



# 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)	<b>To undertake a week long programme of activities for Refugee Week to raise awareness of the migration crisis, increase understanding, compassion and celebrate diversity.</b>	<b>GRANT AMOUNT REQUESTED</b>	<b>£2000</b>
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## Contact Details

**Q1** Name of organisation making application:

**Shropshire Supports Refugees**

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Name of contact for this application

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

Position held in the organisation:

**Support Manager**

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 .....  
Voluntary Organisation: ( )  
Company Limited by Guarantee: ( x ) Company Number 10895491.....  
Other – Please specify: **Community Interest Company**

**Q3 When was your organisation established?**

**August 2016 but incorporated in august 2017**

**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.**

**Shropshire Supports Refugees supports Shropshire Council in helping to resettle severely traumatised families and individuals providing assistance to them to help them effectively access the full range of public services available. In addition we provide English language support through regular English classes; support individual families through the work of bi-cultural support workers; assist with education support for children and young people and provide practical support and translation. We run groups for women, activities for children and trauma and resilience groups for the men. We host craft and chat groups, EID parties, assist families to become independent, give them emotional support and practical help to get on their own two feet. We also deliver talks, raise awareness, network, facilitate joint projects and through our facebook site we harness good will and support from the shropshire public.**

**We are currently supporting 20 refugee families, most of whom are based in Shrewsbury. As a community interest company we are heavily reliant on volunteer support and currently have 40 active volunteers.**

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

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.....

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

Please state which and attach a copy:

**Memorandum of Association - attached**

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

We currently receive a small grant from Shropshire Council ( £50K)

### 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 want to replicate what we have done in previous years plus add to it.
- screen a film or two
- host an evening of poetry
- run a culture day at the library
- work with other organisations to support their Refugee week activities
- host an 'open' in participate gallery
- run workshops around the theme 'imagine'
- provide syrian food at the events
- a music concert
- art workshops
- deliver a talk through the week to as many schools as possible
- potentially create an international map of shrewsbury

Refugee Week takes place every year across the world in the week around World Refugee Day on the 20 June. In the UK, Refugee Week is a nationwide programme of arts, cultural and educational events that celebrate the contribution of refugees to the UK, and encourages a better understanding between communities. The theme for 2020 is 'Imagine'.

The aims of Refugee Week are:

To encourage a diverse range of events to be held throughout the UK which facilitate positive encounters between refugees and the general public in order to encourage greater understanding and overcome hostility.

To showcase the talent and expertise that refugees bring with them to the UK.

To explore new and creative ways of addressing the relevant issues and reach beyond the the refugee sector.

To provide information which educates and raises awareness of the reality of refugee experiences.

We are therefore seeking to develop a range of activities and events to take place at a variety of venues around Shrewsbury during refugee week (15<sup>th</sup> – 21<sup>st</sup> June 2020), for example a poetry evening which will look at the lives and experiences of refugees in the town through the work of local poets. If successful in our application the grant funding will be used to help provide marketing materials and initial promotional activity. In addition funding would support venue hire and equipment costs as well as expenses for artists taking part in events and costs for materials.

- 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 stated above Refugee week is both a national and international event. It is important therefore that Shrewsbury, as the major centre of population in the County, and with the largest refugee community in Shropshire is able to support the aims of refugee week and can host a number of events during the week that will raise awareness. Migration is of course a significant European and global issue and all the indicators suggest that the UK will continue to be a destination for refugees and asylum seekers. It is also frequently in the news. We want Shrewsbury to be a town that welcomes refugees and one in which refugee families are valued and feel able to contribute to the economic, social and cultural life of the town and its communities. By publicising refugee week and being able to put on a range of events awareness of the migration crisis will be increased and understanding and acceptance of refugees can be embedded in our town helping to develop an inclusive and socially cohesive community.**

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

**This is difficult to quantify as the benefit will range from increased understanding on the part of the wider population of the parish to more direct benefits for those that attend the different events. There are currently approximately 200 - 300 refugees and asylum seekers in shropshire. That we know of. They will benefit. Ultimately, anyone who attends our events, hears about them, or sees the marketing material for the events will benefit from refugee weeks aims.**

- 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 will measure success from the attendance figures at any event organised during refugee week and also through the amount of media coverage we get. We will also seek to gather feedback from each event as to how awareness and understanding of the migration crisis has increased. This could be done by providing a simple questionnaire that attendees will be encouraged to complete after the event and return to the organisation.**

**The organisation is active on social media, e.g facebook and will monitor growth of interest in the organisation and its aims through this medium. Last year's celebrations recruited at least 30 people directly as volunteers or members of our fb group. there are currently nearly 1000 people in the closed facebook group**

**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**

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

.....yes. 4 years of research and working with refugees and asylum seekers,  
3 yrs of refugee week behind us. Each year getting bigger, engaging more  
organisations, projects and individuals.....

- 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 of the above and more**

**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 £
2017	Staging a concert to remember, recognise and raise awareness of the migration crisis.	1800
	sadly, amanda was on her own back then and too busy setting up SSR to be able to realise plans for refugee week that year. She handed it back,rather apologetically	

**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 £2000... 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
marketing- banners, leaflets, posters, graphics design	£1000
interpreters costs	£200
food ingredients, families expenses,	£500
artists expenses	£1000
hire of equipment, venues	£1300
<b>Total</b>	£4000
Project Income Please list how the project shall be funded	
donations	£ 300
contribution from SSR	£ 1000
sponsorship	£ 700
	£
	£
<b>What is the difference?</b> This should be the same as the amount of Grant you are applying for	£2000

**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 will be seeking other sources of funding through donations and sponsorship.**

**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 actively pursuing a number of other grant funding routes. This includes the national lottery and other organisations that support community projects, vulnerable groups and refugees and asylum seekers**

As refugee week grows each year, the hope is that businesses and organisations will be drawn to sponsoring it and eventually it will pay for itself

## Your Accounts

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

Total Income	£
Less Total Expenditure	£
Surplus / Loss	£
Savings (Reserves, Cash, Investments)	£

*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 Director
2	Name	.	Position signatory
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 ...Shropshire Supports Refugees.....(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: Director and founder

Title ...Mrs..... First Name: Amanda ..... Surname:  
Jones.....

Organisation address:



.....  
Telephone: .....

Signed: ... .. Date: 29.01.2020.....

**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: 29.01.2020.....

**Checklist**

1. Have you answered every question?  X
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?  X
5. Please state any supporting documents you are submitting:  
week poster from last year  refugee

**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](mailto:Helen.ball@shrewsburytowncouncil.gov.uk)**