



SHREWSBURY TOWN COUNCIL 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

PROJECT (In no more than 25 words)	The Hive is a town centre community venue. We need funding to replace our cash register and air-conditioning units; main source of hall heating/ cooling.	GRANT AMOUNT REQUESTED	£2,000
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Contact Details

Q1 Name of organisation making application: **The Hive (HMM Arts Ltd)**

Name of contact for this application

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

Position held in the organisation: **Chief Executive Officer**

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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?

The organisation (Belmont Arts Centre) became independent from Shropshire Council in 2005 and registered as a Charity and Company Limited by Guarantee. In 2008 we rebranded and changed the organisation name to the Hive.

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 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 (2 x per week), Shrewsbury Town Centre youth group (2 x per week), life drawing, Shropshire Jazz Network, Shrewsbury Film Society, Taking Part disco/music nights for adults with learning disabilities, Shropshire Inclusive Dance and DASH (Disability Arts Shropshire) as well as an open access café and gallery space with exhibitions held throughout the year.

In addition the Hive programmes our own activities including popular weekly under 5s music sessions Buzzy Beats, regularly sold-out Uptown Folk gigs, workshops for young people accessing mental health issues and holiday time workshop experiences for children and young people in a range of art-forms including pottery, music, film, animation and photography.

The Hive delivers social impact project for vulnerable groups through creativity, especially for children and young people. We run funded projects in partnership with local (Shrewsbury-based) organisations working with looked after children, young carers, LGBT Questioning young people Pupil Referral Units, young people in sheltered accommodation schemes, as well as children and young people in health care settings (e.g. mental health services and siblings of oncology patients).

We currently reach over 3,000 annually through music, media and creative arts-based workshops. In 2017 we reached 3375 and we ran 482 activities at the Hive.

We do not require a subscription fee and the venue is open Tuesday-Friday 9am-5pm, as well as for events and room bookings during weekdays, evenings and weekends.

The organisation is responsible for internal maintenance and our landlord; Shropshire Council, is responsible for external maintenance. To enable us to run our community venue effectively we currently need additional financial help in meeting internal maintenance costs. As the Hive is an ageing building, several significant maintenance issues have arisen that need attending to urgently.

Unfortunately the air conditioning system in our main performance space; also the main source of heating, has broken completely, leaving the main space very cold through the winter months. The first of two units broke in November 2016 and the organisation was unable to cover this cost, so we have relied on one functioning unit ever since. On 9th January the second unit broke, leaving the space without heating. Presently we are reliant on oil-filled radiators, some of which were kindly donated by Shrewsbury Film Society. Although an adequate short-term solution, the heaters are more costly to run and take 4 hours to heat the large performance space.

In addition our cash register in the café/bar area is outdated. We require a new register to enable us to streamline our café bar and ticketing experience, so we can enter all cash transactions to be cashed-up through the till, rather than entered into a book as they are now. This will save Hive duty managers and admin/box office staff a great deal of time and helps us to channel cash transactions through the till.

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?

Memorandum and Articles attached

Q7 What is your primary source of funding?

The Hive relies on grant funding and venue income as our main sources of funding/income. The Hive projects are very successful and last year the Hive brought in grant income of £238,039. Our total income was £356,844 and expenditure was £338,800.

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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's performance space and café /bar areas are used for a wide variety of activities, benefiting all ages and abilities.

The venue is not for profit and the organisation is responsible for the internal maintenance. Being an ageing building the additional internal maintenance issues can drain the finances. The Hive intends to use the Shrewsbury Town Community grant to fix the air conditioning in our main space to help us continue to provide a valuable service and space for our local community, also we are requesting enough funding to also purchase a new cash register for the café / bar which can also be used for cash transactions of tickets. This streamlines the experience, ensures that cash is entered through the same system and kept in one safe place.

We are applying for a contribution of £2,000 to the cost of replacing our air conditioning and a cash register, total cost £8,660.

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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.

In developing our evaluation framework the Hive's consultants Changes UK have consulted with a number of our partners, young people and customers evidencing the need for our services and facilities:

"(They)...develop friendships and a sense of community – the young people we work with often perceive themselves as being viewed as different and are open to being bullied, feel vulnerable. Here they feel similar... with things in common – similar interests. No judgements are made... no stigma"

"Looked After Children's CAMHS workers have been amazed at what was achieved in a week – that may not even happen in months of 'therapy'; getting to their raw emotions in the lyrics they write, talking honestly"

"We believe that The Hive as a physical venue is important for their young people as it feels like a safe place; a focus, they belong, they are part of something bigger and it is familiar and trusted. They can also see other activities that they may get involved in"

"Without the Hive I probably never would have got off my anti-depressants. It gave me somewhere to go, to make friends, to talk to others and express myself. To start with I didn't want to talk to anyone or go anywhere, I felt really shy but coming to the Hive gave my weeks a highlight to look forward to. I have had so much fun there at the gigs and on the song-writing and band-building projects. It is the place I feel most alive and listened to"

"I love bringing my son to Buzzy Beats every Friday. He has an amazing time socialising with other little ones and enjoying high quality live music workshops led by Mary Keith. For me it is also a chance to get out of the house and enjoy the company of other parents, have a coffee and chat, spend quality creative time with my son"

The Hive is an established venue and arts organisation at the heart of Shrewsbury town centre and a hub within its community. It is a safe and welcoming place that people are drawn back to time and again. It is imperative that we attempt to keep on top of maintenance issues so that the Hive continues to provide the welcoming and warm safe space to people of all ages that we currently offer.

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

10,000+ in 2018/19

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 expect that within the next year 2018-19 at least 10,000 people from the Parish of Shrewsbury will benefit from the replacement of the Hive's air conditioning units and new cash register by using the Hive's facilities and attending events, activities and meetings here. Every week we have on average 300 people of all ages from our local community accessing events, activities and meetings at the Hive. Many of these people attend regularly and we wish to ensure that their experience is always a positive one. The Hive's Duty Managers keep monitoring records of numbers attending each event. In addition the Hive will put evaluation forms or conduct evaluation exercises on exit

(tokens in a range of jars to show how they felt about their experience). We will continue to gain feedback and anecdotal evidence from our users and clients to ensure we are measuring the success of our service and their experiences.

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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?

Public liability insurance, contents insurance.

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

Staff, volunteers and freelance artists have DBS certificates. Freelance artists are required to hold public liability insurance. The staff team, volunteers and freelance leaders are trained to a high standard. Most recently (between Sept 2017 and Jan 2018) this training has covered GDPR, safeguarding for children and young people, paediatric first aid and emergency first aid in the workplace.

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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*

DBS checks, Safeguarding Policy, Fire Safety Policy, Fire Risk Assessment, individual event Risk Assessments, Volunteering Policy, Health & Safety Policy Statement, Dignity at Work (Bullying & Harassment) Policy.

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 £
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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 **£8,600** 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
Replacement air conditioning in Hive performance space: to replace both systems complete including indoor and outdoor units, fascia grilles and controllers. Quote from Cutts Refrigeration is £6,916 + VAT	£8,300
Replacement cash register for Hive café / bar (based on mid-range system) – based on ballpark quote from Salop Cash Registers £550 + VAT	£660
Total	£8,960
Project Income Please list how the project shall be funded	
Cash match for donations to the Hive	£60
Application to The Walker Trust	£6,900
	£
	£
What is the difference? This should be the same as the amount of Grant you are applying for	£2,000

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?

The Hive is able to match 50% of our personal/commercial donation income and income from Trusts and Foundations through Arts Council Catalyst Fund until August 2019. This creates funding that does not have to be delivered on (through projects). If there is a shortfall the Hive will endeavour to raise further match-funding through events and donations that will be matched by ACE to make up the total amount. The Hive intends to apply to The Walker Trust for capital and project costs, of which £6,900 will be towards the replacement air conditioning and cash register. We will also build in a contingency in case the Hive is unsuccessful in securing the match-funding from Shrewsbury Town Council Community Grants.

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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

I started in post as CEO in November 2017 and one of my main goals over the next three years is to enable the organisation to build up our free reserves, become more sustainable and less reliant on grant funding. It is my intention to work tirelessly to secure core grants from Trusts and Foundations which can be matched through Arts Council Catalyst Fund thus generating funding that does not need to be delivered-against, securing capital grants to enhance and refurbish our building, replace/repair broken items, conduct essential maintenance and maximise the income potential of our venue. This long-term regeneration of a beautiful building and an asset to the town can help us to attract more room hire custom and create more revenue.

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Your Accounts

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

Total Income	£356,844 (of which £114,434 was restricted)
Less Total Expenditure	£18,044 (total expenditure was £338,800 of which £133,505 was unrestricted and £92,876 was carried forward restricted)

Surplus / Loss	Free reserves deficit of -£21,916
Savings (Reserves, Cash, Investments)	£0

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: . |
| 2 | Name | Position:) |
| 3 | Name | Position: (|

Any Other Information

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

More information on the Hive venue and project can be found on our website
www.hiveonline.org.uk

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 **HMM Arts Ltd. (the Hive):***

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 Board of Trustees**

Title: **Mr** First Name: **Peter** Surname: **Pack**

Organisation address:

Postcode:

Telephone:

Signed:

Date:

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 form is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed:

Date:

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