



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)	‘Square Event’ part of May Festival	GRANT AMOUNT REQUESTED	£1100.00
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Contact Details

Q1 Name of organisation making application: Shrewsbury Bookfest

Name of contact for this application

Title : Mrs First Name: Joanna Surname: Hughes

Position held in the organisation: Festival Co-ordinator

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 1120177

Voluntary Organisation:

Company Limited by Guarantee: Company Number

Other – Please specify:

Q3 When was your organisation established?

Established in 1998, became a registered charity in 2007

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.

Our overall aim has remained unchanged since Shrewsbury Bookfest first began - to inspire, enthuse and entertain children through literature and the arts. Shrewsbury Bookfest was established in 1998 and was at the time the only exclusively children's literary festival in the country. Since then, Bookfest has grown considerably, developed new projects and has established a fine reputation for excellence amongst children, families, schools across Shropshire authors, publishers and keen supporters.

It obtained charitable status in 2007, and in 2009 won a Queen's Award for Excellence in the Voluntary Sector – the equivalent of an MBE and the highest award that can be given to a voluntary organisation.

Its annual festival over the May Bank Holiday weekend has become, according to Michael Morpurgo 'a beacon of excellence amongst literary festivals'. It is an opportunity for children and families to take part in literary activities and live theatre and talks.

Shrewsbury Bookfest has always been an independent, not-for-profit organisation, governed by a non-executive Board of Trustees. The Committee is primarily made up of a group of dedicated, hard working volunteers who collectively put in hundreds of hours to deliver continually evolving and successful reading development projects.

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:

'Governing Document' - attached

Q7 What is your primary source of funding?

Funding, sourced specifically project by project, comes from charitable trusts and foundations, schools, ticket income and sponsorship from local businesses.

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 'Square Event' is a focal part of Shrewsbury Bookfest's annual children's literature festival which in 2019 will be over the May Bank Holiday weekend, sited in the Square in

Shrewsbury. The all day event scheduled for Saturday 4th May 2019 will consist of around 5-8 literary activities, a storyteller, a Book Swap and a Bookfest Quest, all relating to a central children's literary theme – in 2019 this will be celebrating 15 children's literary birthdays such as the 30th anniversary of the publication of the classic children's story by Michael Rose 'We're Going on a Bear Hunt'. This all day event is free and fully accessible to the public to take part in and celebrates children's literature and the love of reading. Primary schools in the SY1 – SY3 area will during March and April decorate and theme a piece of artwork supplied by Bookfest, each based on a children's book to form the trail for the Bookfest Quest. On Saturday 4th May, the public will be able to follow the map to find each piece of artwork and complete the trail, finishing back at the Bookfest tent in the Square.

Leading children's author, **Jacqueline Wilson**, is scheduled to arrive at the Square Event at 1.30pm to present prizes to Bookfest's Creative Writing Competition that has been running across 29 Shropshire primary schools as part of its bi-annual Schools' Week project. This presentation will also mark the 21st anniversary of Shrewsbury Bookfest and will be covered by BBC Radio Shropshire and the press. This is an incredibly exciting feature for the public to share with such a famous children's author right in the heart of Shrewsbury.

The grant will meet the cost of the hire of the marquee cover over the Square, hire of the Square, the purchase of and production of the Bookfest Quest materials (artwork material, maps, instructions), publicity and cost of suppliers for the craft activities.

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.

Responding to public demand, **The Square Event** has grown and developed every year since 2010 from a simple storytelling and book swap session to an all-day feast of children's literary activities – entirely free to the public to take part in and enjoy right in the town centre. By bringing together local primary schools and other children's community groups such as the Shropshire Youth Theatre who produce a short public performance based on the theme during the day, the Square Event has become a firm favourite with children and their families. Feedback has shown that Bookfest is able to reach out to the public further and beyond the audiences who attend the ticketed events within the festival weekend due to its 'free, drop-in' nature. Example comments from the Square Event in 2018 included: "I love Bookfest. Having the opportunity to swap books is great for children and parents alike. My daughter particularly liked making her own book in the craft tent and she loved the Imagination Seekers event." "Face painting is always a hit with the kids too, as were making dream jars". The 'Bookfest Quest' aspect will involve 12-15 local primary schools who will create artwork based on materials provided by Bookfest which are to be sited around the town centre. A clue based map will be designed and participants will collect instructions and their map from the Bookfest Tent in

the Square. Successful 'Questers' will return to the Bookfest Tent to collect their prizes (badges, bookmarks).

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

2,000

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?

Bookfest volunteers will canvass feedback opinion from visitors, partners (local primary schools, community groups).

Health & Safety

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

Please provide the following information –

What kind of insurance does your organisation have?

Public liability insurance: Limit: £5,000,000

Professional liability: Limit: £1,000,000

Management liability: Limit: £250,000

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

The Festival Co-ordinator has been in post since 2009, curating the annual children's literature festival each year together with the Bookfest Schools' Co-ordinator who is a primary school teacher and who has been in post since 2018. The event is delivered on the day with the assistance of the Bookfest Trustees and team of volunteers including primary school teachers, librarians - all of whom have volunteered for Shrewsbury Bookfest on a regular basis for many years.

i) What policies does your organisation have in place?

Health & Safety Policy – attached

Safeguarding Policy – attached

CRB Checks - All Bookfest Trustees have current, up to date DBS certification although it is policy that no trustee/volunteer/co-ordinator is ever to be in sole charge of any individual child/vulnerable adult

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	Square Event within May Festival	1,000.00 (LJC)

2014	Square Event within May Festival	2,000.00
2016	Towards purchase of Bookfest Tent	1,000.00 (Local Councillors' Grant)

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 £1300.00 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
Marquee 18m X 6m, trestle tables & chairs hire	£800.00
Publicity flyer, map, instructions, signage design & production	£350.00
Craft materials	£150.00
Craft activity suppliers (face painter, storyteller/illustrator)	£310.00
St John's Ambulance Cover	£145.00
Hire of Square	£75.00
Power cost to Square	£75.00
Audio Hire (Open Mic)	£100.00
Artwork materials for max 15 Schools – Bookfest Quest	£150.00
Contingency	£100.00
Total	£2255.00
Project Income Please list how the project shall be funded: <i>As it is a free event for families and children to enable access to all, there will be no ticket sales income for this project. It is entirely reliant on grants, sponsorship and match funding from Shrewsbury Bookfest funds.</i>	£1155.00
What is the difference? This should be the same as the amount of Grant you are applying for	£1100.00

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 Bookfest will scale back accordingly the activities and provision for the public for this event.

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

Shrewsbury Bookfest continues its work to seek relevant funding from charitable trusts and foundations relevant to each of its projects and activities. Business sponsorship is also sought where applicable and relevant. With regards to the public event in the Square as part of the annual May Festival, this particular event is of benefit to the town and is much welcomed by families, children and local primary schools and as such seeks funding from relevant sources each time in order to deliver in a proper and professional manner.

Your Accounts

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

Total Income	£ 63,139.00
Less Total Expenditure	£ 38,557.00
Surplus / Loss	£ 24,582.00
Savings (Reserves, Cash, Investments)	£ 21,549.00

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: Shrewsbury Bookfest

Bank/building society name: i

Bank/building society address:

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

1	Name	Position ...	TREASURER
2	Name	Position ...	CHAIR
3	Name	Position ...	SECRETARY

Any Other Information

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

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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 Strensbury Bookfest (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.....

Title MRS First Name: SOPHIE Surname: PEACH.....

Organisation address:

.....
.....

Postcode:

Telephone:

Signed: Date: 15-01-19.....

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: [Signature] Date: 25-1-19

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: