



SHREWSBURY TOWN COUNCIL

COMMUNITY GRANTS FUND APPLICATION

SHREWSBURY T
COUNCIL

3 JUL 2018

RECEIVED

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)	To erect 3 Street banners to publicise Fairtrade Fortnight for the next two years	GRANT AMOUNT REQUESTED	£750 £675
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Contact Details

Q1 Name of organisation making application: Fairtrade Town

Shrewsbury.....

Name of contact for this application

Title : Rev. First Name: Kenneth.....Surname: Chippindale.....

Position held in the organisation:

Treasurer.....

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
Voluntary Organisation: (✓)
Company Limited by Guarantee: () Company Number
Other – Please specify:

Q3 When was your organisation established?

2010.....

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 organisation exists to promote awareness of Fairtrade principles in Shrewsbury, and to encourage, support and monitor the availability of Fairtrade products in shops, supermarkets, cafes, etc. We also visit schools and colleges, faith groups and community groups, in order to inform them about Fairtrade. There is no subscription, and the steering group consists of 5 members at present, together with a larger group of volunteers, who help with specific events.....

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

We are not affiliated in any formal sense but are part of the Fairtrade movement, which has a national office at the Fairtrade Foundation in London.....

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

Please state which and attach a copy: ...Constitution attached.....

Q7 What is your primary source of funding?

Grants.....
.....

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.

Each annual Fairtrade Fortnight we arrange with Shropshire Council to have 3 banners erected above streets in Shrewsbury in order to publicise this, and the cost of erection is at present

£360.....

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.

This is the most prominent way to publicise the event each year. The banners stay in place for 2 weeks, and we would appreciate a grant to cover the next 2 years. We believe that it is important for the people of Shrewsbury to be aware of this activity.

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

As many as see banners

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 hope there will be an increased awareness of Fairtrade, and one way of measuring this is more people buying products for the Fairtrade stall in the Market Hall. However numbers as such are not measurable.

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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 for activities such as taking stalls, etc, to schools and fairs. The erection of banners

however is covered by Shropshire Council

insurance.....

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

We are not responsible for the erection of

banners.....

.....

- ii) 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*

We are DBS checked in relation to school

visits.....

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 £

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 £750..... 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
Erection of street banners for two years	£750

	£
	£
	£
	£
Total	£750
Project Income Please list how the project shall be funded	
This grant Internal Funding	£750
	£
	£
	£
	£
What is the difference? This should be the same as the amount of Grant you are applying for	£ 675

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?

We would not be erecting the banners for each year. The Fairtrade Shrewsbury

Community Interest Company, which trades in the Market Hall, will support this project

with a small grant (£75), but is unable to donate more because of its own financial

position

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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

years.....
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Your Accounts

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

Total Income	£ none
Less Total Expenditure	£ 460
Surplus / Loss	£ 460
Savings (Reserves, Cash, Investments)	£ 1054.90

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.

Normally, and certainly for any large cheques such as the payment of Council fees, Miles Kenny and Ken Chippindale will be the

signatories.....

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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 Fairtrade Town Shrewsbury :

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: Miles Surname: Kenny

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 from 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: ☒

Most recent report to Fairtrade Foundation
(June 2017)