



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)	CLOISTERS Pop-up Cafe in The Trinity Centre courtyard, Meole Brace. A COVID-friendly place to build community at this stage of 'recovery.'	GRANT AMOUNT REQUESTED	£ 1,000
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Contact Details

Q1 Name of organisation making application:
The Trinity Centre and Trinity Churches, Meole Brace.....

Name of contact for this application

Title : Revd First Name: Phil Surname: Cansdale

Position held in the organisation: Management Committee Member and Parish Vicar

Contact Address, including full postcode:

The Trinity Centre, Church Road, Meole Brace, Shrewsbury

.....

.....Postcode: SY3 9HF

Contact Telephone Number:

Email address:

About your organisation

Q2 What type of organisation are you?

Tick (✓) relevant category:

Registered Charity: Charity Registration Number 1135066
Voluntary Organisation:
Company Limited by Guarantee: Company Number
Other – Please specify:

Q3 When was your organisation established?

There's been a church in Meole Brace since about ninth century! The Trinity Centre was opened in 2008

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.

We are a Church of England Church with a big heart for people. We have a longstanding commitment to working in the local communities of Meole Brace, Meole Estate and Radbrook Green. Recent projects include detached youth work on the Meole Estate, lunch clubs for senior citz, a debt advice centre, and parenting classes. During lockdown we have been active partners with Shrewsbury Food Hub, pastoral phone lists, wellbeing course etc. Cloisters Pop-up Cafe in the Trinity Centre Courtyard is one of the things we are doing to help strengthen community life in this COVID recovery season.

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

We are part of the Anglican Diocese of Lichfield and Church of England.

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

Please state which and attach a copy:

Not an easy question given the C of E operates within many layers of government and church law. We have no shortage of constitutional legislation!

Q7 What is your primary source of funding?

As a church generally most of our income comes from the generosity of 400+ individuals who belong here. The Trinity Centre income arises from commercial bookings. CLOISTERS income is from paying customers, though we recognise that this is a 'community gift' and not a 'profit-driven' enterprise. Any shortfall is covered by the Church Council, and surplus would be used directly for other similar community initiatives.

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.

CLOISTERS pop-up Cafe. At this stage of our COVID journey we identified a clear need in Meole Brace for outdoor, COVID-safe and all-ages-friendly hospitality venue. Following a successful trial period from June 2021 we have been open for two days per week for drinks and light refreshments. Between now and end of September we are also hosting some one-off events like "Trinity Table" (used to gather 80 people for monthly multi-gen lunch) and "listening ear" sessions offered to individuals to aid people's wellbeing.

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.

We have targetted (i) engagement with senior citizens (ii) toddler group families (iii) community groups who don't fit into Meet Place. We also identified many who feel uncomfortable in more crowded town-centre locations, or in local pub, and are looking for "little, outdoors and local. Though restrictions are expected to lift, we believe that this sort of venue will continue to serve an important need for people over these next months of the 'recovery phase' of COVID.

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

250+

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?

Success will be measured by (i) increasing footfall (ii) increasing conversations with staff and volunteers (iii) greater partnership and collaboration as venue for local community groups (iv) increasing volunteers coming forward to use gifts to serve community, which has dual impact of increasing capacity and equipping volunteer team.

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?

The Trinity Centre has all of the necessary insurances with Ecclesiastical Insurance which covers appropriate public liability, employers liability, personal accident etc. A copy is available if desired.

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

Yes. As a venue the Trinity Centre has longstanding experience as a hospitality venue, and carries the necessary food checks. The Shift leaders have relevant training in food hygiene and handling, and have received appropriate training.

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*

We have all the necessary policies in terms of Health & Safety, Safeguarding, Vulnerable adults etc.

For the avoidance of doubt CLOISTERS Pop-up cafe is open and accessible to everyone, including people of Christian faith, other faiths and no faiths. It operates within our Christian ethos of welcome and hospitality.

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 £1,000..... 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
Paid staff for setup time, management and food preparation	£ 2700
Volunteer Hours - in region of 50 hours per month	£ 0
Cost of Supplies	£ 1050
Set-up costs of new Cafe	£ 350
	£
Total	£ 4100
Project Income Please list how the project shall be funded	
Budgeted takings over 29 trading days (mid June to end Sept)	£ 2100
Donation from PCC to cover setup and ongoing costs	£ 1,000
	£
	£
	£
What is the difference? This should be the same as the amount of Grant you are applying for	£ 1,000

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 already subsidising this community cafe by £1,000, and so are in effect ... seeking match-funding. If there is a shortfall we will need to review how long CLOISTERS Cafe can continue from the end of August, or significantly reduce staff costs which will ... limit the 'community feel' and 'warm welcome' which we seek to be building.

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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?

CLOISTERS pop-up Cafe is a start-up project in this particular season of COVID, and is part of our ongoing work in serving the local community at a time of rebuilding confidence.

In time we would hope it become a self-sustaining community cafe, and we have a strong track-record of doing this with Cafe Connect CIC in Radbrook Green. However COVID conditions - as well as the need to approach 'breaking even' - mean there is an initial reliance on grant-funding and other sources of income.

Your Accounts

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

Please find our 2020 accounts as attached. These accounts cover all the activities of Trinity Churches, of which the Trinity Centre is a part (NB Cafe Connect is a separate CIC)

Total Income	£ 17,159 trading income of Trinity Centre (2020)
Less Total Expenditure	£ 50,148 expenditure of Trinity Centre (2020)
Surplus / Loss	£ <small>NB We benefited from the furlough scheme to cover almost all of the staff costs which are the significant part of this expenditure in 2020</small>
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 provide 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:

Sort Code. Account Number.

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 Operations Manager.....
- 2 Name :..... Position Finance Assistant.....
- 3 Name :..... Position Honorary Treasurer.....

Any Other Information

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

Please see attached covering letter.
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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 The Trinity Centre and Trinity Churches.....(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: Clerk to the PCC.....

Title First Name: Surname:

Organisation address:

The Trinity Centre, Church Road, Meole Brace, Shrewsbury.....

.....

..... Postcode: SY3 9HF.....

Telephone:

Signed: Date: 9th July 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: 9th July 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:

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