



## 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)	To support the development of the Shrewsbury Town Youth Forum to enable them to have a bigger role in local decision making in the future	<b>GRANT AMOUNT REQUESTED</b>	<b>£1,815</b>
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### Contact Details

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

Name of contact for this application

Title : Ms      First Name: Salla      Surname: Virman

Position held in the organisation:

Chief Executive Officer.....

Contact Address, including full postcode:

The Hive, 5 Belmont, Shrewsbury

.....Postcode: SY1 1LE

Contact Telephone Number: 01743 234 970

Email address: salla@hiveonline.org.uk

### 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?**

2005.....

**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 registered charity and its vision is to transform lives through creative opportunities and cultural experiences and our mission is to deliver high quality creative opportunities and cultural experiences to transform lives, especially those of children and young people (CYP). The Hive is one of few organisations in Shropshire delivering social impact for vulnerable groups through creative projects. Its USP is the asset based approach and the organisation has a track record of over 10 years in successful project delivery, having reached over 30,000 CYP. The USP of the Hive is using creative activity to increase soft-skills development such as self-confidence, self-esteem, communication skills and sense of self, to provide better opportunities for future employment, education or volunteering. After 10 years of successful project delivery, we have been able to develop and adjust our practice to create programmes which work in achieving this. The Hive is also a vibrant community creative venue with a 100 seat performance space, music studio, gallery space and café & bar, which are used by various community groups and the venue visited by 10,000+ people annually. The Hive's artistic programming is also benefiting the town centre of Shrewsbury.*

**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.....

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

*The Hive's income comes from self-earned income from the venue (programming, café & bar sales, venue hire, consultancy & events services) as well as funded projects, which are restricted funds. The organisation is currently fund holder of a Local Sustainability Fund business development grant from the Cabinet Office as well as Catalyst Evolve funds and a Grants for the Arts from Arts Council England, a Armed Forces Covenant Fund, Shropshire Council Arts Revenue Fund, Film Hub North West Grant and an Awards for All grant. The Hive is also a delivery partner in other grants such as a large Youth Music Fund C consortium (3 counties), Youth Music Fund B with NHS Trust and Youth Music Fund A grant with Looked After Children's services at Shropshire Council. The overall financial situation of the organisation is stable, although the level of unrestricted funds is becoming more challenging to preserve in the current funding climate. The organisation is however looking at different opportunities to develop the charity and its activities to generate more sustainable income.*

## 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 applying for a grant to develop the Youth Forum, which is linked to Shrewsbury Town Youth Services and already regularly meets at the Hive.*

*The grant applied would be used to provide the young people an opportunity to develop skills which would help them to get more involved in actual democratic decision making processes (e.g. Town Council) in the future. The training would be done as part of the Hive's Heritage Lottery Fund (HLF) project which is part of their 'Young Roots' programme, a youth led approach to working with young people & heritage, with the Youth Forum having a specific role in shaping and managing this project. Through their involvement, young people would be able to develop their skills not just in theory, but in practice as well. The Youth Forum would have a specific role in working with the Hive staff to plan and execute different elements of the project and 'manage' it as a group, as well as promoting it to other young people.*

*Through their involvement, young people would get specific training which links to the HLF project (e.g. community involvement, project management, research, marketing & PR, budgeting, finance) delivered by Hive staff and our other project partners. They would also be able to recruit, train and engage with other local young people, whilst supported by the Hive staff and existing youth workers. There will be a total of 15 training sessions, each 2 hours minimum. The HLF project is thus used as a way to give young people an opportunity to develop their skills and knowledge with a real project. PLEASE NOTE: even though the HLF activities cover the whole of Shropshire, the Youth Forum activities would be based in Shrewsbury Town Centre only*

*In addition to the HLF activities, part of our project would be to have a minimum of 3 learning visits to other areas where good examples of youth decision making are already in place, e.g. Dudley and Birmingham, as well as visits to e.g. Local Council meetings.*

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.

*As an organisation which is continuously working with young people, we feel it is important to have the voice of young people heard in local level decision making. Young people often feel that they have no say in political decisions and often don't yet have the necessary skills, understanding or confidence to get involved. Through this project, we will provide young people an opportunity to develop the basic skills needed, as well as build their confidence in getting involved and getting experience in working as a group. Having confident and skilled young people involved in the local decision making will ultimately benefit all residents of the area.*

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

Ultimately all,  
30 YP initially

**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?**

*The HLF project will be evaluated through both qualitative and quantitative methods and the Youth Forum part of the project would be included into this main evaluation. As we do multiple funded projects, each project is evaluated separately, often using specific outcomes and impact measures used by the various funders. These might include confidence development measures, skills development, wellbeing measures (such as wellbeing scales) and evaluations always include both qualitative and quantitative information. Evaluations are conducted at the beginning, during and at the end of the project and as this is a youth led project, we want young people to have a key role in the collection and evaluation of data and the design of the evaluation methods which can also include creative approaches. For this project, the Hive will use a professional external evaluator to collate the evaluation materials. Evaluation will include numerical data (e.g. number of participants, number of sessions, as well as qualitative data (e.g. interviews with young people, surveys). The indicators would include skills development, confidence building, level of understanding of project work and democratic processes, etc. A full evaluation report will be provided to the funders at the end of the project and regular evaluation sessions are included into the project plan. This information would thus be available for*

## **Health & Safety**

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

The project involves working with young people, some of whom may be vulnerable. The project also requires the participants to travel outside the Hive venue.

Please provide the following information –

i) What kind of insurance does your organisation have?

*The Hive has a public liability (£5m) as well as employer's liability insurance (£10m). The public liability insurance covers activities both at the venue as well as outside the venue. In addition to this it has other insurance policies such as building damage contents insurance for the premises (venue is not owned by the charity).*

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

*For our project work, we use high quality creative provision to deliver social outcomes, using our experienced core staff, as well as skilled professional artists. The organisation contracts freelance artists to deliver projects and workshops. There is a pool of 40 freelance artists that the Hive currently uses and also provides training and professional development opportunities for. The artists are currently trained in health & safety, first aid and fire safety, as well as areas specific to the project work including, working with young people/music-making in challenging circumstances setting, child protection, attachment theory, hate crime reporting & safe places, counselling skills, understanding drug and alcohol misuse issues, working with young*

people in the autism spectrum, effective evaluation and monitoring. Our permanent staff are also highly skilled with specific qualifications and degrees in e.g. youth work, management, fundraising, health & safety, finance and project management.

- 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

*The Hive has all key policies in place, including Health & Safety Policy and Statement, Safeguarding Children/Child Protection Policy, Working with vulnerable adults Policy, Equal Opportunities Policy, as well as key HR policies such as Adoption Leave Policy, Maternity & Parental Leave Policy, Flexible Working Policy, Grievance Procedure, ICT and Social Media Policy, Retirement Policy, Sickness Benefit Policy, Communications Policy, Lone Working, Attending Work Policy, Whistleblowing Policy, Disciplinary Procedure/Policy, Bribery Policy, The Offensive Behaviour Policy, Travel & Expenses Policy, Data Protection Policy and Redundancy & Recruitment Policies. All relevant employees, volunteers and freelancers are required to have a DBS check. The charity also has a risk register, as well as other relevant policies/documents required for venue operations such as Fire Risk Assessment, COSHH, Electrical Safety, Asbestos Register, Water management, Accident Reporting and First Aid. The organisation also has a general risk assessment and separate risk assessments are made for any activities delivered.*

## 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 £
2014	Local Joint Committee grant to the Hive	5100

### 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 £1,815 and provide a detailed breakdown as to how you have reached this figure

PLEASE NOTE WE USE FULL COST RECOVERY MODEL TO CALCULATE COSTS

Project Expenditure Please list all items of expenditure for your project	Amount of Project
Youth Forum Development – refreshments for meetings & training sessions (15 sessions)	£225
Youth Forum Development – Staff time to lead sessions and provide training (15 sessions, 2 hours each, £13 per hour specialist staff)	£390
Youth Forum Development – Venue hire to cover proportion of running costs based on full cost recovery model	£270
Youth Forum Development – Marketing materials, materials	£180
Youth Forum Development – Evaluation and report writing costs	£250
Youth Forum Development – Transport and other costs for 3 learning visits	£500
Other delivery of HLF project	£48,800
<b>Total</b>	<b>£50,615</b>
<b>Project Income</b> Please list how the project shall be funded	
Grant from Heritage Lottery Fund (100% Confirmed, waiting for permission to start and need to confirm match funding (ie. This grant)	£48,800
<b>What is the difference?</b> This should be the same as the amount of Grant you are applying for	£1,815

### 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?

*Any differences in the amounts requested will result in the activities either being drastically reduced or not been carried out.*

### 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.

*As this is a training project for young people is a key element in the project, it would become sustainable/achieve its outcomes as the young people would be better equipped to get involved in local decision making and also train future generations as they would be equipped with the necessary skills. The Hive is also developing its youth projects in general, which may give further opportunities to expand the project in the future. A success in this first part would give the Hive a possibility to apply for further funding.*

## Your Accounts

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

Total Income	£244,268 (incl. restricted funds)
Less Total Expenditure	£277,916 (incl. restricted funds)
Surplus / Loss	£52,916
Savings (Reserves, Cash, Investments)	£37,252 as of April 2016. Expected to increase by March 17 due to Catalyst Evolve programme match.

*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: **MM Arts Ltd**

Bank/building society name: **CAF Bank**

Bank/building society address: **CAF Bank Ltd, 25 Kings Hill Avenue4, Kings Hill, West**

**Malling, Kent ME19 4JQ**

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

- |   |                   |                            |
|---|-------------------|----------------------------|
| 1 | Name Salla Virman | Position CEO               |
| 2 | Name Peter Pack   | Position Chair of Trustees |

## Any Other Information

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

*We have included a project outline for the HLF project, please note this is confidential and only for the purposes of assessing this application.*

## 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 Limited (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: CEO

Title Ms First Name: Salla Surname: Virman

Organisation address:

[Redacted address]

Telephone:

[Redacted telephone number]

Signed [Redacted signature] Date: 27/1/2017

**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**

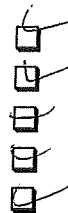
*I confirm that, to the best of my knowledge and belief, all the information in this application from is true and correct. I understand that you may ask for additional information at any stage of the application process.*



Signed  ..... Date: 27/1/2017

### 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  
Frankwell Quay  
Shrewsbury  
SY3 8HR**

**Telephone: 01743 281010  
Fax: 01743 281051  
Email: [Helen.ball-stc@shropshire.gov.uk](mailto:Helen.ball-stc@shropshire.gov.uk)**