



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) | Purchase of replacement disabled accessible minibus to ensure continuity of services to the elderly of Shrewsbury | GRANT AMOUNT REQUESTED | £2000 |
|--|--|-------------------------------|--------------|

Contact Details

Q1 Name of organisation making application:

Age Concern Shrewsbury

Name of contact for this application

Title : Dr First Name: John Stuart Surname: Sutton

Position held in the organisation: Honorary Secretary and Trustee

Contact Address, including full postcode:

[Redacted]

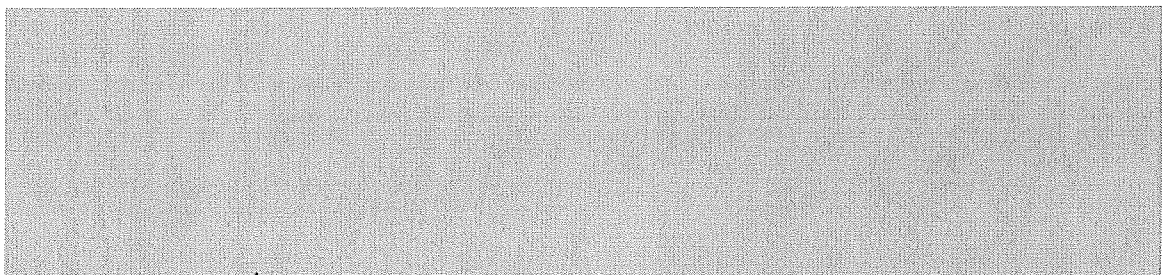
[Redacted]

[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 513269

Voluntary Organisation: ()

Company Limited by Guarantee: () Company Number

Other – Please specify:

Q3 When was your organisation established?

1982.....

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.

Age Concern Shrewsbury provide regular weekly transport to each of 10 'Day Centres' (nine operated by Age UK and one by Barnabas). Each 'Day Centre' provides lunch and entertainment in a social setting for groups of older people for many of whom it is their principal weekly social outing. For each centre we pick-up a group of 10-12 people from their homes in the morning and bring them home again in the afternoon. We provide similar services on a less regular basis to about 18 other groups including:

- Stroke Club (twice monthly to Gains Park Day Centre and monthly outings)
- Millington's Hospital (alternate Thursdays shopping and occasional evening activity)
- North Shrewsbury and Bayston Hill Friendship Circles
- Hadnall and Sundorne Women's Institutes
- The Abbey Church (every Sunday) and the Church of the Holy Spirit)
- Radbrook House, Longleat Housing Complex (Minsterly)

In effect we provide transport to about 120 elderly or disabled people weekly (6000/year). This enables them to meet others, maintain an active social life and in some cases provides a period of relief for their carers since they are generally otherwise housebound. There is no other equivalent service in Shrewsbury and the day centres would be unable to operate without it.

To provide these services we:

- Operate, maintain and insure a fleet of 3 fifteen seater mini-buses equipped with wheelchair and disabled access
- Provide appropriate training and formal testing for a pool of 16 volunteer drivers
- Ensure that drivers are accompanied by a suitable experienced escort on most runs
- Organise the deployment of buses, drivers and escorts

This work is carried out entirely by volunteers who receive reimbursement only for actual expenses incurred (see items in attached accounts).

From each of the users we recover charges sufficient to cover our basic operating costs (Fuel, insurance, vehicle servicing etc.) and to maintain a balance for emergency repairs or recovery. The buses are parked overnight and maintained by GK MoT and Tachograph at Cartmel Drive, Harlescott.

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

We are an independent charity

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

Please state which and attach a copy

Copy of Constitution attached.....

Q7 What is your primary source of funding?

Operational costs (fuel insurance, maintenance etc) are covered by fees charged which also permit maintenance of a modest float for emergencies and to enable us to make a contribution to vehicle replacement. We replace one bus every 3 years and fund this through requests for charitable support

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.

Purchase of good condition used minibus and equipping with disabled access ramp etc.

If the charges we recover included an amount to cover replacement of the buses they would need to be set at a level that would not be affordable by many of our users (approximately 60% higher). It is necessary to replace the buses as they become older and less reliable and maintenance costs increase, effectively we need to replace one bus every three years. The cost of replacement is close to £25000 (purchase of good quality used vehicle and equipping for disabled and wheelchair access).

We are now at the time where the oldest bus (140000 miles on the clock) is due for replacement in the summer of 2015 and consequently are requesting charitable assistance.

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.

Experience has shown that when bus mileage exceeds 120000 miles or so maintenance costs increase and performance reliability decreases, a replacement bus is required about once every 3 years.

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

| |
|--------------------------|
| 120/week or 6000/year |
|--------------------------|

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?

Continued operation of the Age UK and other day-centres and organisations which we serve (see Q4)

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?

We maintain fully comprehensive insurance for each vehicle and its occupants

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

All drivers are trained and then tested to ensure competence to drive and operate an accessible minibus of 6.6m length to MIDAS standards and must have the

appropriate DVLA entitlement on their licence

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 volunteers are CRB checked and we maintain a detailed 'Passenger Safety Plan carried on each vehicle

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 £ |
|------|---------------------|---------|
| | | |
| | | |
| | | |

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 |
|---|-------------------|
| Purchase of replacement mini-bus | £20000 |
| Equipping for disabled access and use | £5000 |
| | |
| | £ |
| | £ |
| Total | £25000 |
| Project Income Please list how the project shall be funded | |
| Contribution from own funds | £ 5000 |
| Raised through other charitable requests (ongoing) | £ 18000 |
| | £ |
| | £ |
| | £ |
| What is the difference? 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 continue with our fund raising efforts until sufficient funds are available

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

As we have done since our start we will continue to meet our operating costs but will also need to raise additional funds for vehicle replacement about once every 3 years.

Your Accounts

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

| | |
|---------------------------------------|--------|
| Total Income | £26968 |
| Less Total Expenditure | £23546 |
| Surplus / Loss | £3422 |
| Savings (Reserves, Cash, Investments) | £7098 |

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: Age Concern Shrewsbury Minibus

Bank/building society name:

Bank/building society address.....

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

1 Name [redacted] Position [redacted]
2 Name [redacted] Position [redacted]
3 Name Position

Any Other Information

Q17 Any other information which you consider to be relevant to your application.

Confirmation of the level and quality of the service we provide to the elderly and disabled of Shrewsbury can be obtained by contacting Rachel Hurford (Age UK, Service Development Officer) at 3 Mardol Gardens (01743 233123 ex233, or rachel.hurford@ageukstw.org.uk).

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 AGE CONCERN SHREWSBURY (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: [redacted]

Title [redacted] First Name: [redacted] Surname: [redacted]

Organisation address:
[redacted]
[redacted]

..... Postcode: [redacted]

Telephone: [REDACTED]

Signed: [REDACTED]

Date: 20/11/14

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: [REDACTED]

Date: 28. 11. 14

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:

Supporting Docs

- 1. CHARITY COMMISSIONS REGISTRATION CERTIFICATE*
- 2. PHOTOS OF A TYPICAL DAYS ACTIVITY*