



SHREWSBURY TOWN COUNCIL COMMUNITY GRANTS FUND APPLICATION

Shrewsbury Town Council
TO:
3 JUN 2015
Action:

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)	SENIOR MOMENTS (Holiday at home for those aged 55+). To give the elderly a quality shared experience at a time when they may be feeling lonely.	GRANT AMOUNT REQUESTED	£600
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Contact Details

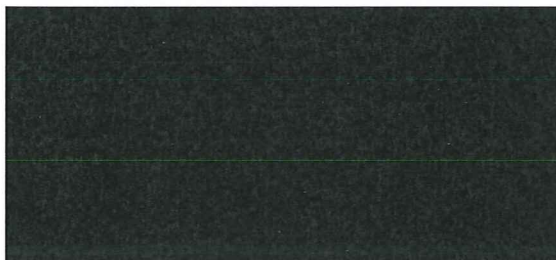
Q1 Name of organisation making application:Shrewsbury Baptist Church
(Crowmoor).....

Name of contact for this application

Title : Mr.... First Name: Roy.....Surname: Ellis.....

Position held in the organisation: Worker with elderly people, the community and Senior Moments project leader.

Contact Address, including full postcode:



Contact Telephone Number:



Email address: ..



About your organisation

Q2 What type of organisation are you?

Tick (✓) relevant category:

Registered Charity:(/) Charity Registration Number ...1133718.....

Voluntary Organisation: ()

Company Limited by Guarantee: () Company Number

Other – Please specify: ...Free Church.....

Q3 When was your organisation established?

About the 16 century.

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 Baptist Church (under whose auspices Senior Moments is run) is a free (nonconformist) church of about 150 members. There is no membership or subscription fee.

Our activities include the holding of public worship, work in the local and wider community with all ages, from toddlers to seniors –they could well be described as cradle to grave. We work with local schools and with local community groups, organising such events as coffee mornings, community meals etc.

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: ...Yes – but this only applies to church members, not to those who use our services.

.....

Q7 What is your primary source of funding?

...Donations to the church. For Senior Moments, all organisers/helpers give their time free of charge. Food is provided, cooked and served by volunteers. We make a charge to those who attend Senior Moments, but no-one is excluded because of need; the helpers

also pay this charge. The church, from the inception of Senior Moments five years ago has always been prepared to underwrite our costs.

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.

An important, indeed fundamental part of Senior Moments has always been the day out on the middle day of the three over which the project is run. This is always keenly anticipated. This year we intend the day out to be a coach journey to Llangollen and a trip on the steam railway.

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.

...The need was identified through conversations with the elderly, especially those who were widowed or single. The original intention was to run a games day for church members, but it quickly became obvious that a much bigger project was required, lasting for three days. The people of Shrewsbury will benefit from what is intended to be and, by observation of those who take part, is a first class social and community event. The participants enjoy good food, a range of speakers on a variety of topics and a number of social activities. Although this is the fifth year that we have been running the project each year's needs vary dependent entirely upon the destination and nature of the day out. Last year's trip was to Lichfield and the National Memorial Arboretum, so costs were consequently lower.

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

Around 65

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?

An objective survey will be conducted, as in previous years. The maximum number that can be accommodated is 65 (55 for the coach).

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? Full public liability insurance.
- ii) Do the leaders have the relevant qualifications and/or experience?

Yes; the helpers are DBS checked.
- 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*

DBS checks on those who are working with children, the elderly etc. The church has a policy that follows government guidelines and the Baptist Church "Safe to Grow" 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 £
2013	Senior Moments canal Trip	323

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 £600..... 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
Coach Trip to LLangollen	250

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Coach Trip to LLangollen	250
Rail trip (55 X £12)	£650
Speakers and ancillaries (Stationery, sweets, refreshments etc)	£200
Personnel (all volunteers)	£2600 (Est.)
Food (purchased and provided by church members)	£200
Total	£3550
Project Income Please list how the project shall be funded	
Charge to participants	£700 (est)
Volunteers' time is given free, as is much of the food.	£2600
Any shortfall will be covered from church funds	£
	£
	£
What is the difference? This should be the same as the amount of Grant you are applying for	£600

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?

Shrewsbury Baptist Church is totally committed to this project and will make up any shortfall.

Q14 Sustainability

Your Accounts

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

Total Income

£These are all contained in the (complicated) account documents.

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:

Bank/building society name: ..

Bank/building society address..

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

1

2

3

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 Baptist Church (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

.....

Organisation address:

.....

Signed:

.....

Date: 31.5.15

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:



Date: 28 May 2015

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: ☐

Provisional booking form – Llangollen Steam railway

Copy of Senior Moments Flier/Registration Form

Church Constitution

Audited Church Accounts

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**