



SHREWSBURY TOWN COUNCIL
COMMUNITY GRANTS FUND
APPLICATION

SHREWSBURY TOWN
COUNCIL

13 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

PROJECT (In no more than 25 words)	Remembrance Day: an interactive presentation of music and readings from the WWI 'Home Front' – the 'helping role' music played as it changed during the War.	GRANT AMOUNT REQUESTED	£655.00
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Contact Details

Q1 Name of organisation making application:SALOP BAND.....

Name of contact for this application

Title : ...Mr.....First Name:John.....Surname:Fairbank.....

Position held in the organisation:

.....Director.....

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
Voluntary Organisation: ()
Company Limited by Guarantee: (X) Company Number ...8844536
Other – Please specify:

Q3 When was your organisation established?

.....2014.....

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.

...Salop Band is a group of Shropshire-based musicians whose aim is to share the joy of music with the broader community. Working with educational and civic groups, including Shrewsbury BookFest, Shropshire Music Trust, and community theatre and dance groups, we present 'classical' music in new and diverse contexts. We want always to remove barriers, to present music in informal ways, in unusual or interesting venues, and by doing so to help build new audiences and to add a further dimension to the vibrant cultural life of the Shrewsbury area. To these ends we have presented informal 'Tea' concerts including a Tango afternoon, a Palm Court Tea, a dramatised presentation of Pride & Prejudice with music of the time (and audience participation in the dances), and others. We also have led the music for the Joy of Christmas charity events held in the Abbey in recent years. The Band consists of a regular group of eleven musicians, augmented as required for specific occasions. We are a not-for-profit organisation, but we do seek to reimburse our members for their expenses, and to cover production expenses.

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.....Note: Our Constitution is adapted from the model entitled 'Model articles for Private Companies Limited by Guarantee' provided by Companies House. ...A copy is attached.....
.....

Q7 What is your primary source of funding?
.....Ticket sales.....

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.

...On Sunday 12th November, in St Alkmund's church, Shrewsbury, we will present a Remembrance Day concert of music from the time of WW I, featuring music popular on the Home Front including especially music of composers who were affected by the War. The abiding theme will be how the War influenced the music that the public heard and played. The performance will be interactive, in that we will engage the audience in sing-alongs of popular songs. The performance will also include readings of related poems, letters home, and news articles, all of which further the theme of how ordinary people were reacted to the War.

At the interval of the concert, there will be a short ceremony at which the Shrewsbury BookFest will present the prize-winners of their Remembrance Day theme for this year, which is based on children's reactions to the War. Though the BookFest will use the occasion for the prize awards, this event is not associated with the BookFest, and receives no support from the BookFest, other than ancillary publicity. However, this association with the BookFest does significantly increase the number of Shrewsbury residents who will be aware of the event, and impacted by it.

Salop Band presented a similar concert for Remembrance Day 2016, and we are hopeful we could establish a tradition of Remembrance Day music-related events in years to come.

.....

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.

.....Salop Band's mission includes presenting music in terms of its relevance to ordinary people, as part of ordinary lives. Extraordinary events, such as WW I, have had equally extraordinary impacts on the role of music in the lives of ordinary people. We explored the possibilities of creating a themed event for Remembrance Day 2016, and produced an event which was received very successfully. Hence we have decided to do this again, and if we can overcome the financial hurdles of mounting the production, we will try to make this a regular Remembrance Day event. The benefit, stated specifically, is to bring awareness of the role music played on the Home Front, and how understanding the context in which music was performed and received 'then' can deepen our understanding of the role music fulfils as it is performed and received 'now'.

.....

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

150 - 200

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?

1) Attendance increase from the initial event of last year's Remembrance Day where the audience numbered approximately 35 – success is measured by an increase on that figure;

2) Audience survey post-event returns favourable result, specifically in these three areas: was the event interesting/enjoyable; did the event increase awareness of how popular

music was affected by the War; would you attend a similar event next Remembrance Day?.

Health & Safety

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

Please provide the following information –

- 1) What kind of insurance does your organisation have?All members of the Band hold Public Liability Insurance cover.
.....
- 1i) Do the leaders have the relevant qualifications and/or experience?
.....Yes. We collectively have many years experience in producing and presenting similar productions, in similar venues.
.....
- 1ii) 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 and Safety** - we do a venue check to assure suitability and adaptability for each performance's specific requirements, including risk assessment and mitigation planning; we follow each venue's proprietary procedures, to include providing clear instruction on fire exit procedures, locations, and assembly points at the beginning of concerts; we follow 'safe working practices' for artistic performances and rehearsals;
.....**Child Protection / Safeguarding, and Working with vulnerable adults** – Although there will likely be some students in the audience, these areas are not issues in this event. However, many of our players are also teachers, so have current CRB

certification to enable them to teach in schools. They are also current with the latest Safeguarding procedures.

.....We are an Equal Opportunity Employer.

.....

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 £...655.00..... 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
Venue Hire, including heat	£75.00
Publicity, design, printing	£150.00
Performance expenses, fees (13 performers)	£780.00
	£
	£
Total	£1,005.00
Project Income Please list how the project shall be funded	
Ticket Sales – paid admission estimate (note – we anticipate attendance in total will be greater than the estimated numbers shown due to attendance by families of prize-winners, but we will not be charging admission to those attendees. The numbers used are based	£180.00 £150.00 £ 20.00

on paid attendance at previous events.) - Adults @ £12/ea x 15 - Concessions @ £10/ea x 15 - Youth @ £5/ea x 4	
TOTAL	£350.00
	£
	£
	£
What is the difference? This should be the same as the amount of Grant you are applying for	£655.00

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?

.....The event will proceed, losses will be covered by personal donations from the Directors of Salop Band.

.....
.....

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 long-tem goal of Salop Band is to be not dependent on grant funding. This is the first such request we have made, despite having been in operation for three years, during which we have produced eight performances. This goal is to be achieved by increasing audience awareness and attendance, by uncovering inexpensive and interesting venues (which would also increase audience awareness and interest), and by operating in cooperation as much as possible with local educational, civic, and cultural groups to maximise audience potential, and to assure collaborative and efficient use of whatever

funding is available whether private or public.

.....

Your Accounts

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

Total Income	£
Less Total Expenditure	£
Surplus / Loss	£
Savings (Reserves, Cash, Investments)	£

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]

[redacted]

[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 Position

Any Other Information

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

.....N/A.....

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 ofSalop Band Ltd.....(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:Director.....

Title ...Mr.... First Name: ...John..... Surname: ...Hyslop....

Organisation address:

.....[REDACTED].....

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

Signed: [Redacted Signature] Date: [Redacted Date]

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:

Submission 1 - Constitution
Submission 2 - Micro Accounts

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