



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)	Prepare to Refresh - Meole Brace Peace Memorial Hall	GRANT AMOUNT REQUESTED	£1000
--	---	---------------------------------------	--------------

Contact Details

Q1 Name of organisation making application: Meole Brace Peace Memorial Hall.....

Name of contact for this application

Title : Mr First Name: Peter Surname: Dunhill

Position held in the organisation: Trustee

Contact Address, including full postcode:

.....

Contact Telephone Number:

.....

Email address:

About your organisation

Q2 What type of organisation are you?

Tick (✓) relevant category:

Registered Charity: (✓) Charity Registration Number 1170090.

Voluntary Organisation: ()

Company Limited by Guarantee: () Company Number

Other – Please specify:

Q3 When was your organisation established?

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.

Meole Brace Peace Memorial Hall is a traditional 'village hall' serving our local community by providing a meeting space for groups to engage in a wide variety of activities (eg choir singing, dance, WI meetings, Garden and Allotment Club meetings and shows, art, yoga, play rehearsals, pre-school sessions, musical and theatrical entertainments, children's parties, social events). We are a Charitable Incorporated Organisation (CIO) – charity no. 1170090 with a management committee of 5 Charity Trustees. In addition we have the backing of a number of key volunteers including our Bookings Secretary and representatives of local groups who use the Hall. We charge modest rates for hiring the Hall, giving preference to local bookings. Maintenance, apart from weekly cleaning, and administration are carried out entirely by volunteers. We run a number of fundraising activities throughout the year.

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: Constitution

Q7 What is your primary source of funding?

Hire charges, donations and our own fundraising activities – mostly events. For this project and the subsequent refurbishment or rebuild we will also be seeking support from Shrewsbury Town Council, Shropshire Rural Community Council, business sponsorship, grant giving bodies and the Big Lottery bodies.

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.

Prepare to Refresh is the first step in revitalising our community Hall while continuing to embrace its status as war memorial. Our Hall:

- was built in 1921 and, though well loved and well used, it is 'tired' and in need of significant improvements to its appearance, access, infrastructure, maintenance demands, energy efficiency and use of space.
- serves a well expressed local need and has the potential to support a wider range of community uses especially for children and young people, many of whom live on Meole Estate – a recognised 'deprived' area.

We have already consulted our current users and have invested in a structural survey and professional detailed 'baseline' survey plans. Prepare to Refresh (Phase 1 of a major scheme) is a learning and consultation exercise taking a maximum of six months for which we need to commission outline architectural designs and simple models with indicative costs for both refurbishment and rebuild options. We will then consult the local community in order to select the most appropriate 'needs assessed' option.

We will:

- use conventional publicity (posters, flyers, newspapers, local contacts, radio) as well as social media to alert people to the proposed improvement options and also the consultation events (day and evening).
- talk to people of all ages with an interest, whether expressed or not, who may be unable to attend our consultation events.

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.

We have already consulted with 12 of our existing user groups by means of a questionnaire completed at individual meetings with those groups. Questions included 'What do you like about the hall?'; 'How can the hall be improved?'; 'Would you prefer a refurbishment or a rebuild option?'. The results of this survey have been collated and showed an even split between refurbish and rebuild. We have been asking one off 'hirers' what they feel about the hall and its potential improvement and have recorded their responses. The Trustees are assisted in their work by an advisory group consisting of volunteers (eg the Bookings Secretary) and representatives from regular users (eg Nobold WI, Meole Brace Garden and Allotment Club). Our project is about learning and exploring the views of the local community and how it values what we have and what can be done to enhance that value. We are looking for traditional and innovative ideas to meet needs that at present we do not necessarily know exist. We are planning at least one major consultation event (day and evening) and intend to 'reach out' to potential user groups by visiting and talking to them about our proposals

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

2500

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 objectives of Phase 1 of our 'Prepare to Refresh' project are:

1. To involve our local community in making plans for the future of a significant community facility and subsequently to support those actions which have been agreed by an informed consensus
2. To plan for the translation of the agreed programme into specific actions eg drawing up of costed plans, securing relevant permissions and attracting sufficient funding

We will measure our success in achieving these objectives by

- Attracting a minimum of 200 + participants in our consultation exercises

- Compiling a meaningful, accurate and unbiased report of the views expressed during the consultation process and detailing and publicising the reasoning behind the Trustees decisions on how to proceed

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? ...Buildings and Contents, Public Liability, Employers Liability*
- ii) *Do the leaders have the relevant qualifications and/or experience?*
Among the Trustees and support team of volunteers we have members with architectural, voluntary sector management, research and financial/accounting qualifications. There is also a wealth of experience in community consultation, heritage management, project management, architectural technology, community venue bookings, publicity, fundraising, environmental impact measurement, public relations and event 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*
Health and Safety, Equal Opportunities, Data Protection

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	New floor for Meole Brace Peace Memorial Hall	1000

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
Feasibility and Concept Design (incl VAT)	£2820
Posters/PR	£50
Printing of plans/handouts (incl VAT)	£100
Refreshments	£25
Stationery (pens, post its, flipcharts)	£30
Architects participation in consultation exercise x 1 day (incl VAT)	£540
Total	£3565
Project Income Please list how the project shall be funded	
Own funds/fundraising	£1715
STC/SC C ex LJC consultation grant	£600
STC Local Councillor Grant	£250
	£2565
What is the difference? This should be the same as the amount of Grant you are applying for	£1000

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 need to increase the contribution from our own funds/fundraising. However we would like to reserve a significant amount of our own funds for Phase 2 of the overall project for which match funding may be a requirement

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

Prepare to Refresh is a one off capital project. We have evidence going back over 99 years that we are capable of sustaining and maintaining our community facility and balancing our books. We pride ourselves that we are run by volunteers and that we are able to offer affordable hire charges that do not put off users who may well suffer from social and economic deprivation. Support from our local Council will demonstrate to major grant givers that we are recognised locally as an organisation that contributes to community wellbeing

Your Accounts

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

Total Income	£ 9422
Less Total Expenditure	£19071
Surplus / Loss	£9649
Savings (Reserves, Cash, Investments)	£12822

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: 7

.....

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

- 1 Name: . Position: Treasurer
- 2 Name: (Position: Chairman
- 3 Name: : Position: Bookings Secretary

Any Other Information

Q17 Any other information which you consider to be relevant to your 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 Meole Brace Peace Memorial 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:

Chairman.....

Title First Name: Surname:

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:

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