



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)	<i>Babystop Aims: Collection and redistribution of preloved and new baby items at monthly baby shares.</i>	GRANT AMOUNT REQUESTED	£ 700
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Contact Details

Q1 Name of organisation making application:

The Severn Community Charitable Trust

Name of contact for this application

Title: *Mrs* First Name: *Joanna* Surname: *Purslow*

Position held in the organisation: [REDACTED]

Contact Address, including full postcode:
 [REDACTED]

Postcode: [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: *1190695*
 Voluntary Organisation: ()
 Company Limited by Guarantee: () Company Number
 Other – Please specify:

Q3 When was your organisation established?

3rd August 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 Severn Community Charitable Trust is a registered Charity founded to support and promote children's learning and wellbeing (0-18) across our community and beyond through innovative and creative projects that benefit the people in those communities. Our projects include providing Christmas gifts for children in temporary accommodation and refuges, supporting the running of a community foodshare and Babystop.

Babystop is an on-going initiative that supports families by re-cycling baby products that are shared at our monthly events. We have approximately 15 volunteers who collect, sort and prepare donated items and help at the events. Babystop supports families in the Shrewsbury area by helping families to save money and to develop a more sustainable lifestyle. In the first-year babies wear up to five different size clothes which increases to 10 sizes by the time they are 5. Alongside other items that are purchased for the first few months of a baby's life, many of these items are hardly used and still have a lot of life in them. So, we decided to create an opportunity for families to recycle and reuse and save money.

It's open to everyone with young families (0-5 years) who want to help stop waste, recycle and re-use. We accept new and pre-loved donations from anyone who has anything they no longer need, but still good enough for another family to benefit from.

At present Babystop supports over 70 families across Shrewsbury at our regular shares, which include pop-up events. We believe that alongside reducing waste by recycling preloved clothes and equipment, we also support families who may be struggling financially with the costs of a young family, particularly those who may not qualify for more formal assistance through government or charitable referrals.

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: Yes (copy attached)

Q7 What is your primary source of funding? Donations and fundraising

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 are asking for a grant to help us improve the storage and organisation of our items by purchasing appropriate products which will allow us to improve our current system. We would like to replace broken and damaged rails and boxes with sturdier ones and create a labelling system.

- 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.

By having a more efficient and effective storage system we will have better access to our products to enable to support families at the shares and also individual requests in between. At present items are stored less efficiently and limits accessibility. We often get requests from professionals working with families and would like to be able to be more responsive to these through better storage and accessibility.

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

300+

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?

Babystop is regularly attended by 70 families at our monthly events and to date we have shared approximately 1500 bags of pre-loved clothes and thousands of items which may not have otherwise been recycled. By continuing to offer regular opportunities for people to donate and receive these items we are benefiting families and the environment. By improving our systems we will be able to continue to offer regular shares which encourage new families. Our success criteria therefore, is to continue to maintain the high standards of display and organization necessary for the project to continue and to increase the ability to support additional families alongside our share events.

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*

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

Our leaders and volunteers all work in schools and have Enhanced DBS, Safeguarding training, First Aid and share the group ethos of share and sustain.

- 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 work under the umbrella of the school Policies.

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 £
2022	Pop-Up events	£1,000

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
<i>Clothing rails x 4 (industrial)</i>	<i>£240</i>
<i>Shelving unit with boxes x2</i>	<i>£320</i>
<i>Labelling kits</i>	<i>£ 85</i>
<i>Storage trolley</i>	<i>£ 65</i>
<i>Heavy duty boxes</i>	<i>£ 280</i>
<i>Storage unit (x1)</i>	<i>£ 60</i>
Total	<i>£ 1050</i>
Project Income Please list how the project shall be funded	
<i>Event donations</i>	<i>£200</i>
<i>Fundraising events</i>	<i>£150</i>
What is the difference? This should be the same as the amount of Grant you are applying for	<i>£ 700</i>

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 items required and look to fundraise for them in the future.

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?

The improvements in storage will improve overall systems and allow us to be more efficient. This improved efficiency will hopefully result in increased customer satisfaction, leading to increased donations and will therefore be sustainable in the long term.

Your Accounts

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

Total Income (2023/24)	£ 1555.11
Less Total Expenditure	£ 1418.18
Surplus / Loss	£ 136.93
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. 2023/24 Accounts Attached

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 Trustee (Secretary) |
| 2 | Name [REDACTED] | Position Trustee (Treasurer) |
| 3 | Name [REDACTED] | Position Trustee (Chair) |

Any Other Information

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

Our vision is to reduce waste and support families by collecting and sharing baby products at our regular baby share. We attract families with babies from 0-5 years, who want to recycle unwanted products and to help with some of the financial demands of having a baby.

We have a positive social media presence on facebook and Instagram.

Web page: www.babystop.uk

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 Severn Community Charitable Trust***

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: *Trustee*

Title: [REDACTED]

First Name: [REDACTED]

Surname: [REDACTED]

Organisation address:

[Redacted]

Postcode: [Redacted]

Telephone: [Redacted]

Signed: ... [Redacted] Date: 3/07/24

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: 3/07/24

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: ✓

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