

## 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)	MULTI CULTURAL FUN DAY 2025	<b>GRANT AMOUNT REQUESTED</b>	£ 750
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### Contact Details

**Q1 Name of organisation making application:**

..... SHREWSBURY INTER FAITH FORUM .....

Name of contact for this application

Title: REV First Name: KEN Surname: CHIPPINDALE

Position held in the organisation: TREASURER

Contact Address, including full postcode:

.....  
.....  
.....  
.....

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

Contact Telephone Number: .....

Email address: .....

**About your organisation**

Q2 What type of organisation are you?

Tick (✓) relevant category:

- Registered Charity: ( ) Charity Registration Number .....  
Voluntary Organisation:  ✓  
Company Limited by Guarantee: ( ) Company Number .....  
Other – Please specify: .....

Q3 When was your organisation established?

..... 2009 .....

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 have approximately 100 people on our contact list, with an average of 20-30 at each monthly meeting. There is a membership fee. We have a programme of monthly discussions, and organize an annual "Fun Day" with musicians, dancers, information stalls, and food, from different parts of the world. We also go into schools at their request to promote co-operation and understanding between different faiths (Bahai, Islam, Buddhism, Jewish, Christian & Humanist)

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 .....

.....

Q7 What is your primary source of funding?

Grants, & members donations

**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 would use the grant to help fund the Multi Cultural Fair Day in 2025. This involves booking performers (musicians, dance groups, soloists) and arranging children's activities (incl. henna & face painting), arranging publicity posters, public liability insurance, and hire of premises

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.

Although we have organised the event every year since 2010 (apart from 2 covid years) we seek funding here for only 2025. It is promoted as a community, family-friendly event and is free. Much of the work and contributions <sup>are</sup> given by volunteers

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

200-400

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?

We expect to welcome on average 300 people for this one day event. But success would be measured by more people coming. Equally important is the atmosphere of friendship and the building of a good, relevant community ~~atmosphere~~ ethos. Most people who come are from Shrewsbury.

#### 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?

One off Public liability insurance

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

Yes - most of the organisers have done this since 2010

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 follow the Health and Safety Policy in operation for the venue together with a specific Risk Assessment

## 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 £
2011	MULTI CULTURAL FUN DAY	700
2012	"	590

### 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 £.....750..... 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
Public liability insurance	£ 140
Posters & publicity	£ 150
Hire of Premises	£ 200
Fee for Performer	£ 900
	£ <del>10</del>
<b>Total</b>	£ 1490
<b>Project Income</b> Please list how the project shall be funded	
Carried forward in bank account in Jan 2025	£ 600 est
Member subscriptions & donations	£
from individuals & organisations	£ 140 est
	£
	£
<b>What is the difference?</b> This should be the same as the amount of Grant you are applying for	£ 750

**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 be using our reserves and members would be asked for increased donations. However, if we exhausted our bank account, and could not find another grant-making body, it is likely the event, as held to date, would not happen.

**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?

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**Your Accounts**

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

Total Income	£ 353.77
Less Total Expenditure	£ 179.99
Surplus / <u>Loss</u>	£ 826.22
Savings (Reserves, Cash, Investments)	£ 1761.40

(see annual accounts)

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] .....

..... [REDACTED] .....

..... [REDACTED] .....

..... [REDACTED] .....

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

- |   |      |            |          |               |
|---|------|------------|----------|---------------|
| 1 | Name | [REDACTED] | Position | CHAIR (Joint) |
| 2 | Name | [REDACTED] | Position | " "           |
| 3 | Name | [REDACTED] | Position | TREASURER     |

**Any Other Information**

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

The event to be funded has become a  
stable event to which people in the community  
look forward to, and seeks to promote good  
community relations. In recent years it has received  
support from the Police Crime Commission, the Police  
and Gloucestershire County Council  
We can provide a power point presentation of  
the committee wished to see it

**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 Skrewsbury Interfaith Forum (SIF) (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: Joint Chairperson

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

Organisation address: [redacted]  
[redacted]  
[redacted]  
[redacted] Postcode: [redacted]

Telephone: [redacted]  
Signed: [redacted]

Date: 25<sup>th</sup> June 2024

**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: 25<sup>th</sup> June 2024



## Checklist

-   Have you answered every question?
-   Have all signatures been completed?
-   Have you included a copy of your constitution?
-   Have you included a copy of your most recent audited accounts?
-   Please state any supporting documents you are submitting:

1. Information sheet from Tim Harwood
2. Topics discussed at monthly meeting

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)