



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

PROJECT (In no more than 25 words)	To buy tents so that we can take the Guides away camping	GRANT AMOUNT REQUESTED	£1,500
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Contact Details

Q1 Name of organisation making application:

16th Shrewsbury Guides

Name of contact for this application

[REDACTED]

Position held in the organisation:

[REDACTED]

Contact Address, including full postcode:

[REDACTED]

[REDACTED]

[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 306016
Voluntary Organisation: ()
Company Limited by Guarantee: () Company Number

Other – Please specify:

*'Girlguiding' is an operating name of The Guide Association which is incorporated/governed by Royal Charter, and a registered charity (number 306016).
16th Shrewsbury Guides is a unit of Girlguiding.*

Q3 When was your organisation established?

1945

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.

As part of Girlguiding, we provide activities for young girls aged 10-14 years, which allow them to discover themselves and to explore their world around them. We meet weekly during term-time with additional activities during the holidays when possible.

We will have approximately 24 girls in September plus 3 leaders. Members pay a subscription fee each term which goes towards paying the subscription to Girlguiding HQ and to cover the cost of materials and activities. All of the Unit Leaders are volunteers and do not receive any pay for their time.

We meet weekly during term time, but would like to expand on this to take the girls away camping etc.

Q5 If you are a subsidiary of a larger organisation, please state which one.

Girlguiding

Q6 Does your organisation have an agreed Constitution or Memorandum of Association?

Please state which and attach a copy:

I have attached

- A) the Girlguiding "Charitable status and constitution of units and areas (branches) of The Guide Association"*
- B) The Safety & Safeguarding policy (which include mission statements)*
- C) Safeguarding the membership policy*

Q7 What is your primary source of funding?

Subscriptions from the girls.

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.

16th Shrewsbury Guides was about to close with only seven Guides on the books. As a qualified Guider who had been with another successful unit for many years in the County, I agreed to take it over. I have recruited two new leaders to help me, moved the meeting to a better day and time, and have EIGHTEEN new girls coming up to the Unit from Brownies, all of whom I have met. We are going to be a very full and active unit of about 24 girls.

As part of our Guiding activities, I want to start taking the girls away on camps and residential. I have already started preparations for their first residential but am unable to take them camping as the Unit's equipment (unused for the best part of a decade) is so decrepit. Having inspected it, I find that the tents are the old Icelandics (heavy canvas) which are rotten, with various poles and lines broken or missing. Repairing them will be far too costly so I am looking to replace. We have plenty of pots, pans and other equipment so all is not lost, but no tents for sleeping in or the mess area. I am therefore unable to take the girls away until I have some tents.

If our bid is successful, we are aiming to take the girls camping at least twice next year, between March and September.

- Our first camp will probably be over the Easter holidays on a traditional camp site. I know of a number of superb sites that I can choose from. Brow Farm is a strong contender.*
- During the summer holidays, I would like to take them to one of the large jamborees like Flame 2016 (<http://www.flame2016.org.uk/>), Charnwood 2016 (<http://charnwood.org/>) or the Essex International Jamboree (<http://eij.org.uk/>). These are fantastic events where Guides and Scouts come together from all over the UK (and internationally), camp out together and take part in lots of activities like abseiling, swimming, canoeing, games, crafts, orienteering, campfire cooking, zorbing ... so many activities, I can't name them all. It's a fantastic opportunity for the girls that they will thoroughly enjoy and get so much from.*

The equipment can then be used year after year after year.

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.

Over 100 years of Guiding has shown that the movement gives great benefit to the girls who learn not only about themselves but about their world and their community. Girl Guides become valuable members of their community and can often be found volunteering for things. Many Guides move on to the Senior Section become Young Leader and then Adult Leaders thus taking Guiding forward and allowing more girls to take part.

Camping in particular helps to develop a girl's ability to work as a team, to improvise and to get the job done through fun. They also get to discover the outdoors which may would not otherwise be able to do.

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

In the first year, up to 24 different girls will benefit, but in the forthcoming years as they move to Senior Section and new girls come in, the number will increase significantly.

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?

Every time the girls go home happy, tired and dirty (which they will), then we will have achieved our objective. We can then start planning the next camp!

That is the most wonderful thing about this project. If we receive funding, this isn't a one-time only project. This will allow the girls to go away time and time again. In the first instance, this will mean 24 girls but over the forthcoming years, as the girls move on to Senior Section and new Brownies come up, the number of girls that will benefit from this will be much, much greater than that.

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?

Girlguiding provides several insurance policies for the protection of its members. These cover all members and other persons associated with Girlguiding while taking part in guiding. Members do not have to be in guidewear for the policy cover to operate but must adhere to any rules or policies associated with the activity. The two main policies are:

*Personal Accident and Medical Expenses cover
Public and Employers' Liability cover.*

Additionally, the Association carries other policies, including Marine Liability, and can offer more policies and services through its insurance service.

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

Yes. There is an extensive training program with Girlguiding and the Unit Leader is a fully qualified leader. Her two helpers are Leaders in Training.

With regard to camping, the Unit Leader has been going away with Guides for many years (with another Guide Unit) so has lots of experience here. To further support her role, though, she is taking her "Going Away with Guides" qualification under the mentorship of a qualified, local Girlguiding assessor.

- 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

I have attached copies of the two main policies on this topic:

- o (B) Safeguarding & Safety Policy*
- o (C) Safeguarding the Membership 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 £
	<i>N/A</i>	

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 £1,500 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
<i>Please see attachment (D)</i>	<i>£1,719.00</i>
Total	<i>£1,719.00</i>
Project Income Please list how the project shall be funded	

<i>These are funds that we have in our kitty so far. We are asking for £1,500 but any amount would be appreciated to go towards this project and would be spent on buying equipment from this list. We would also be more than happy to report back to you with exactly what the money has been spent on, and allow you to inspect if desired.</i>	£219.00
What is the difference? This should be the same as the amount of Grant you are applying for	£1,500.00

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?

We are well aware that any prices quoted now will not be valid by the time the grant applications are heard; nor will the same products be available. By February of next year, prices will probably be higher rather than lower (being the beginning of the season rather than the end). In light of this, if prices are higher, we will cut our coat according to our cloth. We may buy fewer tents (which will mean taking less Guides away to each camp) different quality or smaller tents. Again, until we know what is available at the time, we cannot say for certain what we will buy, but we will be more than delighted to provide a full report to the committee to assure you that any monies awarded are spent on the equipment we have requested funding for.

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.

We have excellent storage facilities for our camping equipment so we can look after it to ensure it can be used again and again. Also, by September of next year, the Unit will be self-funding again. We just need a little help to get the Unit back off the ground please.

Your Accounts

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

Total Income	£1,068.50
Less Total Expenditure	£1,343.20
Surplus / Loss	(£274.70)
Savings (Reserves, Cash, Investments)	£500.07

N.B. The Unit has made a loss last year as the number of girls was so small. With Unit numbers expanding from 7 to 24 and a complete change of leadership, the Unit will no longer make losses. It will be self funding.

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.

Appendix E

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.

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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 16h Shrewsbury Guides (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:

.....

Name

.....

Organisation address:

.....

Telephone:

.....

Signed:

.....

Date:


31/8/15

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

Signed:



Date:

28 August 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:

- A) the Girlguiding "Charitable status and constitution of units and areas (branches) of The Guide Association"*
- B) The Safety & Safeguarding policy (which include mission statements)*
- C) Safeguarding the membership policy*
- D) Costings*
- E) Accounts 2014/2015*

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