



# 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

<b>PROJECT</b> (In no more than 25 words)	<b>Shrewsbury &amp; Oswestry Crucial Crew 2019</b>	<b>GRANT AMOUNT REQUESTED</b>	Up to <b>£1000</b> (£1 per child)
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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

Voluntary Organisation: ( )

Company Limited by Guarantee: ( ) Company Number .....

Other – Please specify: .....

Q3 When was your organisation established?

1994 ( 2019 is the 25<sup>th</sup> Anniversary event) 

**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 overall purpose is to provide young people living in the Shrewsbury and Oswestry area of Shropshire with essential life skills, safety and social awareness training in order to help them advance in life by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals." This is achieved by an unpaid management committee of 9 supported by over 100 unpaid volunteers.*

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

Crucial Crew is a locally run national concept, but there is no parent body.

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

Please state which and attach a copy: Yes, but see also, The Charity Commission website.

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

An unpaid fundraiser on the management team raises 63% of the running costs, the remainder, 37%, is provided by The Police & Crime Commissioner.

**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.

We will run a ten-day safety education event at Nesscliffe Army Camp from 3 – 14 June 2019. Monthly planning meetings from Jan to May with the professional agencies will formulate 13, up to the date safety, scenarios provided by uniformed professionals and others. 1500 eleven-year old year-six children from the Shrewsbury & Oswestry area will be bussed in to attend between 10am & 2.15 each day.

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.

The concept was agreed at a meeting of senior police officers at Credenhill, Hereford, in 1994 and run thereafter by West Mercia Police officers from Monkmoor in Shrewsbury. Continuous feedback and demand from up to 60 schools over 24 years has more than fully justified the need.

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

1000 children  
90 volunteers

**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?**

Years of feedback from; the professional agencies, volunteers, teachers, schools and their children. In 2018 VIP visitors including the Rotary District Governor, MP Daniel Kawczynski, Rod Thomson- Director of Public Health, Peter Nutting – Mayor & Leader of Shropshire Council, the PCC and other specialists, scrutinised, commended and endorsed the work of Crucial Crew. One scenario in 2018 was run in conjunction with the PCC’s river and water safety initiative and will continue in 2019.

### 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 and trustee insurance.
- ii) Do the leaders have the relevant qualifications and/or experience?

It is the highly trained professional agencies such as, the police, fire service, Shropshire Council etc, who provide the scenarios. The management committee who facilitate the event comprise of retired professionals from those and other agencies.

- 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 Risk assesments ,*

Child Protection Policy, Code of Behaviour, Constitution. The event continues to be held in a secure environment at Nesscliffe Army Camp. 9 members of the management team attended a First Aid course held at Shrewsbury Flax Mill in 2018

### 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 £
2018	Shrewsbury & Oswestry Crucial Crew June 2018	250
2012	Shrewsbury & Oswestry Crucial Crew June 2012	500
2008	Shrewsbury & Oswestry Crucial Crew June 2008	1000
2007	Shrewsbury & Oswestry Crucial Crew June 2007	5000

## 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 £1000 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	£ 3,300
Transport	£7,600
t-shirts	£3,600
workbooks	£1,800
Operational / Admin and Insurance	£3000
Shifty's specialist drug and alcohol awareness input	£1000
<b>Total</b>	<b>£20,300</b>
<b>Project Income</b> Please list how the project shall be funded	
Police and Crime Commissioner 37%	£7500
<b>Fundraising</b>	<b>£11,800</b>
<b>What is the difference?</b>	<b>£1,000</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?

As schools need to plan their diaries well in advance the charity also has sufficient reserves to guarantee the next event. The shortfall would come out of the reserves. Further fundraising from grant providers would be pursued.

## 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

A full time, unpaid, fundraiser is employed to attract funding from a variety of sources so that Crucial Crew is not dependant on the same contributors every year, eg, the town council have not been approached every year. (only four times in the last 12 years, providing £6,750 of the £182,500 raised in that time)

## Your Accounts

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

Total Income	£26,241.02
Less Total Expenditure	£23,563.59
Surplus / Loss	£ 2,677.43
Savings (Reserves, Cash, Investments)	£64,542.78

*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.**

2019 is a significant year for Shrewsbury & Oswestry Crucial Crew which reaches its 25<sup>th</sup> anniversary. During that time lives have been saved and 27,000 children have graduated as responsible junior citizens into our community. The event also provides personal development opportunities for company staff, also, an opportunity for others to give something back to their communities in their retirement. Over 100 volunteers attend each year, many of whom say that they wished they'd attended such an event when they were 11 years old. Most of the 9 strong management team have been with Crucial Crew for over 19 years and three of them since it started in 1994. Over the years, SABC and Shrewsbury Town Council have provided invaluable support for Crucial Crew, something we would be proud to publicise and reiterate in the coming months.

## 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 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: Chairman

Title: Mr      First Name: Alan      Surname:      Howls

Organisation address:

Signed:

Date: 23<sup>rd</sup> October 2018

**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: 23 October 2018

**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)**