



## 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>Replacement of scuba diving kit for Shrewsbury Sub-aqua pool sessions at The Quarry, Shrewsbury</b>	<b>GRANT AMOUNT REQUESTED</b>	<b>£3000</b>
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### Contact Details

**Q1 Name of organisation making application:**

Shrewsbury Sub-

aqua.....

Name of contact for this application

Title: Miss.....

First Name: Clare.....

Surname: Knight.....

Position held in the organisation:

Member.....

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?

1975

**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.

Shrewsbury Sub Aqua Club is a recreational scuba diving club and a branch of the British Sub Aqua Club which has been running since 1974. This year is our 50th anniversary. We currently have 72 members of which approximately 15-20 are under 18s. Members live in Shrewsbury and the surrounding area (approximately 15 mile radius). We have 17 trained instructors and assistant instructors.

We charge an annual membership fee of £174 per member paid for by monthly payments of £14.50. We provide a weekly pool session at The Quarry on Thursday evenings, where existing members meet to practice diving throughout the year and prospective members and local groups, such as Scouts and Guides, come and do 'try dives'. During the warmer months (April to October), we run day trips at weekends for diving at coastal sites or purpose-built inland quarries. We also run longer trips, such as long weekends/weeks away, to dive in places such as Cornwall and Scotland.

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

British Sub-Aqua Club (BSAC)

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

Please state which and attach a copy: Yes we have an agreed Constitution as attached

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

Membership fees

**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.

The grant will be used for the replacement of the existing pool kit which is now old and in need of replacing. The scuba equipment is for each person's safety. With regular checks and service, we maintain that service life until each piece needs replacing. The pool kit enables new and prospective members to try diving and complete training. In particular, the new equipment will allow Shrewsbury Sub Aqua Club to invite more local youth groups to join us and experience breathing underwater. Replacement kit will be purchased from a local dive shop where we have purchased club kit in the past. Additionally, we need to train new Scuba instructors for Shrewsbury Club to replace senior instructors who are retiring.

- 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.

The existing pool kit is old and wearing out. Therefore, it needs replacing in order for the pool dives to be able to continue for new and prospective members, as well as 'try dives' for many local Scout troops, Guides, Cadets, etc, from the Shrewsbury area. The kit will be replaced within two months of receipt of funding and is estimated to last for 8-12 years. The majority of club members and prospective members are from Shrewsbury with the remaining from surrounding areas, therefore the renewal of kit will benefit the people of Shrewsbury. A few members also travel to Shrewsbury from further towns including Telford, Wrexham, Craven Arms, etc. The new instructors that will be trained are all local to Shrewsbury and will serve to teach many more people scuba in years to come.

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

Approx 200 each year:

70 members, 4x 20 young person's groups. 50 local residents 'try dives'

- 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 currently have 4 youth groups that wish to take part in 'try dive' nights but we don't have the equipment to cater for them. With new equipment, we can take on 4

or 5 groups this year (each approx 20 people 10-16), with continuing success over the coming years. Additionally, each of the local persons who does a try dive will have a better experience with safer equipment. This will lead to increasing the club's membership, supporting all our members and leading to more sales to local dive shops.

## 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?

£10m members insurance through BSAC, covering claims for bodily injury or damage to property. And public liability insurance that covers all aspects of diving, training, club trips, try dives, etc. Also, we insure our biggest asset club boat covering damages, large repairs, theft, etc.

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

Approx 60% of our members are first aid trained, with special consideration to scuba accidents and incidents. 25% of members hold at least a "Dive Leader" qualification enabling them to take new divers for their first time in the pool. 20% also are either full open-water instructors or assistant instructors allowing to take new divers into open water - although that number is decreasing due to senior members leaving the sport. And we have 3 members who are Advance Instructors.

- 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.*

Many of the instructors and Dive Leaders have DBS checks. We adopt the BSAC Buddy Guard which is BSAC's Safeguarding and Protecting Children Policy and Procedures. Buddy Guard has been written in line with the current safeguarding legislation and guidance. We also have an extensive code of contact and constitution outlining the policies and procedures for the club.

## 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 £
	N/A	

### 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 £3000 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
Cressi Start BCD (inflation jacket). 10 total. sizes: 2x XS, 2x S, 2x M, 2x L, 2x XL. £220 each	£2200
Regulator service (breathing apparatus), 10sets, approx £100 each	£1000
Air Cylinder service, 10 cylinders, serviced every 2 years. £60 for each service, approx £300 per year.	£300
SEAC Junior Scuba mask, 5 total, £12 each	£60
SEAC Adult scuba mask, 5 total, £14 each	£70
BSAC assistant instructors training 3 total, £160 each	£480
BSAC Full Open water Instructors training 3 total, £160 each	£480
<b>Total</b>	<b>£4590</b>
<b>Project Income</b> Please list how the project shall be funded	
Current Members' subscriptions	£600
Estimated: Youth group try dives (discounted for youths), 4 groups x 20 people x £10	£800
Estimated: Additional individual Try dives, 10 people x £20	£200

	£
	£
<b>What is the difference?</b> This should be the same as the amount of Grant you are applying for	£2990

### 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 replace less of the pool kit than if we were to receive the full grant requested. This would lead to fewer or no youth groups being able to take part in try dive nights. We can sustain our current members but won't be able to offer additional group nights or further grow the club due to expired equipment.

### 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?

Growth of the club to have more members, thus bringing in more income and helping sustain the club without the need for grant funding. If we can maintain an additional 10-15 members, that would be over cover future equipment costs for the club. So this grant will be a great aid to get to that target membership.

## Your Accounts

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

<b>Total Income</b>	<b>£ 9,346.68</b>
<b>Less Total Expenditure</b>	<b>£ 11,513.72</b>
<b>Surplus / Loss</b>	<b>£ -2,167.04</b>
<b>Savings (Reserves, Cash, Investments)</b>	<b>£ 9,342.13</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

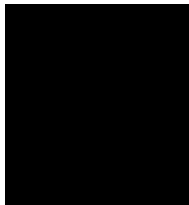
You can only apply for grant if you have a bank/building society account in the name of your organisation. We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. **These people should not be related.**

Account name: [REDACTED]

Sort Code: [REDACTED] Account Number: [REDACTED]

Bank/building society name: [REDACTED]

Bank/building society address



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

- |   |                 |                            |
|---|-----------------|----------------------------|
| 1 | Name [REDACTED] | Position Treasurer         |
| 2 | Name [REDACTED] | Position Equipment Officer |
| 3 | Name .....      | Position .....             |

**Any Other Information**

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

The last few years have been really tough for our diving club. Obviously due to the pandemic, when everything shut was hard for everyone. But when we tried to recover our membership numbers, we were hit several times with consistent closures of the Shrewsbury Quarry Pool. This is one of our main ways to grow our club numbers and how we maintain self-sufficiency.

So after that 4-year struggle, getting this support from Shrewsbury Town Council now will give us that helping hand to be back up at full strength. That way we can continue to train the local youth groups and residents, further boost the experience for our current members, and bring the magic of breathing underwater to many more people in the future.

## 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 Shrewsbury Sub-Aqua Club:*

*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: Chairman

Title:

First Name:

Surname:

Organisation address:

Postcode:

Telephone:

Signed:

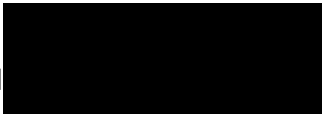
Date: 17/01/25



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: 24/01/2025.....

## Checklist

1. Have you answered every question? X
2. Have all signatures been completed? X
3. Have you included a copy of your constitution? X
4. Have you included a copy of your most recent audited accounts? X
5. Please state any supporting documents you are submitting: X

**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)**