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)	Installation of heaters, provision of display boards, external signage & toilet facilities, light	**GRANT AMOUNT REQUESTED**	£ 3,000 —

Contact Details

Q1 Name of organisation making application:

SHREWSBURY RAILWAY HERITAGE TRUST.

Name of contact for this application

Title : MR First Name: PHILIP Surname: DAVIES

Position held in the organisation:

BOARD MEMBER / DIRECTOR.

Contact Address, including full postcode:

[redacted]

[redacted]

[redacted]

[redacted] Postcode: [redacted]

Contact Telephone Number: [redacted]

Email address: [redacted]

About your organisation

Q2 What type of organisation are you?

Tick (✓) relevant category:

Registered Charity: (✓) Charity Registration Number 1116296
Voluntary Organisation: ( )
Company Limited by Guarantee: ( ) Company Number .....
Other – Please specify: .....
Co-No. 4847614.

Q3 When was your organisation established?

28TH JULY 2003.

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.

140 MEMBERS @ £10.00 PER ANNUM. QUARTERLY NEWSLETTER: ABBEY LINES TO MEMBERS. OPEN DAYS/HERITAGE DAYS. TWO ROOMS: TO BE USED FOR (1) DISPLAY OF ARTEFACTS (2) SCHOOL VISITS. COMMUNITY MEETINGS. EXHIBITIONS USE BY COMMUNITY GROUPS. (COULD BE ANY SOCIAL ORGANISATION). FOUNDED BY THE LATE STBC & STC COUNCILLOR MANSEL WILLIAMS – his legacy.

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

NO

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

Please state which and attach a copy:

YES.

Q7 What is your primary source of funding?

MEMBERSHIP SUBSCRIPTIONS (OCCASIONAL DONATIONS)

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 have no means of heating and have invited the public to use the building (free of charge at present - donation welcome). There are no exterior signs - people cannot easily find the building (!). There are not any hot water (handwash) or toilet facilities (pan/washbasin etc) and needs connection to sewers. Lighting improvements.

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.

Building cold and fairly unusable in inclement weather. Need heating by late autumn. We want to use the building and not leave it mainly locked, and we want it used by the community and not primarily say for "railway history" purposes. Lighting inadequate. No display (projector/screen/DVD player etc) for speakers.

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

54 population.

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?

A log will be retained of the number of visitors received. Unknown beneficiaries, but we are confident that with adequate publicity (PR) and marketing we will make the people of Shrewsbury proud to have retained this historic building which celebrates its 150th Anniversary in September 2016.

Health & Safety

Q10 What, if any, special safety issues are related to your project/activity? No

Please provide the following information –

i) What kind of insurance does your organisation have? Local brokers

FULL PUBLIC LIABILITY INSURANCE. (KLF Broker)

COMPANY R&R.

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

BOARD MEMBERS HAVE BUSINESS EXPERIENCE.

(APPLICANT CMIPR; MIOJ, MCIM. JP).

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 & SAFETY FORM ATTACHED

FIRE RISK ASSESSMENT ENCLOSED

CERTIFICATE OF ELECTRICAL SAFETY.

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 £
	N/A	

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 £.3000 — 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
HEATERS.	£ 1700
Projector - Display Screen. DVD Player.	£ 9.26
Exterior Signage.	£ 400
Lighting -	£ 326
Toilet (WC Pan / Washbasin / Plumbing etc.	£ 650
Total	£4002
Project Income Please list how the project shall be funded	
SRHT FUNDING	£ 1000 —
~~STC GRANT (if kindly approved)~~.	~~£3000~~
	£
	£
	£
What is the difference? This should be the same as the amount of Grant you are applying for	£3002.

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 BE ABLE TO CONTRIBUTE £1000-00p.
(See Previous Page please)

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 seeking (on an on-going basis) Corporate sponsorship from local business organisations and potential grant-making bodies. We are in the process of the legal transfer of the lease, under completion we would be able (but not decided or approved by SRRT Directors) to change (Roomline/ Admission? or we may not) and to actively fundraise through for example merchandise.

Your Accounts

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

Total Income	£ 2636.
Less Total Expenditure	£ 2322.
Surplus / Loss	£ 314.
Savings (Reserves, Cash, Investments)	£ 1382.84. Bank Balance.

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.

<u>You need to include these documents with this application.</u>

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: Shrewsbury Railway Heritage Trust.

Bank/~~building~~ society name: [redacted]

Bank/building society address [redacted]

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

1 Name PHILIP HUGHES Position DIRECTOR / BOARD MEMBER.

2 Name DAVE GIDDINS Position DIRECTOR / BOARD MEMBER.

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 RAILWAY HERITAGE TRUST *(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: Treasurer.

Title Mr First Name: Martin Surname: Davies

Organisation address:

[redacted]

Postcode: [redacted]

Telephone: [redacted]

Signed: Martin Davies Date: 27th July 2016.

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: Philip R Davies Date: 27.7.2016

PHILIP JOHN DAVIES. JR.

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: ☑

CONCLUSION DOCUMENT REF TRUST STAPLED/ATTACHED.

COPY OF CURRENT LEASE ENCLOSED.

Please return your completed application form to:

Town Clerk
Shrewsbury Town Council
The Guildhall
Frankwell Quay
Shrewsbury
SY3 8HR

Telephone: 01743 281010
Fax: 01743 281051
Email: Helen.ball-stc@shropshire.gov.uk

SHREWSBURY RAILWAY HERITAGE TRUST

The Old Abbey Station, Abbey Foregate, Shrewsbury. SY2 6AH

The Abbey Station project has involved the restoration and conversion of a 19th century derelict building, to create a Visitor Centre which will tell the story of the original railway on the site ~ The Potteries & North Wales Railway, and The Shropshire & Montgomery Railway- and which will be a useful community facility.

The repair and restoration of the Abbey Station building which began in 2009 has been achieved. It was started by Shrewsbury Town Council, and recently completed by Shropshire Council. The Trust has received much support and assistance by the 130 members over many years. We now need to install heating, chairs, and displays to enable the building to be more suitable for community use - as well as to develop its role in telling the story of its railway history. It will be a base for guided railway/industrial heritage walks; talks, and art exhibitions, but primarily the building will be for the benefit of the local community by providing a meeting place for a variety of local community groups. It will contribute to the town's tourism offer in its own right but also in association with the adjoining Shropshire Wildlife Trust and Abbey Church and will become an invaluable local resource. The Visitor Centre is managed by a group of voluntary Board Members and is registered as a charitable trust.

We welcome you to join us in developing this important community asset for the benefit of townsfolk and tourists.

The Aims of the Trust

Our primary purpose is to provide a community facility, but then also to enable the general public to understand, appreciate and enjoy the railway heritage of Shrewsbury, its region and adjacent areas. Its railway-related aims include:

- Raising awareness of the railway heritage of Shrewsbury and the region.
- Advancing education about our railway heritage through exhibitions and presentation events, heritage walks, newsletters, and meetings.
- Identifying, displaying and interpreting relevant railway material.
- Collecting, documenting, conserving and using, as appropriate, evidence of our railway heritage. Many items are stored at present in Shropshire Archives.
- Supporting the preservation and interpretation of historic buildings and structures associated with our railway heritage.
- Inviting people to become members of the Trust and to help us to achieve these aims and to appreciate and enjoy our rich railway heritage.
- Encouraging visitors to discover our local history.