

20 JUL 2015



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)	Enabling the hearing impaired full access to community activities in the Shrewsbury Triratna Buddhist Centre	GRANT AMOUNT REQUESTED	£3,090.70
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Contact Details

Q1 Name of organisation making application:

Shrewsbury Triratna Buddhist Centre

Name of contact for this application

Title: Mr First Name: Richard Surname: Dawson

Position held in the organisation: Member

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 EW24676

Voluntary Organisation: ()

Company Limited by Guarantee: () Company Number

Other – Please specify:

Q3 When was your organisation established?

Incorporated Charity on 24th July 2014

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 Triratna Buddhist Community Shrewsbury (TBCS) is a Charitable Incorporated Organisation ("CIO"). The TBCS works to promote meaningful lives based on shared values of friendship, kindness, generosity and compassion. We deliver activities that help people reduce their suffering and create a positive and harmonious society. One of the ways we do this is emphasising the importance of the human mind, how we view the world and our place within it. Through using techniques such as meditation and mindfulness we can change our states of mind to become more positive and skilful in the world. Mindfulness is rooted in the Buddhist tradition. We also run other more secular activities that support people's physical and mental well-being, such as yoga, pilates and mindfulness for pain management.

TBCS is governed by a Council of Trustees who are all members of the Triratna Buddhist Order, people who have committed to a life principally dedicated to the practice of Buddhism within the Triratna Community. Also active in the running of the charity and organizing and delivering activities are Mitras (Friends of Triratna who have made a deeper commitment in a ritual context). There are over fifty regular attendees at meetings and classes as well as drop-in visitors and people enrolling for the Beginners Meditation Classes. In Triratna all participants in our activities are referred to as Friends.

The Triratna Buddhist Group started in Shrewsbury in 2004 as an outreach of the Birmingham Triratna Centre, becoming independent in 2008. Until 2014 the Group operated as an unincorporated association in rooms hired at the Quaker Meeting House in Corporation Lane, Shrewsbury. The Group applied for registration as a Charitable Incorporated Organisation in March 2014 and this was granted in July 2014. In 2014 we purchased premises in Castlefields to create a permanent home open to the whole community; the new centre was opened in July 2015.

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

No, we are an independent registered charity.

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?

We are primarily supported by the donations of people using the centre both as individuals and groups. We do not charge a set fee for our activities, instead we encourage people to give what they can afford based on the principles of

kindness and generosity. We also receive some income from groups booking the use of our hall and rental income from a flat above the centre.

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 wish to meet the growing need in the community for mindfulness and meditation in all walks of life. This has resulted in an increasing number of people using our centre. Common enquiries include how to use meditation to help with depression, addiction, pain and stress. We offer courses for beginners as well as a weekly regular group; additionally we provide a drop-in class on a fortnightly basis and day events during the year. As well as offering formal classes, we offer a different approach to living in an increasingly materialistic world through developing inner contentment and friendship.

The grant will be used to improve the quality of provision we offer to people with a hearing impairment. Users with a hearing impairment find participation in activities challenging, and in particular are unable to join in group activities due to inadequate provision of a hearing loop system. To meet this need we wish to install a hanging mic and wireless lapel mic. These enable people with hearing impairments to gain full access to activities within our centre.

We have a wide range of community groups who also use the centre ranging from yoga, mother and baby groups, pain management classes, tai chi and a local choir. All will benefit from the improved provision.

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 need initially arose from discussions with members of our own group who were unable to fully participate in activities. Since then we have discussed the issues with all groups who used the centre.

Our goal is to ensure all our activities are fully accessible to all members of the community. We do not have exact figures on the number of centre users who will benefit from this grant, however, we feel it is important to offer full accessibility to all users of the centre both current and future. We have done considerable work to ensure the centre is as full accessible as possible, installing accessible toilets and ramps for wheel chair access.

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

84

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?

Our main success criteria is to offer full accessibility within our centre and activities for people with hearing impairment. We have consulted with the national charity Action on Hearing loss to ensure our proposal will deliver this. We will test the new system with hearing impaired users of the centre and make any adjustments required to ensure a fully successful system.

Hearing impairment affects 1 in 6 people, rising to 40% for those over 50, and these numbers are set to rise (Action on Hearing Loss). We have approximately 500 regular users of the centre, so 1 in 6 is 84 people with a regular need for hearing support.

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?

There are no special health and safety issues associated with this project. Installation will be carried out by a registered installer with the necessary insurance. In addition, we carry public liability insurance and building/contents insurance.

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

The management of the project will be overseen by Tim Crosskey (Trustee) who is a qualified architect.

- 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*

All members of the centre in positions of responsibility, such as public teaching, have received child protection and vulnerable adults training, and are DBS checked where necessary. We also have a voluntary code of practice for all members involved in public activities which they are required to sign and adhere to. We have a clear policy in place for reporting potential issues of misuse.

The centre also has a sustainability policy.

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 £
	No previous applications	

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 £3,090.70 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
Installation (2x £550)	£1,100.00
Hanging microphone x 2	£592.24
Compact Mixer x 2	£305.16
Wireless Beltpack with Lapel Microphone	£298.89
Wireless Handheld Microphone	£279.29
VAT at 20%	£515.12
Total	£3,090.70
Project Income Please list how the project shall be funded	
	£
We are seeking a grant for the full amount	£
	£
	£
	£
What is the difference? This should be the same as the amount of Grant you are applying for	£3,090.70

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 have already researched alternative funding bodies and have not found a suitable fund. Should we not receive the full amount, therefore, we will start a campaign to fundraise the difference. This will delay the project until the additional funding can be raised.

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?

We are a voluntary organisation and as such keep our costs to a minimum. All activities are delivered on a voluntary basis. We currently meet our ongoing expenditure through our activities, and are slowly paying off three substantial loans through which we were able to purchase and renovate the centre.

The hearing improvements will be a one off investment with very minor if any ongoing costs.

Your Accounts

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

Total Income	£45,604.55
Less Total Expenditure	£29,901.41
Surplus / Loss	£15,703.14*
Savings (Reserves, Cash, Investments)	£12,094.48

*Note: we currently have loans totalling £158,030.19 which enabled us to purchase the centre. Surplus from financial year 2017 was used to contribute to paying off the loan capital.

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.

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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 Shrewsbury Triratna Buddhist Centre:

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.

Post held in organisation: Treasurer

Organisation address:

Telephone:

Q19 Signature of Person Completing the Application

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:

- Accounts 2016/17.
- Constitution
- Quote for installation

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:

