



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)	Hive Sound-Studio: our busy sound-studio needs redecorating to make it more welcoming for children & young people from the local community who use it regularly.	GRANT AMOUNT REQUESTED	£750
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Contact Details

Q1 Name of organisation making application:

The Hive (HMM Arts Ltd)

Name of contact for this application

Title : **Ms.** First Name: **Katie** Surname: **Jennings**

Position held in the organisation: **Chief Executive Officer**

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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 **1108488**

Voluntary Organisation: ()

Company Limited by Guarantee: (✓) Company Number **5280336**

Other – Please specify:

Q3 When was your organisation established?

The organisation (Belmont Arts Centre) became independent from Shropshire Council in 2005 and registered as a Charity and Company Limited by Guarantee. In 2008 we rebranded and changed the organisation name to The Hive.

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 Hive is a valued town centre venue used by an average of 300 people of all ages from the local community each week. We hire the venue spaces to a variety of local groups for activities such as: Shropshire Youth Theatre (2 x per week), Shrewsbury Town Centre youth group (2 x per week), life drawing, Shropshire Jazz Network, Shrewsbury Film Society, Taking Part disco/music nights for adults with learning disabilities, Shropshire Inclusive Dance and DASH (Disability Arts Shropshire) as well as running an open access café and gallery space with exhibitions held throughout the year.

In addition, the Hive programmes our own activities including popular weekly under 5s music sessions Buzzy Beats, regularly sold-out Uptown Folk gigs, workshops for young people with mental health issues and workshop programmes for children and young people in a range of art-forms including pottery, music, film, animation and photography during school holidays.

The Hive delivers social impact project for vulnerable groups through creativity, especially for children and young people. We run funded projects in partnership with local (Shrewsbury-based) organisations working with looked after children, young carers, LGBTQ+ young people, Pupil Referral Units, young people in sheltered accommodation schemes, as well as children and young people in health care settings (e.g. mental health services and siblings of oncology patients).

We currently reach over 3,000 annually through music, media and creative arts-based workshops.

We do not require a subscription fee and the venue is open Tuesday-Friday 9am-5pm, as well as for events and room bookings during weekdays, evenings and weekends.

The Hive has a Board of Trustees and, since March 2018 we have had a Creative Advisory Board; a creative steering committee comprised of well-connected arts professionals. The Advisory Board advises, supports and guides the organisation, influencing development of the Charity's creative vision and strategy. Working alongside the CEO, Board and staff and feeding into the work of the fundraising sub-committee, the Creative Advisory Board agrees to co-design projects and events that will help the Hive to gain support, raise funds and raise profile for the charity. World-renowned and locally based comic illustrator Charlie Adlard became the Hive's first Patron in 2019.

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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: Memorandum and Articles attached

Q7 What is your primary source of funding?

The Hive relies on grant funding, charity donations and venue income as our main sources of funding/income.

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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.

The Hive's sound studio is a much-utilised space with children, young people and young adults on our wellbeing projects. It is also used by bands who hire it for rehearsals. Unfortunately, the studio space is looking very tired and in need of re-decoration after many years of use. In this period, we would like to give this space a lift; with new carpets

and fresh paint on the walls. We have additional funding through the National Lottery to pay for acoustic panels to help with the sound-absorption in the space.

We have £250 to add to the pot from The Hive's own unrestricted funds and from contributing projects for the work listed above.

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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.

The Hive is a charity with our local community at the heart of everything we do. Our sound studio is used throughout the year by groups using The Hive for their community events, it is also used for our more targeted wellbeing projects for children and young people, by agencies for private music lessons (usually for young people outside of mainstream education or in care) and by the Shrewsbury Town Council Youth Café group for band rehearsals. This group meets at The Hive every Thursday and utilises the whole venue, with many of the young people involved in band rehearsals, music performance and song-writing in the studio.

The sound studio has not been decorated in over 15 years and is looking very dilapidated after many years of weekly use by our groups of children and young people. The carpet tiles on the floor need replacing and the walls have not been painted for many years. As a space so regularly used and much-loved by many local groups it feels the least we can do to try and raise the funds to improve it.

The groups who access the building for The Hive's wellbeing projects include: looked after young people, young carers, youth groups, local schools and colleges, SEND young people, refugees, amateur dramatics groups such as Shropshire Youth Theatre and Pauline Quirk Academy and LGBTQ+ groups.

The improvement work can be done quickly, so we expect it to be completed within 6 weeks of receiving the funds, subject to the availability of painters & decorators and

carpet-fitters. In addition, the purchase of new storage and fixtures/fittings can be made as soon as the funds are received.

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

1500

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 Hive keeps monitoring of people using the building, attending projects, events, training and conferences here. We will monitor the use of the sound studio space and our external hirers will certainly also benefit from having a more updated and redecorated space to hire. We will measure the increased footfall/room hire.

Based on the amount of young people who take part in our projects each year- approximately 3,000 we expect that at least 1,500 of those young people will utilise the sound studio space during this time.

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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, contents insurance.

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

N/A

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- 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*
- DBS checks, Safeguarding Policy, Fire Safety Policy, Fire Risk Assessment, individual event Risk Assessments, Volunteering Policy, Health & Safety Policy Statement, Dignity at Work (Bullying & Harassment) 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 £
2018/19	Community Grants – to fund new fire door	£750
2018/19	Local Councillor's Fund – to fund Community Garden/ NEETs project, LGBTQ project and Young Carers projects	£750
2019/20	Community Grants – The Hive Street Festival (May 2019)	£750
2019/20	Local Councillor's Fund – to fund projects with LGBTQ young people, refugees and Young Carers, community garden upkeep and theatre shows for under 5s.	£650

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
Sound studio – carpets and fitting	£500
Sound studio – painting and decorating	£350
Fixtures, fittings and storage/shelving	£150

Total	£1000
Project Income Please list how the project shall be funded	
Hive project income – Big Lottery, Youth Music, Arts Council England	£150
The Hive's unrestricted funding pot	£100
What is the difference? This should be the same as the amount of Grant you are applying for	£250

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?

If the Town Council is unable to offer the full amount of £750, The Hive will endeavour to find these funds elsewhere. It may extend our timeline as we will need to source these funds, but we expect we could find funds within 6-12 months if needed. Our alternative options include other external funders, local Trusts & Foundations and from donations- individual giving and/or local business support.

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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

The Hive is making in-roads into financial security and sustainability by developing income generating plans for the venue through room hire for corporate and community events and activities and ensuring we work to a full cost recovery business model on most of our projects. This way we are beginning to see a way to building charity reserves which are sustainable and planning for future growth for the organisation.

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Your Accounts

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

Total Income	£292,223
Total Expenditure	£264,546
Surplus	£27,677
Savings (Reserves, Cash, Investments)	£99,732 (of which current free reserves deficit = -£10,543)

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: Chief Executive Officer
2	Name	Position: Finance Administrator
3	Name	Position: Chair of Trustees
4	Name	Position: Trustee

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

Signed:

Date: 29/01/20

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:
 - Final accounts 2018/19

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