



## 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)	<b>Refreshing the Meole Brace Peace Memorial Hall</b>	<b>GRANT AMOUNT REQUESTED</b>	<b>£1500</b>
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### Contact Details

**Q1 Name of organisation making application:**

...Meole Brace Peace Memorial Hall.....

Name of contact for this application

Title: Mr

First Name: Peter

Surname: Dunhill

Position held in the organisation: [REDACTED]

Contact Address, including full postcode:

[REDACTED].....

Contact Telephone Number: [REDACTED]

Email address: [REDACTED]

### About your organisation

**Q2 What type of organisation are you?**

**Charitable Incorporated Organisation**

Tick (✓) relevant category:

Registered Charity:  Charity Registration Number  
1170090.....  
Voluntary Organisation:   
Company Limited by Guarantee:  Company Number .....  
Other – Please specify: .....

**Q3 When was your organisation established?**

... November 2016. Please note that the original Meole Brace Peace Memorial Hall unincorporated charity (no 227801) was established in 1921 with a Trust Deed. In November 2016 the Charitable Incorporated Organisation – Meole Brace Peace Memorial Hall was registered.

**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 in essence a traditional 'village hall' despite Meole Brace now being a suburban area as well as being a living memorial to those from the area who fell and served in the two world wars.

We have a strong active committee drawn from the local area and including representatives from local user groups such as Nobold WI and Meole Brace Garden and Allotment Club.

Our aim is to provide a hospitable, comfortable and welcoming environment for community groups and individuals and to encourage positive community activity which enhances well being and inclusiveness.

The Peace Hall is a special part of the local heritage, sitting as it does in the 'village' conservation area, but it also serves and is well used by residents of neighbouring Meole Brace Estate. It plays an active role in bringing these two communities together.

We have on average around 750 people who use the Hall either regularly or on an occasional basis. There is no membership or subscription fee but we do make a £9 per

hour hire charge. Typical user groups engage in the following activities: meetings, rehearsals, music, dance (young ,old and in between) , keep fit, pilates, yoga, drumming,Tai Chi, performances, birthday/anniversary parties, Frost Fayres, Teas for local events, local history events

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

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

**Constitution**                      **Please state which and attach a copy:**

.....

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

Income from hiring the Hall (around £10,000 pa)

**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 want to redecorate and refresh the Hall to be able to make our well loved community facility more acceptable, both structurally and visually, to existing and potential hirers.

This will ensure that the Hall will continue to function effectively and be self sufficient. It will also mean that while the Trustees are developing proposals for a new Hall within the next 5-7 years that the existing facility will not decline to the point where we start to lose bookings and fail to meet our objective of providing a decent meeting and activity space for the benefit of local people.

We have engaged a two man decorating firm to undertake the work and also to supervise and allocate tasks to a team of local volunteers. This means that we have been able to keep costs down to a minimum while achieving an optimum level of improvement both inside and out.

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 identified the need for this work by our own observations and also comments made by existing and prospective users of the Hall. Currently the interior and exterior of the Hall could best be described as shabby with poor plasterwork/rendering, peeling paint and in some places rotting woodwork. While we undertake regular cleaning there are some areas where the quality of the surfaces are too poor to make a decent job of keeping the Hall clean and tidy. We have to date addressed these problems on a

piecemeal 'patching' basis but the time has come to rise to the challenge and go for an overall redecoration and basic refurbishment approach. The work will take place from the end of July to mid August – a period when the Hall has traditionally had low usage levels.

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

750
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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?**

- In the first instance the success of the project will be measured by the finished product ie a community Hall that is attractive, robust and easier to keep clean.
- The involvement and activity levels of volunteers will be an indicator of local community commitment
- Satisfaction and approval from exiting users will be a good indicator that the project has been successful
- We would hope to see an increase in new bookings, both regular and one-off (eg parties, meetings)
- We would expect that all the users of the Hall will benefit from the improvements which will make their experience of using the Hall a better one.

#### **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?

Buildings, Contents and Employers (Public) Liability.

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

The Committee of Trustees includes the Chairman who was once a Village Hall Adviser with the Community Council of Shropshire (now Shropshire Community Resource) and also has extensive experience in project management in the Heritage Sector. The Treasurer is a senior finance manager with Shrewsbury and Telford Hospitals Trust. The other Trustees and organisational representatives (Nobold WI and Meole Brace Garden and Allotment Club) have been associated with the Hall and its activities for periods ranging from 3 years to 15 years.

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 a Health and Safety policy and associated procedures and also an equal opportunities policy. As an organisation we do not run activities (other than fundraising events for which we undertake risk assessments) that would require us to have child protection/safeguarding policies or CRB checks. We do reserve the right to ask organisations using the Hall to demonstrate that they have suitable policies in place.

**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 £
2018	Replacement Floor	£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 £..... 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 and exterior redecorating, wood sill replacement, door/window refurbishment	£3500
	£
	£
	£
	£
<b>Total</b>	£
<b>Project Income</b> Please list how the project shall be funded	
	£
<b>Millichope Doundation (applied for)</b>	£750
<b>Hall reserves</b>	£1250
	£
	£
<b>What is the difference?</b>	£1500

This should be the same as the amount of Grant you are applying for £1500	
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**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 would have to use more of our reserve money which is specifically earmarked for a) Contingencies and b) the development of proposals and consultation about the provision of a new Hall

**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 will put in place a volunteer run maintenance plan to tackle ongoing decorating and refurbishment tasks. We will also be furthering our plans to build a new and sustainable Hall with improved facilities of older and younger people in our community.....

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**Your Accounts**

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

<b>Total Income</b>	<b>£11,808</b>
<b>Less Total Expenditure</b>	<b>£22095</b>
<b>Surplus / Loss</b>	<b>£- 10287</b>
<b>Savings (Reserves, Cash, Investments)</b>	<b>£27114</b>



**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: [REDACTED]  
.....

Sort Code: [REDACTED]  
Account number [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 Chairman.
- 2 Name [REDACTED] ..... Position Treasurer.....
- 3 Name [REDACTED] ..... Position Trustee.....

**Any Other Information**

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

**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 Meole Brace Peace Memorial Hall.....(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: TREASURER

Title: [redacted] First Name: [redacted] Surname: [redacted]

Organisation address:

[redacted]

Postcode: [redacted]

Telephone: [redacted]

Signed: [redacted] Date: 5/7/24

**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: [redacted] Date: 5.7.24

## 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:



*Constitution*  
*Accounts*

Please return your completed application form to:

**Town Clerk  
Shrewsbury Town Council  
Livesey House  
7 St John's Hill  
Shrewsbury  
SY1 1JD**

**Telephone: 01743 281010**

**Email: [Helen.ball@shrewsburytowncouncil.gov.uk](mailto:Helen.ball@shrewsburytowncouncil.gov.uk)**