



# 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)	Renovating bicycles to provide sustainable transport for Shrewsbury parishioners	<b>GRANT AMOUNT REQUESTED</b>	<b>£4,000</b>
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## Contact Details

Q1 Name of organisation making application: Shropshire Cycle Hub

Name of contact for this application

Title : Mr First Name: Duncan Surname: Jones

Position held in the organisation: Trustee

Contact Address, including full postcode:

Unit 40, Riverside Centre, Shrewsbury SY1 1PH

## About your organisation

Q2 What type of organisation are you?

Tick (✓) relevant category:

Registered Charity: ( ✓ ) Charity Registration Number 1188746

Voluntary Organisation: ( )

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

Other – Please specify: .....

Q3 When was your organisation established?

25 March 2020

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.

The object of Shropshire Cycle Hub is to promote community participation in healthy recreation by providing and renovating bicycles for use by the those in financial hardship in Shropshire, and by educating the inhabitants of Shropshire as to how to repair bicycles and the benefits of cycling as sustainable transport.

In furtherance of its objects, we aim to:

(a) collect donations of old bicycles and repair so that they can either be given to those in financial hardship, or can be sold on to the general public to generate funds for the furtherance of the charity's objects;

(b) promote community participation in cycling as sustainable transport and healthy recreation;

(c) run workshops to renovate cycles and train people how to repair their bicycles; and

(d) bring disused bicycles back into beneficial use to benefit those in financial hardship in Shropshire.

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

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

Please state which and attach a copy: Constitution attached

Q7 What is your primary source of funding?

Donations, and sale and servicing of bicycles

#### 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.

We propose to renovate 100 bicycles that have been donated to us and deliver to

Shrewsbury residents who need a bicycle for healthy sustainable transport and who lack the resources to purchase from the local bicycle shops.

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.

SCH renovated and donated over 400 bicycles during 2020 and plans to renovate a further 1000 bicycles during 2021. The demand for bicycles is high and there is a climate and ecological and health emergency which we are responding to, aiming to help achieve an increase in cycling x5 by 2025, on the road to zero carbon Shropshire by 2030.

UK Government, Shropshire Council and other organisations have a policy that walking and cycling should be the preferred mode of transport for shorter journeys, yet only about 2% of journeys are currently made by bicycle.

We are also keen to offer the benefits of cycling during the pandemic (to avoid public transport and car sharing), responding to the increasing numbers of people experiencing economic hardship and respond also to the health inequalities unmasked by covid (we are targeting helping to improve health of some of the most deprived parts of the parish), and also recognising the need for exercising in our own locality during lockdown (no gyms or swimming pools open) and the importance of healthy weight, lung health and minimising local air pollution for covid outcomes, whilst also reducing traffic bottlenecks due to geography of Shrewsbury and help Shrewsbury Town Council respond to the climate emergency.

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

100 directly and all of the parish indirectly
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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?

Over 40,000 Shrewsbury residents do not have access to a bicycle<sup>1</sup>. If 8,000 of them live in poverty<sup>2</sup> and 80% of these are able to cycle then of the order of 6,000 residents could potentially benefit from this scheme. This proposal will therefore meet 2% of this potential demand. We will be pleased to extend this scheme further if STC would like to do so, pro rata up to an additional 200 cycles. During 2020 Covid lockdown up to 16% of

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<sup>1</sup> <https://www.cyclinguk.org/statistics>

<sup>2</sup> <https://fullfact.org/economy/poverty-uk-guide-facts-and-figures/>

adults in England cycled<sup>3</sup> (more than twice the normal rate<sup>4</sup>) and there is an urgent need to provide more cycles locally. Shrewsbury is a compact town with high population density suited to cycling so the potential for significant change is very large.

## 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 and products liability insurance to £5M and employers liability insurance to £10M

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

Our Workshop Manager has extensive experience of cycle mechanic work and workshop and staff management and has completed Cytech Level 1, and our lead cycle mechanic is working towards Cytech Level 2 qualification at present. Our founder and chair of the trustee board has Cytech Level 2 qualification, as does one of our volunteers.

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 and Safety Policy

Covid Policy

Equal opportunities policy

Workshop development plan

Safeguarding, vulnerable adults, CRB & welfare in preparation

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<sup>3</sup> <https://discerningcyclist.com/2020/06/cycling-covid-19-pandemic-statistics-uk/>

<sup>4</sup> <https://www.cyclinguk.org/statistics>

## 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 £
	none	

### 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 £4,000  
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
New parts required for renovation of 100 bicycles	£2000
Second hand parts and bicycles required (100 bicycles)	£2500
Input by paid cycle mechanics at Shropshire Cycle Hub	£2000
Input by volunteer cycle mechanics at Shropshire Cycle Hub	£1500
Total	£8000
Project Income Please list how the project shall be funded	
Contribution to overall costs (£15 per bicycle for 100 bicycles) in volunteer inputs (donated effort 'in kind' equivalent for hours worked)	£1500
Contribution to overall costs in terms of donated cycles and parts	£2500
What is the difference? This should be the same as the amount of Grant you are applying for	£4000

### 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 will reduce the number of bicycles that we deliver pro rata. Equally, if the Town Council can make an offer more than the amount requested, we will increase the number of bicycles we deliver pro rata, up to £12,000 Council contribution, for which we would match this as above and deliver 300 bicycles at a value of £80 each, giving a total project value of £24,000.

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

Our plans have always sought to ensure that we are a sustainable enterprise that does not rely on councils for support. We have been successful at this. The requested grant will enable us to upscale what we deliver and our efficient workshop operation enables us to do this in a very cost effective manner for the benefit of the parishioners of Shrewsbury and visitors to the town (in terms of reduced traffic congestion and improved environment making the town a more attractive destination). The grant will be very helpful but if it cannot be approved then our operation will continue, albeit at a lower level.

### Your Accounts

Q15 Please provide the following details from your most recent annual accounts  
Projected for 2021

Total Income	£78,000
Less Total Expenditure	£72,000
Surplus / Loss	£6,000
Savings (Reserves, Cash, Investments)	£0

**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: Shropshire Cycle Hub registered charity

Bank/building society name:

Bank/building society address

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

1	Name	Position	Trustee and chair of board
2	Name	Position	Trustee
3	Name .....	Position	.....

### Any Other Information

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

This project delivers multiple benefits to Shrewsbury including:

Transport to help with mobility for job seekers, working poor and others suffering from transport poverty

Health and wellbeing benefits for the beneficiaries

Reduced congestion in town and improved town centre environment

Reduced carbon emissions and improved air quality

The Shropshire Cycle Hub are passionate about promoting active travel by bicycle & we very much enjoy serving the Shrewsbury community to increase the use of bikes for making journeys, some of which would otherwise have been made by car or other forms of motorised vehicles.

It has been a pleasure to meet and help various local people to get cycling, ranging from retired couples to children and their families, including current & potential bike users that are financially challenged.

Our activities are wide ranging & have included free bike schemes so that our key workers & service users of local partners\* can access cycling so as to be helped to get to their workplaces and/or travel in a healthy & cost effective manner.

We continue to support our county's population by offering appropriately priced servicing and we are still supplying free bikes & guidance to our customer base (which is at about 700 registered users plus a rapidly growing number of enquiries).

We aim to continue building this community through carefully planned activities, initiatives and schemes. We have a highly motivated purposeful team of volunteers (c30 strong), employees (2) & trustees (5) and hope that you recognise our commitment to benefitting Shrewsbury, by addressing the issues of the Climate, Ecological & Health emergencies, through our development as a pro-active charity that adds significantly to Shrewsbury and the county.

\*such as The Ark, Shropshire Supports Refugees, Learncycling, Rideventures, Wheels2Work

## 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 Shropshire Cycle Hub:

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: Chair of board of trustees

Organisation address:

40 Riverside Centre, Shrewsbury SY1 1PH

Telephone:

Signed:

Date: 11 January 2021

**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: 11 January 2021

### 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:

Budget for 2021

Copy of constitution

Please return your completed application form to:

Town Clerk  
Shrewsbury Town Council  
Riggs Hall  
The Library  
Castle Gates  
Shrewsbury  
SY1 2AS

Telephone: 01743 281010  
Fax: 01743 281051  
Email: [Helen.ball@shrewsburytowncouncil.gov.uk](mailto:Helen.ball@shrewsburytowncouncil.gov.uk)