



# SHREWSBURY TOWN COUNCIL COMMUNITY GRANTS FUND APPLICATION

Shrewsbury Town Council

TO:

22 JAN 2016

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

<b>PROJECT</b> (In no more than 25 words)	Annual Cultural Diversity Day	<b>GRANT AMOUNT REQUESTED</b>	<b>£1,000.00</b>
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### Contact Details

**Q1** Name of organisation making application: Fairness, Respect, Equality Shropshire (FRESH) Ltd

Name of contact for this application

First Name: [REDACTED] Surname: [REDACTED]

Position held in the organisation: [REDACTED]

Contact Address, including full postcode:

[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 .....

Voluntary Organisation: (✓)

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

Other – Please specify: Registered Society (community co-operative: not-for-profit)

FCA registered number: 32114R

**Q3 When was your organisation established?**

28<sup>th</sup> June 2013

**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.

FRESH currently has 29 members, comprising individuals, community, voluntary and statutory organisations. Our annual membership fees are £5.00 for individuals, £50.00 for community and voluntary organisations, and £100.00 for statutory organisations. We run the free, open-access Shropshire Equality Forum, with current participation from 75 individuals and organisations. FRESH also provides an Equality Grants scheme, giving Shropshire community groups and organisations access to small grants to support equality and diversity events and projects in the county. We have made recent awards to the Broseley Youth Forum, Safe Ageing, No Discrimination and the Rainbow Film Festival.

FRESH promotes equality, diversity and the elimination of unfair treatment and discrimination within and beyond Shropshire by:

- Networking to encourage discussion and action on equality, diversity and anti-discrimination
- Monitoring equality and diversity practice in agencies with a statutory equality duty, and supporting them to meet their equality and diversity policy and service delivery obligations
- Challenging oppressive and discriminatory views and behaviour
- Campaigning publicly for good equality and diversity practice and improvements in poor equality practice
- Providing paid equality and diversity training, consultancy and research services

**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: Industrial and Provident Society Rules (equivalent of Memorandum and Articles of Association)

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

Primarily membership fees, but with a recent substantial contribution from earned training, research and consultancy income.

## 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.

### Shrewsbury's annual Cultural Diversity Day – 2016

With the exception of only two years, the Cultural Diversity Day had been run annually since 2007 by SAAR, and has become a popular core part of Shrewsbury's cultural calendar and identity. In September 2014 SAAR merged with FRESH, which has organised the event since 2015.

This year's event will be held on Saturday 23<sup>rd</sup> July in the Square in Shrewsbury. As in past years it will be free, and the public will have open access to displays, information stalls and free food from different cultures. We are planning a range of performances including Klezmer, Bhangra, poetry and improvised theatre, and as at previous events we are planning to include a community art stall.

Other stalls will offer information about local work on anti-discrimination, hate crime, diversity and equality. We anticipate that (among others) these will include:

- Amnesty International
- Citizens Advice Shropshire
- Shropshire Fire and Rescue Service (including a fire engine)
- Shropshire Hate Crime Reporting Group
- Shropshire Rainbow Film Festival
- Safe Ageing, No Discrimination
- Unison
- The Terrence Higgins Trust
- West Mercia Police

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 for the event is evidenced from several different sources:

- Feedback from previous Cultural Diversity Days
- Shropshire, Telford & Wrekin 2013 LGB Research project outcomes
- Work with local schools
- Shropshire hate crime figures
- The Inter-faith report for Shrewsbury 2013
- FRESH hate crime scoping research commissioned by Shropshire Hate Crime Reporting Group. The final draft report (January 2016) shows a need for events to raise awareness of what hate incidents are and how to report them. The draft report available on request.

The people of Shrewsbury will benefit through interaction with people, performances and food from different backgrounds and cultures. The event encourages people attending to broaden their views by offering opportunities to discuss and celebrate equality and diversity. It provides information about local anti-racism, anti-discrimination and hate crime initiatives, enabling people to find support and explore ways of dealing with their own issues, such as coming out as gay, being a victim of hate incidents or crimes, or problems with debt or housing.

As in previous years, we plan to work with Shropshire schools and Shrewsbury Museum and Art Gallery to run an art competition for students, reflecting their own ideas about hate crime, anti-discrimination and cultural diversity.

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

**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?**

- C. 1,200 local people on the day.
- Ongoing educational benefit for a large number of local people
- C. 150 school students, through the schools art competition.

- Raised levels of public awareness of rural racism and other forms of discrimination
- Levels of agency participation in the event
- Community groups engagement in the event
- Raised awareness of Hate Crime and the reporting process

## 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?

FRESH has public liability insurance providing cover of up to £5m per incident. (copy of certificate attached)

The event is being co-ordinated by FRESH with a partnership which includes Shropshire Council, whose events insurance also provides cover

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

FRESH has an established history of running previous successful Cultural Diversity events, anti-racist gigs, training for professionals and community organisations, and events in and with schools. The people co-ordinating the event have considerable experience and relevant professional qualifications.

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*

FRESH has (copies available on request):

- Complaints Procedure
- Confidentiality & Data Protection Policy
- Equal Opportunity, Diversity and Dignity Policy
- Grievance Procedure
- Health and Safety policy
- Safeguarding Policy for Children and Vulnerable Adults
- Volunteering Policy

Shropshire Council has other policies relevant to this event.

## 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 £
2011	Cultural Diversity Day (Grant awarded to SAAR)	1,075.00
2012	Cultural Diversity Day (Grant awarded to SAAR)	1,075.00
2013	Cultural Diversity Day (Grant awarded to SAAR)	1,075.00

### 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 - **£900.00** - 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
Hire of The Square, Shrewsbury	£120.00
Hire of PA equipment	£150.00
Banners/ posters	£200.00
Photography	£250.00
Advertising	£290.00
First aid	£90.00
Performance artists	£1,950.00
Food for audience	£250.00
<b>Total</b>	<b>£3,300.00</b>
<b>Project Income</b> Please list how the project will be funded	
Unison Shropshire Branch	£100.00
Local sponsorship	£650.00
FRESH reserves	£1,550.00
<b>What is the difference?</b> This should be the same as the amount of Grant you are applying for	<b>£1,000.00</b>

### 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?

It would have a serious impact on the event. As FRESH has already committed significant potential funding from its own reserves, we would have either to reduce the scale of the event or to approach other funders. This proved difficult last year when we ran the event without funding from the Town Council.

**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

FRESH has started to generate significant income from our work with schools, and from training, research and consultancy contracts. Our Business Plan commits us to increase this income, and to continue using our reserves to support the Cultural Diversity Day and the FRESH Equality Grant awards.

**Your Accounts**

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

Total Income (to end June 2015)	£13, 517.00
Less Total Expenditure	£ 12,292.00
Surplus / Loss	£ 3,163.00
Savings (Reserves, Cash, Investments)	£ 3,163.00

*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.

The Cultural Diversity Day is widely recognised as an important community celebration – the only explicit annual affirmation of Shrewsbury's commitment to cultural diversity, inclusivity and anti-discrimination. It is particularly important at a time of increasing public disquiet about issues such as immigration and perceptions of Islam.

This event used to be run by SAAR, which has now become part of FRESH in a strategic decision to rationalise the activities of both organisations, pool our resources, increase the base for this work and strengthen FRESH's commitment to anti-racism work across Shropshire.

The Town Council made a commitment in 2012/13 to treat this event as a funding priority. FRESH very much hopes that Members will support the event in 2016, as an indication of their ongoing support for a tolerant, multi-cultural Shrewsbury and Shropshire.

## 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 Fairness, Respect, Equality Shropshire Ltd: 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]

First Name: [REDACTED] Surname: [REDACTED]

Organisation address for correspondence:

[REDACTED]

Postcode: [REDACTED]

Telephone: [REDACTED]

Signed: [REDACTED]


Date: 19<sup>th</sup> January 2016

**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 Q15**

*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:



Date: 27<sup>th</sup> January 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:
    - Copy of Public Liability Insurance certificate
- \* Under the Industrial and Provident Societies Act 1968 (Audit Exemption) (Amendment) Order 2006, FRESH Ltd is exempt from full audit requirements of its annual accounts. The attached accounts are therefore prepared by a professional accountant but unaudited.

**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**