



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)	To allow ongoing training and expenses to volunteers providing face to face emotional support to residents using foodbanks in Shrewsbury.	GRANT AMOUNT REQUESTED	£3,000
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Contact Details

Q1 Name of organisation making application:

Shrewsbury Samaritans

Name of contact for this application

Title: Ms

First Name: Liz

Surname: Jones

Position held in the organisation: [REDACTED]

Contact Address, including full postcode:

[REDACTED]

[REDACTED]

[REDACTED]

[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 1170399

Q3 When was your organisation established?

1964

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.

Samaritans of Shrewsbury are an independent local charity that is affiliated to the central Samaritans charity; this means we have to raise all our own funds to keep our branch open. Our annual running costs are approximately £40,000 per year and this allow us to maintain 90 volunteers (apart from a cleaner, we have no paid staff managing or operating our branch). Our volunteers provide compassionate support to callers in distress, bespoke outreach to our local communities and specialised training to local groups.

Over the last 12-months the Shrewsbury branch has achieved the following as part of our work to support the national charity:

- Answered over 10,300 calls and been on the phone to callers for over 3,400 hours
- Replied to over 2,000 emails
- Had almost 500 online chat conversations
- Each of our volunteers were actively listening to callers, emailers and online chats for an average of 6.6hrs per month; the highest number of hours across the whole of the West Midlands region.
- Been second only to Birmingham in the region for number of volunteers working overnight (the busiest times for calls) with an average of 18 per week.
 - Delivered the highest percentage of overnight hours worked across the region (almost 20%). Around a quarter of these contacts will be from people expressing suicidal thoughts or plans. 10% of our callers talk about self-harming and a quarter of these have contacted Samaritans to try to help them stop harming themselves right then. We are a small branch, but we routinely punch above our weight and are a critical part of both the national network and our local community.

In addition to supporting the national phone, email and online chat communication routes, we also deliver outreach activities in Shropshire. This includes training prisoners to be Listeners for other prisoners, deliver talks and training about how to have meaningful conversations about mental distress and suicide work, regularly attending

Shrewsbury train station to speak to passengers and supporting the work of various foodbanks across the county.

The services we provide are free for all users.

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

Affiliated to Samaritans

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?

Donations from grants and charitable trusts.

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.

This grant will help us maintain a rota of volunteers to attend the well established Barnabas Church foodbank on a weekly basis (Fridays 08.50am to midday). Two volunteers will continue to attend each week for 6 months and provide informal, discreet, face-to-face support to any of the 30-40 users of the foodbank per week. The grant will allow volunteer travel expenses to be claimed and support continuous learning and training to these outreach volunteers in providing in-person support which is quite different to the phone/email/online chat support which is covered in core volunteer training.

The volunteers actively engage with foodbank users asking how they are feeling that day, offering refreshments and having general conversations. At least once per week a foodbank user will speak privately to our volunteers about their negative feelings and emotions. Our volunteers will provide confidential, compassionate and non-judgemental support to residents of the Parish of Shrewsbury to offer them this listening service as one way to manage their feelings when they are overwhelmed.

Our Barnabas Foodbank Outreach project will both contribute to the social life of the town and help create a socially inclusive and caring community. Residents who have to use the foodbank are those who are struggling financially to meet their basic needs of being able to feed themselves or their families. These residents are being faced with having to make impossible decisions and can feel shame, embarrassment and distress. By actively listening we provide a safe, caring space for our friends and neighbours in Shrewsbury.

- 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.

Samaritans of Shrewsbury were approached by Barnabas Community Church two years ago to provide a free, discreet, confidential face-to-face listening service to users of the foodbank. In order to deliver a successful project we have to build a positive and trusting relationship with users; this doesn't happen if we only have a presence sporadically. The

Foodbank Plus project already offers formal advice, guidance and support sessions but recognised the unique, informal support Samaritan’s could offer users. We are committed to continuing to support the work of Foodbank Plus at Barnabas Church for as long as they need us and for as long as we can sustain our specialist volunteer cohort.

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

30 – 40 foodbank users per week.

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 will measure the success of this project by:

- How many volunteers we have attending weekly sessions at the foodbank over the next 6 months (2 volunteers at a minimum of 20 weekly sessions).
- How many interactions each pair of volunteers have with users at each weekly session attended (minimum of 10 interactions per weekly session).
- All volunteers to have completed specialist training in outreach support (100% target).

It is difficult to measure how many people from the Parish of Shrewsbury will benefit in total. Directly benefitting will be a minimum of 10 residents per week/200 over 6mths. However, anecdotally at fundraising and other outreach events we hear from residents who tell us a friend or family member who had spoken to us previously have recommended that they contact us when they are in distress.

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 Insurance and Employer Liability Insurance

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

Yes. Deputy Director for Reaching Out service has many years of experience offering face-to-face support to people in emotional distress. In addition they have attended initial and on-going training provided by the central Samaritan’s charity. All volunteers who deliver outreach services have completed core Listening Volunteer training (including training on safeguarding) plus specialist outreach training (initial and on-going).

- 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.*
- Child and Adult Safeguarding
 - Health and Safety
 - Equality and Diversity
 - CRB checks for all volunteers

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 **£3,000** 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
Recruitment and training of volunteers (amount based on 2 volunteers for 6mths)	£2,000
Provision of range of printed publicity material (posters, leaflets, hand-out cards/information)	£750
Volunteer expenses	£250
	£
	£
Total	£3,000
Project Income Please list how the project shall be funded	
	£
	£
	£
	£
	£

What is the difference? This should be the same as the amount of Grant you are applying for	£3,000
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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?

The project may not be able to commit a regular attendance at Barnabas Foodbank and/or funding for other projects will need to be diverted which would impact how many volunteer hours would be sustained on our core telephone listening service and the support we offer to Oswestry Food Bank.

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?

Shrewsbury Samaritans has a strong track record in successfully applying for financial support from a range of local, regional and national foundations and grant giving organisations.

Your Accounts

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

Total Income	£ 30,508
Less Total Expenditure	£ 39,716
Surplus / Loss	£ 9,208 (loss)
Savings (Reserves, Cash, Investments)	£ 40,025

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]

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

1 **Name** [REDACTED] **Position** Director

2 **Name** [REDACTED] **Position** Treasurer

Any Other Information

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

Current reserves earmarked for significant capital expenditure to maintain building.

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 Samaritans of Shrewsbury:

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: Director

Title: [REDACTED]

First Name: [REDACTED]

Surname: [REDACTED]

Organisation address:

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Postcode: [Redacted]

Telephone: [Redacted]

Signed: [Redacted]

Date: 5 July 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: 4 July 2024

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