



# 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>As part of May Festival, funding will contribute towards day of free activities in The Square for families.</b>	<b>GRANT AMOUNT REQUESTED</b>	<b>£1900</b>
--	--	-------------------------------	--------------

## Contact Details

**Q1** Name of organisation making application: Shrewsbury Children’s Bookfest

Name of contact for this application

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

Position held in the organisation:

Chair of Trustees.....

Contact Address, including full postcode:

[redacted].....  
[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 1120177....

Voluntary Organisation: (  )

Company Limited by Guarantee: (  ) Company Number .....

Other – Please specify: .....

**Q3 When was your organisation established?**

1998.....

**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.

Bookfest is an independent not-for-profit organisation whose aim is to entertain, enthuse and inspire children through literature and the arts. There are seven trustees and five additional committee members. We are all volunteers but we do employ a professional administrator to coordinate the May Festival.

There is no subscription fee and all events, including readings, workshops, talks, exhibitions and outings etc are open to all children and their families from all walks of life. Our declared policy is to keep ticket prices low so that young families from all walks of life can attend the events

**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:

Governing document (enclosed with initial application)

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

Ticket sales from events, grants from the Town Council and local trusts, sponsorship from local firms and businesses

### **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 annual May Festival will consist of 8/10 public ticketed events. These events have been specifically programmed to reflect the current popular trends in children's literature and the arts. The children will get the chance to meet and talk to their favourite authors, illustrators and poets.

Due to the popularity of the free event in the square since we first ran it in 2012 we intend to repeat this event with street theatre, workshops, story telling, book swaps, craft and many other activities involving local arts organisations. The theme this year will be based on Dr Seuss. Last year nearly 1500 people visited the Square over the course of the day to participate in the free events and activities.

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 know that Bookfest fulfils a huge need here in Shrewsbury. We frequently have capacity audiences – especially for the more famous authors and over the last 16 years we have had literally hundreds of letters, emails, and tweets from children, parents and teachers confirming this. Our links with local schools go from strength to strength and have ensured that we receive a large amount of feedback on what children are reading and which authors they would like us to invite to Shrewsbury. The people of Shrewsbury, and especially the children, will benefit from meeting their favourite authors and learning first hand the joy and excitement of reading and writing.

Bookfest has recently been approached by the Education division of The Guardian Newspaper to lead a workshop in 'Reading for Pleasure' in Primary Schools. With a proven track record of helping to engage young children with books, the organisation is now being put forward as an example of best practise in schools

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?**

We measure the success of our project from the Feedback Forms we hand out at each event, from the press coverage we receive together with letters, emails and Facebook followers. Last year 850 people attended various events over the May Bank Holiday Weekend. And nearly 1,500 people attended the free event in the Square

## 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 - £10million, Employers Liability £10 million.  
The major operational risks to which Bookfest is exposed, as identified by the trustees, have been revised and systems have been established to manage and mitigate those risks. We complete Risk Assessment Forms for each event. For the event in the Square we inform the Police and employ the services of St. John's Ambulance.
- ii) Do the leaders have the relevant qualifications and/or experience?  
Among the trustees we have women (most of whom are the mothers of young children) of varied backgrounds experience that include working with children, qualified legal experience, finance and office management. Four of us have been on the management committee of Bookfest for over nine years.
- 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.)?

All of the committee are CRB checked. Six of us have First Aid Certificates and we complete Risk Assessment Forms for each event.

We also have a Child Protection 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 £
2014	Bookfest in The Square	£1000
2013	Bookfest in The Square	£2000

#### **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 £1900..... 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
Fees for local performers and storyteller. Event fees, prop hire and costumes for free drop in event in the Square.	£3260
Venue hire for ticketed events Venue hire and costs for the all day free event in the Square, marquee and yurt hire	£2400
Publicity and Promotion – inc festival programme, posters and website maintenance: Administration	£2800
Marketing Event in the Square	£550
Public Liability Insurance St Johns Ambulance	£540
<b>Total</b>	<b>£9550</b>
<b>Project Income</b> Please list how the project shall be funded	
Charitable Foundations	£3350
Ticket Sales Income	£4000
Donations	£300

<b>What is the difference?</b> This should be the same as the amount of Grant you are applying for	£1900
---	-------

**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?

Depending on the extent of the shortfall a decision will be made on how the activities in The Square can be refined to meet the revised budget or withdrawn from the festival completely if there are insufficient funds to cover costs.

**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

Bookfest has put in place an active fundraising strategy with the aim of securing funding from the major charitable trust funds in future years. Applications take time to process and we have a number of applications being considered for review, answers to which we are unlikely to receive until June 2015.

**Your Accounts**

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

Total Income	£36,198.11
Less Total Expenditure	£20,583.43
Surplus / Loss	£15,614.48
Savings (Reserves, Cash, Investments)	£6,782.38

Note: Of the total available cash in our current account at the 31.12.14 (£18,621.83), £13768.46 is ringfence for specific projects related to events to commemorate WW1.

*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: [redacted] .....

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 [redacted] ..... Position [redacted] .....

2 Name [redacted] ..... Position [redacted] .....

3 Name [redacted] ..... Position [redacted] .....

**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 Shrewsbury Children's Bookfest:*

*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: Trustee.....

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

Organisation address:

[redacted]

Telephone: [redacted]

Signed: [redacted] Date: 9th January 2015.

### 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: 9.01.15

### 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:

*All documents submitted with initial application.*

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