

SHREWSBURY TOWN
COUNCIL

15 JUL 2018

RECEIVED



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)	Repair main sewerage pipe	GRANT AMOUNT REQUESTED	£2500.00
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Contact Details

Q1 Name of organisation making application:

Bomere Heath Village Hall

Name of contact for this application

Title : **Mr.** First Name: **Robert** Surname: **Hunt**

Position held in the organisation:

Chairman

Contact Address, including full postcode:

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.....

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.....Postcode

Contact Telephone Number:

Email address:

About your organisation

Q2 What type of organisation are you?

Tick (✓) relevant category:

Registered Charity: (✓) Charity Registration Number **518925**
Voluntary Organisation: ()
Company Limited by Guarantee: () Company Number
Other – Please specify:

Q3 When was your organisation established?

1932

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.

.....**We are a charity that manages the village hall**

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

.....**No**.....

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

Please state which and attach a copy: **No** ...

We are a charity governed by The Charity Commission.....

Q7 What is your primary source of funding?

**Fees from the hire of the hall for social events, activities and meetings
of local clubs etc.**

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.

For remedial work to correct the partial collapse of the sewerage outgoing pipe that runs underneath the hall.

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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.
Metro Rod have surveyed the problem and advised us this needs replacing.

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

100 ?

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?

Once the works are complete everyone who uses hall.

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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, music licence and building contents.

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

We are volunteers of senior years with a lifetime of experience.

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 hall has wheelchair access and disabled toilets.

Those people needing special needs are accompanied with a minder or carer.

We do not have a written policy for safe guarding or child protection.

The hirer is responsible for children in his or her care.

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 £
	None	

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 £..... 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
Total as per the quote	£4540.00
	£
	£
	£
VAT at 20%	£908
Total	£5448.00
Project Income Please list how the project shall be funded	
Grant from the town Council	£2500.00
Part from our own funds	£2500.00
A grant from the Parish Council	£448.00
	£
	£
What is the difference? This should be the same as the amount of Grant you are applying for	£5448.00

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?

Depending on how much we can get via a grant we will raise funds for any short fall.

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

This is a "one off" due to the high cost of the work involved. Hence our request for the grant. By and large we can manage ourselves financially.

Your Accounts

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

Total Income	£6595.43
Less Total Expenditure	£6954.96
Surplus / Loss	£359.50
Savings (Reserves, Cash, Investments)	£14.43

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: .

Sort Code: a/c

Bank/building society address...!

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

1 Name ...

2 Name ...

3 Name Position

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 **Bomere Heath village hall** *(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: TREASURER

Title MR First Name: Ann Surname: MISSLBRON

Organisation address:

.....

.....

..... Postcode:

Telephone:

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

Signed: Date: 1/2