



# SHREWSBURY TOWN COUNCIL COMMUNITY GRANTS FUND APPLICATION

31 JUL 2017  
RECEIVED

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)	"Room for All" – a cultural diversity project providing local school children with opportunity to learn about different cultures; supporting a collective of refugee musicians for local performance; encouragement for schools.	<b>GRANT AMOUNT REQUESTED</b>	<b>£2500</b>
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## Contact Details

Q1 Name of organisation making application: SHREWSBURY FOLK FESTIVAL

Name of contact for this application

Title : MRS First Name: JOY Surname: LAMONT

Position held in the organisation: FESTIVAL ADMINISTRATOR & PROJECTS MANAGER

Contact Address, including full postcode:

[Redacted address]

Contact Telephone Number: [Redacted]

Email address: [Redacted]

## About your organisation

Q2 What type of organisation are you?

Tick (✓) relevant category:

Company Limited by Guarantee: (✓) Company Number 6773602

Q3 When was your organisation established? 2008

**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.

- Shrewsbury Folk Festival is an annual 4 day festival taking place at the West Mids Showground during August Bank Holiday weekend. With 7500 paying festival goers and approx 1500 artists
- 15-person organising committee, and volunteer force of 520
- We provide a culturally diverse folk/roots artistic programme on 5 main stages, plus a full programme of music/dance workshops and activities for all age groups.
- We arrange free-to-enjoy dance & music parade and display in the town centre streets, and pay artists to play music in local pubs.
- The festival generates approx £1million visitor spend for the local area (survey 2013 by Shropshire Council). We arrange for a complimentary bus service to and from the town centre, delivering our visitors into the heart of town.
- The festival manages a programme of education that extends into local Shrewsbury and Shropshire schools. This is delivered to young people aged from 5 years to 18 with support from Shropshire Council, the Arts Council, and Shropshire Music Service.
- In 2017/2018 approx 500 young people and 20+ teachers will participate across 4 distinct outreach project areas.
- As well as talent development initiatives for emerging artists, we also support refugee musicians via a collective called The Passerine
- Outreach work is delivered under the current heading "Room for All"

**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: CONSTITUTION - ATTACHED

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

- ~~TICKETS SALES, CONCESSIONS~~ – for Festival delivery
- ARTS COUNCIL ENGLAND, GRANT FOR THE ARTS (LOTTERY) 2017-2018 – for project delivery of "Room for All"

## 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.**

"Room for All" is a wide ranging project based on cultural diversity, quality arts provision and young people; it is primarily funded by a lottery grant from the Arts Council and festival funds.

1.

Shropshire Primary Schools will be involved in Indian Kathak dance workshops led by Sonia Sabri from Birmingham (<http://www.scco.org.uk/>).

This will include Harlescott and Radbrooke Schools participating in Kathak Indian dance showcases, participation sessions, teaching workshops (5 sessions per child), and final performances in school.

10-20 primary teachers will have CPD (career professional development) led by professional dance artists to enhance their skills and understanding of culture and dance, and to help them to develop new dance activities in their own schools in the future.

The Shrewsbury Town grant will be used to partially fund some of the school based activity (Harlescott & Radbrooke in particular):

- a) the artists' fees to teach ethnic music & dance to children in Primary Schools
- b) professional development to enable teachers to continue the dance provision
- c) mentoring of 2 local dance artists to enable more employment prospects and continuation of such work in Shropshire
- d) contribution to filming & editing the workshops to provide an online resource for continuation

2.

A portion of the grant will contribute to the costs relating to six refugee/migrant musicians, who will come to Shrewsbury from different places in the UK to rehearse and perform as The Passerine.

We will hold rehearsals at the Gateway and offer 3 nights accommodation be provided at Mardol House.

Each musician will be paid a professional fee and be musically directed by BBC Folk Award nominees O'Hooley & Tidow, with support from BBC/Smooth Operations producer John Leonard.

The Passerine performs on Sunday 27<sup>th</sup> August.

We hope by welcoming refugee/migrant musicians this way that they feel valued and will make contacts for future work.

3.

Local school teachers have been invited to come to the festival and to discuss with us how we can work together on future outreach & cross-cultural initiatives. We are supported in this by Shropshire Council (Arts Development) and Shropshire Music Service

4.

Refugee families currently resident in Shrewsbury will be our invited guests at festival.

With such diversity & high artistic quality across the range of cultural activities, and with personal stories shared, we hope this will help the understanding of the crisis surrounding displaced people and may lead to improved cultural understanding.

**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.**

“Room for All” follows on from the previous project called “All Together Now” which was an audience development programme aimed at bringing new audiences and younger people to the festival. The project included children from Sundorne School and Severndale Academy, with workshops and rehearsals taking place at the Lantern and the Morris Hall during the summer holidays.

We carried out extensive evaluation of the work. We noticed that some schools have extended the activity and continue their folk activities where possible ie after school rapper dance clubs at Ford Trinity aspiring to grow across the county to achieve a competition based event. This would not have happened without SFF artistic input.

From feedback we learned that there is a high demand from young people (and from teachers) for participation in folk arts, including clog dance, rapper sword dance, folk music as in playing and performing together; informing class discussions around citizenship, cultures, history, the arts & physical well-being.

Teachers described the children’s’ participation as rewarding, stimulating good behaviour and confidence building. Many young people performed at festival in 2016.

There was demand to continue the Shropshire Youth Folk Ensemble (run by Shropshire Music Service with SFF delivering artistic leadership) now employing folk musicians to lead & inspire the young people to reach their musical potential.

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

150+

*(Please note these 150 are direct participants, and do not include the thousands of Shrewsbury people that line the town centre streets for the dance parade and dance demonstrations over the weekend; nor does it include Shrewsbury people that trade or who are festival-goers)*

**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?**

Success looks like:

1.

Planned delivery of dance workshops (Autumn 2017) to as many school children as possible with maximum enjoyment and cultural exchange.

Teachers' resource material will be available on-line (Winter 2017/18).

All school based activity will include feedback that accounts for the children's level of participation, identifying development and changes to confidence levels. We will record all numbers and ages and locations of schools & children (includes Harlescott & Radbrooke).

Teachers visiting the festival will participate in group discussion to help plan for future work. Feedback on how they experienced the festival is useful for future planning.

2.

Successful premiere performance of refugee/migrant band on Main Stage 1 will take place in front of about 3,000 people.

The selection, audition and rehearsal will be managed and supported by O'Hooley & Tidow (BBC2 Folk Award nominees) and producer John Leonard from Smooth Operations, with further support from Refugee Organisations such as Celebrating Sanctuary in the west Midlands and Community Arts North West, Manchester.

3.

Approx 150 people from Shrewsbury are specifically invited to the festival – including teachers, children young people and refugee families supported by local support groups.

4. Increase in on-line broadcasting figures from 40,000 to up to 50,000 viewers over the festival weekend (with over one million logged minutes viewed on SFF YouTube in first 12 weeks after the festival).

Audience feedback is critical and will come via on-line feedback survey.

## Health & Safety

### Q10 What, if any, special safety issues are related to your project/activity?

All activities will be risk assessed for health, safety and welfare. Appropriate arrangements will be made as required.

All safeguarding angles are covered with appropriate DBS certificates in place, plus chaperones if required.

The festival has an extensive Health & Safety manual distributed to all Team Leaders. Our Health & Safety Policy covers specific Child Protection and Safeguarding policy arrangements. We will work with Shropshire Council and Shropshire Schools to ensure the safety of all participants in schools and at festival. We have a number of stewards and qualified chaperones who are DBS'd and have particular responsibility for the well-being of children & vulnerable adults. We have stringent rules about lost and found children, reporting of incidents and involvement of authorities etc.

**Please provide the following information –**

i) **What kind of insurance does your organisation have?** £5 million Public Liability

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

Yes we are lucky to work with artists at the top of their profession. All leaders have expert knowledge of their art form and have relevant experience of teaching and working in the appropriate environment.

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
- Safeguarding of Children & Vulnerable Adults, inc DBS
- Equal Opportunity
- Security & Emergency Plans & Policies
- Event Management Plan and Noise Management Plan

## 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 £
2015	All Together Now – festival outreach	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 ~~£250,000~~ and provide a detailed breakdown as to how you have reached this figure

Project Expenditure - Please list all items of expenditure for your project <b>FOR THE WHOLE OF THE "ROOM FOR ALL" project work 2017 /2018</b> <b>Does not include festival running costs or artistic programme</b>	Amount of Project
Artistic Spend, workshop leaders and refugee musicians (not the main stage artists which are programmed each year)	£77080
Making Work Accessible ie room hire, safeguarding, travel	£11450
Developing People & Organisation ie professional development, filming	£15520
Marketing ie website & photography	£7000
Project Management & Contingency	£21560
<b>Total</b>	<u>£132610</u>
<b>Project Income</b> Please list how the project shall be funded	
Arts Council of England, G4A grant	£95760
Shrewsbury Folk Festival	£29850
Shropshire Council Arts Revenue Grant 2017 (£1000 awarded) (also £1500 expected 2018 ?)	£2500
Performing Rights Society – Open Fund (expected)	£2000
	<u>£130110</u>
<b>What is the difference?</b> This should be the same as the amount of Grant you are applying for	<u>£2500</u>
<b>This is how we would allocate £2500 from Shrewsbury Town Council:-</b>	
Delivery of schools dance workshops & showcases artists fees (£9620)	£1000
Teachers Resource: professional workshop, film/edit (£7500)	£550
Mardol House Accommodation for refugee musicians (£730)	£600
Gateway Arts Centre rehearsal space for refugee band (£489)	£350
<b>Total</b>	<u>£2500</u>

**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 look at reducing some activities to reduce the costs
- Project is over 18 month period with potential for budgets to change over time.
- We could see this an opportunity to re-think some elements

**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 core business of the annual festival is self-funded via ticket sales, concessions and merchandise. The situation is secure and will move forward with confidence.
- We ask for grant support only where there is significant outreach work being carried out in the community, where there are multiple beneficiaries and where there are opportunities for the Council to support cultural activity to enrich the lives of residents.
- We deliberately look to have a range of funders to share the financial risk of community projects.

**Your Accounts**

**Q15 Please provide the following details from your most recent annual accounts (2015)**

Total Income	£581,781
Less Total Expenditure	£497,836
Surplus / Loss	£83,945 (net profit) £67,184 (after tax)
Savings (Reserves, Cash, Investments)	£0

*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]

### Any Other Information

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

Shrewsbury Town Council will be acknowledged on publicity

Festival website address: <http://shrewsburyfolkfestival.co.uk/>

For full range of films of artists and projects, plus links to Tuneworks outreach projects

### 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 Folk Festival:*

*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

Title: [REDACTED] First Name: [REDACTED] Surname: [REDACTED]

Organisation address: [REDACTED] Postcode: [REDACTED]

Telephone: [REDACTED]

Signed: [REDACTED] Date: [REDACTED]

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

Signed: [Redacted] ..... Date: [Redacted] .....

**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:

**Please return your completed application form to:**

Town Clerk  
Shrewsbury Town Council  
Riggs Hall  
The Library  
Frankwell Quay  
Shrewsbury  
SY3 8HR

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