



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)	Harlescott Grange Community Hub Family and Youth Engagement Day	GRANT AMOUNT REQUESTED	£ 790
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Contact Details

Q1 Name of organisation making application:

Harlescott Grange Community Hub

Name of contact for this application

Title: Ms First Name: Helena Williams

Position held in the organisation

Contact Address, including full postcode:

[Redacted]

Contact Telephone Number:

Email address:

About your organisation

Q2 What type of organisation are you?

Tick () relevant category:

Registered Charity: Charity Registration Number: 51771

Voluntary Organisation:

Company Limited by Guarantee: Company Number:

Q3 When was your organisation established?

The current committee took over on June 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 Harlescott Grange Community Hub is a local charity that is led by the local community.

The purpose of the Hub is to improve the wellbeing of the local community. WE define wellbeing as a person's physical, mental, emotional, and social health.

The current offer at the centre is a mix of activities from local provider, this includes fitness, Food Hub, Coffee Mornings for the local communities. We plan to have a broad range of activities and services 1) pay as you go, people that book the space to offer a particular activity and we receive a hire fee and 2) free services and activities that are offered to local residents that are free and support their wellbeing.

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?

Yes, we have a constitution, this has been re-written as we are in the process of moving from a charity to a CIC.

Q7 What is your primary source of funding?

Income from external bookings of the Centre.

Details of the project or activity you are planning

A family and Youth engagement day on Kynaston Road Green Space. This will be supported by different agencies who are providing their time for free. The purpose of this event is community participation and engagement. The proposed date is ' for Monday 19th July from 4-7pm.

There will be a range of Youth Activity and Family Activity. The purpose of this grants is to bring some 'hook' activities to the event so increase footfall.

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.

Family and Youth Engagement Day.

Multi Agency day led by local volunteers to gain the voice of Families and Young people in the development of activity at the Harlescott Grange Community Hub.

There will be range of engagement and fun activities to bring people out and about. The idea is That all volunteers and services capture the voice of local residents at the event. A local Artist will be there to capture conversations, observations and participation activities to create some visual representation of what a Family and Youth Hub would look like within the Centre (blue sky thinking)

This is a fun day for the community to come and meet the local volunteers and trustees from the Centre and be part of the development of what activities and services are provided for them within it.

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- 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 are continually wanting to understand the need of the Harlescott Grange Community to make sure that the activities provided within the Centre meet local need. Activities within the centre are for the wellbeing of families, children, young people young adults, older people and diverse groups such as, LGBTQI and people from different backgrounds and cultures. The Centre is now focused on the development of Family Work and Youth Activity working collaboratively with other agencies to develop an offer for both groups within the centre. To get an understanding of the needs of the community, we want people to actively participate and contribute about decisions made about their local community space, this not only supports personal benefit through increased social support it also improves mental wellbeing of individuals, but it will give us a deeper understanding of the challenges and opportunities within the local community.

The qualitative and quantitative data that we gain through the engagement day will support other additional funding bids to bring activities and services into the centre based on what the community are telling us throughout the engagement event.



Active participation of the Harlescott Grange Community will ensure that future activities that support the wellbeing of the community are well attended as the community will have been instrumental in the development of them.

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

100

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?

Health & Safety

We hope to engage around 100 people on the day. By residents having a voice and taking ownership of what the centre needs we would hope to see them back again for future activity within the centre, so the number of 100 will increase as we start to provide activity based on need of individuals.

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 insurance – this covers’ the outside space.

The event will have inflatables. WE will only use inflatables that are registered with the British inflatable Hirere Association where risk assessments are provided and a person from the company stays with the inflatable.

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

Yes, however they have also bought colleagues in to support the event that are community development workers from Shropshire Council and Shrewsbury Town

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*

All the above. All staff at the event have current DBS checks



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 £

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 £.....790..... 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
Inflatables	£ 490
Football Coach	£ 100
Community Artist	£ 200
	£
	£
Total	£
Project Income Please list how the project shall be funded	
In Kind Staff Costs from organisations that are supporting the event, this includes SC community outreach team, healthy lives advisors and Youth Work Team, STC Community Youth Team	£
Rapid Response providing food for the day as part of their CSR	£
All organisations attending will be providing an activity that they have funded themselves.	£
	£
	£
What is the difference? This should be the same as the amount of Grant you are applying for	£ 790

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?

Less engagement activities, less people attending due to lack of 'hook' activities.

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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?

The information that we collate from this day will help the trustees at the Harlescott Grange Community Hub to apply for additional funding for specific projects, activities and support services that meet the need of local people in the community. Having a bottom-up approach which starts with local people at the core will increase footfall at the centre. Offering wellbeing activities for residents will improve their outcomes in the future and will reduce the need of higher level services.

Your Accounts

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

Total Income	£
Less Total Expenditure	£
Surplus / Loss	£
Savings (Reserves, Cash, Investments)	£

Sent budget sheet with application.

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

- 1 Name ... [redacted] . Position Treasurer
- 2 Name Position
- 3 Name Position

Any Other Information

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

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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(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: Co-Chair Harlescott Grange Community Hub

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

Organisation address:

[redacted]

Telephone: [redacted]

[redacted]

Signed:

Date: 03/7/24

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.

[redacted]

Signed:

Date: 3/7/24

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: →

Please return your completed application form to:

**Town Clerk
Shrewsbury Town Council
Riggs Hall
The Library
Castle Gates
Shrewsbury
SY1 2AS**

Telephone: 01743 281010

Email: Helen.ball@shrewsburytowncouncil.gov.uk