



SHREWSBURY TOWN COUNCIL 20 DEC 2017
COMMUNITY GRANTS FUND APPLICATION
RECEIVED

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

PROJECT (In no more than 25 words)	Shrewsbury & Oswestry Crucial Crew 2018 (4 – 15 June 2018)	GRANT AMOUNT REQUESTED	£500
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Contact Details

Q1 Name of organisation making application: Shrewsbury & Oswestry Crucial Crew

Name of contact for this application

Title : Mr First Name: Geoffrey Alan Surname: Proffitt

Position held in the organisation:

Trustee, fundraiser

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 1125144

Q3 When was your organisation established?

1994

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.

An unpaid voluntary committee of nine trustees plus over 100 unpaid volunteers facilitate an annual two week event which enables the professional agencies to deliver safety messages in the most cost effective way to 1500 year six, eleven year olds as they prepare to move on up to Secondary School.

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

Crucial Crew is a national concept, but each one is run independently. Shrewsbury & Oswestry Crucial Crew is one of the largest in the UK.

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

Please state which and attach a copy: . Yes ✓

Q7 What is your primary source of funding?

Fund raising. The Police and Crime Commissioner also funds up to 40% of the costs.

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.

This grant would go towards the cost of workbooks which each child receives. The workbooks are used by teachers after the event to reinforce the knowledge gained.

Workbooks are about £1.40 per child, £1800 in all, so a grant towards this would be extremely helpful.

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.

Workbooks contain information on about 20 safety scenarios, more than the 13 scenarios delivered at the event, so they contain added value. They have been used extensively since 1994 and benefit 1000 Shrewsbury children and their families each year.

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

1000+

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?

Feedback – from the professionals, schools, teachers, children and volunteers. The new safety knowledge is taken back to their communities by the children and volunteers.

Many say that they wished they'd had this safety training when they were 11 years old.

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?

Event liability Insurance

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

The training is delivered in the most part by uniformed professionals. All other participants receive appropriate briefings.

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* ✓

Child Protection, CRB , code of behaviour. Plus, the event is held on a secure site.

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 £
2012	Mayor Tony Durnell grant to Crucial Crew 2012	500
2007	SABC Grant to Crucial Crew 2008	500

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 £500 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
Catering	£3300
Children's Transport	£7600
Operating costs	£3100
Admin (400) and Insurance (500)	£900
Children's t-shirts	£3600
Workbooks	£1800
Total	£20,300
Project Income Please list how the project shall be funded	
Police & Crime Commissioner	£7500
Grant providers, donations and fund raising	£12,300
	£
	£
	£
What is the difference? This should be the same as the amount of Grant you are applying for	£500

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?

Shrewsbury & Oswestry Crucial Crew have contingency reserves in order to guarantee the next event, so that schools can plan their diaries

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

Sufficient reserves to guarantee the next two events. Fund raising and grant applications are spread around and are not dependant on the same providers. Eg; Shrewsbury Town Council have only contributed twice in the last 11 years.

Your Accounts

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

Total Income	£19,971.02
Less Total Expenditure	£22,888.73
Surplus / Loss	-£2,917.71
Savings (Reserves, Cash, Investments)	£58,947.64

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 give us 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:

Bank/building society name: ! . . .

Bank/building society address: :

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

- | | | |
|---|---------|----------------------|
| 1 | Name: . | Position: Chairman |
| 2 | Name: | Position : Treasurer |

Any Other Information

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

Shrewsbury & Oswestry Crucial Crew were pleased to host Mayor Jane McKenzie and her consort at the 2017 Crucial Crew event. With the majority of children attending from all the primary schools in Shrewsbury it is appropriate to invite their Mayor. If approved, this will be the first grant by Shrewsbury Town Council in 6 years.

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 Shrewsbury & Oswestry Crucial Crew.....(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: Trustee

Title Mr First Name: Alan Surname: Howls

Organisation address:

Postcode:

Telephone:

Signed: Date: November 2017

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: 25 Oct 17

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