailto:Helen.ball@shrewsburytowncouncil.gov.uk)