



# 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

<b>PROJECT</b> (In no more than 25 words)	Creation & installation of INTERIOR display / information panels for Abbey Station.	<b>GRANT AMOUNT REQUESTED</b>	£2000 -
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## Contact Details

**Q1** Name of organisation making application:  
..... Shrewsbury Railway Heritage Trust .....

Name of contact for this application  
Title: Mr..... First Name: ..... Surname: .....

Position held in the organisation: Company Secretary  
..... (Board Member / Trustees & Director) .....

Contact Address, including full postcode:  
.....  
.....

Shrewsbury

..... Postcode: .....

Contact Telephone Number: .....

Email address: .....

copy paper

about your organisation

What type of organisation are you?

Tick (✓) relevant category:

Registered Charity: ( ) Charity Registration Number 1116296
Voluntary Organisation: ( )
Company Limited by Guarantee: ( ) Company Number 4847614
Other - Please specify:

Q3 When was your organisation established?

28th July 2003.

Q4 Briefly describe your organisation.

\* See attached sheet please.

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.

140 members paying £15.00 (increased Jan 2021) subscription. They receive a quarterly Newsletter - Abbey Lines. A Community Centre (& Railway Museum) is located at Abbey Station, Abbey Foregate, Shrewsbury for FREE use by community organisations/school visits, and exhibitions - all for non-profit. The building is Covid-compliant. Founded by the late STC Councillor Mansell Williams the voluntary Trustees/Directors strive to continue his legacy and develop it.

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

No

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

Please state which and attach a copy:

YES.

Q7 What is your primary source of funding?

Membership Subscriptions primarily.

Donations are also received.

**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.

Create, design and produce **INTERIOR** display panels (by Shelley sign of Carmel Drive, Shrewsbury).

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 proposed **INTERIOR** display panels will complement the recently installed (Dec '2020) information panels. See following colour poster. The existing 'display' information is unprofessional, incomplete, and a 'shame' because there is so much very interesting information to be presented to 'Kewasfolk & Tourists'.

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

57  
population

**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?**

In the past we have recorded visitor numbers:  
We record ALL social and community groups using Abbey Station (and they all secure our H&S Rules (Govt legislation) etc.

## 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?

Public liability (£5m); Employers liability (£10m)  
Full documentation attached from KLF.

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

Yes. Board Members are experience business professionals  
with qualifications in MBA; Chartered Company Secretary  
(ACIS) – D. Morris. IDANIS C' Institute of P.R.

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 (Policy) Working document enclosed.  
Fire Safety Certificate held and enclosed.  
Certificate of Electrical Safety held.  
Accident Book system maintained.

## 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 £
2017	HEATING.	2000
2018	TOILET FACILITIES. (Kitchen)	1000
2020	EXTERIOR Signage, information panels.	1000

### 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 £2000..... 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
INTERIOR display/information panels. Required	£ 4000 =
to inform visitors of Shrewsbury Railway	£
heritage.	£
	£
	£
<b>Total</b>	£ 4000
<b>Project Income</b> Please list how the project shall be funded	
	£
Projected Donations (or use Reserve Fund)*	£ 200
Potential Income generating events.	£ 800
Calendar. News production.	£ 1000
	£ 2000
<b>What is the difference?</b> This should be the same as the amount of Grant you are applying for	£ 2000

**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?

Would be subsidised by SKMT within financial limits -  
The project would have to proceed in stages over an extended period of time.

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We lost approx £800 from Covid Cancelled Book Sales, our Open Day, & Exhibitions (4).

**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 aim to have revenue generating events (Covid permitting). Plans involve repeating a Local Impact Grant from Asda, the Transport Trust, and the Colonel Stephens Society. We are developing a multi-agency approach with Shrewsbury BID and the Shropshire Wildlife Trust.

**Your Accounts**

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

Total Income	£ 2690
Less Total Expenditure	£ 4090
Surplus / Loss	£ 1400
Savings (Reserves, Cash, Investments)	£ 2700

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.....

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.....

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

- 1 Name ..... Position Company Secretary / Trustee
- 2 Name ..... Position Board Member / Trustee
- 3 Name ..... Position .....

**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 Railway Heritage Trust (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: Chairman of Trust & Board of Directors

Title Mr First Name: ..... Surname: .....

Organisation address:

Abbey Foregate, Shrewsbury  
Postcode: SY2 6AH

Telephone: .....

Signed: ..... Date: .....

**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.

Signec ..... Date: 12th January, 2021