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## 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>LOOPFEST 2025</b>	<b>GRANT AMOUNT REQUESTED</b>	<b>£3,000</b>
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### Contact Details

**Q1 Name of organisation making application:**

LOOPFEST IN THE COMMUNITY CIC

Name of contact for this application

Title: Mr

First Name: Jamie

Surname: Smith

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 .....

Voluntary Organisation:

Company Limited by Guarantee:  Company Number .....

Other – Please specify: CIC (14384146)

### Q3 When was your organisation established?

28 September 2022

### 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.

Our objective is to grow the cultural community in Shropshire & the West Midlands while stimulating the local economy through a free annual music festival that inspires and engages through inclusive experiences; both active and passive; in physical places and through the use of digital technology. In 2024, LOOPFEST increased the footfall in Shrewsbury by 20,000 (data from Shrewsbury BID).

Through the production of digital assets (live performance videos & static images) alongside PR activities LOOPFEST is supporting local artists reach a national level; raising awareness of the creative output in the region. In 2024 LOOPFEST had six volunteers in the core team alongside 20 additional volunteers including students from Shrewsbury College and University Centre Shrewsbury

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

n/a

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

Please state which and attach a copy:

Article of Association

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

LOOPFEST 2024 was awarded £40,000 from Arts Council England as part of a two year project which ends in June 2025, and £2,500 from SCOPS Arts Trust. Other funding comes from the sale of wristbands/tickets for the event, event sponsorship and sales at bars managed by the event team.

**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.

Working with The Hive, LOOPFEST will run a series of workshops at The Hive, the month prior to LOOPFEST 2025 (the event will run from May 2-4), encouraging accessible participation to the arts for people of all ages, cumulating into a live performance at LOOPFEST. During the event, a number of drum workshops will be held inside The Hive on Saturday 3<sup>rd</sup> May as well as live music performances on Sunday 5<sup>th</sup> May.

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.

LOOPFEST was formed after the Covid pandemic to promote inclusive arts, while the event caters for a significant percentage of the adult community, LOOPFEST has continued to focus on inspiring the next generation of creatives as well as creating inclusive spaces. Although LOOPFEST 2025 will become a wristband/ticketed event, the intention is to provide a free element, accessible to all. Our decision to work with The Hive is to build a partnership that helps fund an important creative hub that nurtures creativity from a young age. The Hive element of LOOPFEST will run from 5<sup>th</sup> April to 4<sup>th</sup> May 2025.

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

2000

2,000

**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?**

Pre-event – The workshop attendance will be monitored by The Hive

During event – Footfall will be monitored at The Hive as well as town centre footfall provided by Shrewsbury BID. Video interviews will also be captured during the event.

Post-event – Participant evaluation reports will be compiled through an online survey.

**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?

LOOPFEST holds £10,000,000 public liability insurance

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

The leaders have ran three LOOPFEST events over the past two years, and have over 20 years event management experience. The Hive is recognised as the leading arts organisation in Shrewsbury with a heritage in delivering inclusive event programming.

- 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.*

LOOPFEST has a significant Event Management Plan that has been evaluated by SAG.

Delivery of the specific project in this application (relating to The Hive funding) will be managed by The Hive who have a robust set of 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 £
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 £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
4 Workshops Preceding the Event	£2,518
Venue Hire	£500
LOOPFEST performance (staff costings)	£252
	£
	£
<b>Total</b>	£
<b>Project Income</b> Please list how the project shall be funded	
<b>Matched Funding from The Hive</b>	£270
	£
	£
	£
	£
<b>What is the difference?</b> This should be the same as the amount of Grant you are applying for	£3,000

**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?

LOOPFEST will operate a wristband model in 2025 which will provide funding for programming as well as second part of the Arts Council England grant, which is due in March 2025. However the level of programming at The Hive will need to be evaluated for viability.

**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 long-term goal for LOOPFEST is to provide a mechanism to fund community arts charities such as The Hive. Within two years, the event has broken footfall records three times, sales records across Shrewsbury every event. The event team is developing a wristband model which is used across UK inner city festivals to success.

**Your Accounts**

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

<b>Total Income</b>	<b>£80,100</b>
<b>Less Total Expenditure</b>	<b>£76,800</b>
<b>Surplus / Loss</b>	<b>£3,300</b>
<b>Savings (Reserves, Cash, Investments)</b>	<b>£0</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: [REDACTED]

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

- |   |      |            |          |          |
|---|------|------------|----------|----------|
| 1 | Name | [REDACTED] | Position | Director |
| 2 | Name | [REDACTED] | Position | Director |
| 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 LOOPFEST IN THE COMMUNITY CIC .(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: Director

Title: [REDACTED] First Name: [REDACTED] Surname: [REDACTED]

Organisation address:

[REDACTED]

Telephone: [REDACTED]

Signed: [REDACTED] Date: 05/07/24

#### **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: 05/07/24



## 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](mailto:Helen.ball@shrewsburytowncouncil.gov.uk)**