



## 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>2 community events</b>	<b>GRANT AMOUNT REQUESTED</b>	<b>£ 3000</b>
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### Contact Details

**Q1 Name of organisation making application:**

.....Shropshire European Organisation CIC .....

Name of contact for this application

Title: ...Mrs..... First Name: .....Katarzyna..... Surname: ...Fejfer.....

Position held in the organisation: ..... [REDACTED] .....

Contact Address, including full postcode:

..... [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 .....  
Voluntary Organisation: ( )  
Company Limited by Guarantee: (V) Company Number ...9670359.....  
Other – Please specify: .....

**Q3 When was your organisation established?**

.....03/07/2015.....

**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 provide outreach services to Eastern European residents, and most of our cases are complex and involve work with multiple agencies to support individuals or families in rural areas.  
Our main role is to support individuals and/or families in need, explain life in the UK to new arrivals and support professionals to understand minority residents.  
We help with health, housing, education, and safety. As a part of our ongoing activity, we offer interpreting and translating services including working closely with police or NHS. Knowing the culture and mentality of the Eastern European community we provide inclusive and unique service.  
We are recognised in Shropshire and people in need can contact us in various ways, we also have referrals from local authorities, police or our stakeholders.  
Our organisation has supported the community since 2015. Since then, we have organised several community events, sports activities, and workshops, and we would like to deliver more multicultural events to Shropshire and invite all communities to participate and present their cultural heritage.

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

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

Please state which and attach a copy:

.....

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

Grants, fund rising

**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 like to organise 2 community events for Shrewsbury residents. In the last few years, we organised a few very popular events. International Community Buffet which promotes diversity and various culture and food from ethnic minorities living in Shrewsbury. The second one is Children's Day on which we provide free-of-charge multicultural activities for children of all age. Dedicated specially to families with low income.....

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.

As we organise those events always they are very popular. After mini survey and conversations with local residents we know these events are needed. We also work with many professionals and bringing them to these event also benefit communities. We would like to bring more community members in the next year.

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

600
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**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 estimated that this year in both of the events at least 450 Shrewsbury residents and around 200 from surrounding parishes.....

We want to bring at least 600 residents from Shrewsbury. Our main aim is to support ethnic minorities and give them the opportunity to be a part of shared community events.

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**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 £ 2 000 000 .....

.....  
.....

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

.....Yes, all of our volunteers and management team has qualifications and trainings to provide safe events. In the last 10 years we organised number of events and our team have an experience.

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- 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.*

Health and Safety

Adult and Child Safeguarding

Equality

DBS

Volunteering Policy

Data protection

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## 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 £
2021	Second Congress of Polish Organisations – awarded but never used that fund due cancelation of our project	2000

### 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
Venue hiring	£ 300
Insurance	£ 386
Children’s entertainment (face painting, balloons, DJ, tattoos)	£ 1000
Food ingredients (Buffet) & light refreshment for children	£ 800
Staff cost (20h x £15 x 7 people)	£ 2100
<b>Total</b>	<b>£ 4586</b>
<b>Project Income</b> Please list how the project shall be funded	
Co-Op foundation	£ 500
	£
	£
	£
<b>What is the difference?</b> This should be the same as the amount of Grant you are applying for	<b>£ 2586</b>

**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 won't be able to offer to many free activities for

children.....  
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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?

We are working on the project to bring us regular income.

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**Your Accounts**

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

<b>Total Income</b>	<b>£ 6736</b>
<b>Less Total Expenditure</b>	<b>£6313</b>
<b>Surplus / Loss</b>	<b>£424</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: .....

Sort Code: ..... Account Number: .....

Bank/building society name: .....

Bank/building society address.....

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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 ..... [redacted] Position Director .....

**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 ...Shropshire European Organisation 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: ..... [redacted] .....

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

Organisation address:

..... [redacted]  
[redacted] .....

..... Postcode: ... [redacted] .....

Telephone: ..... [redacted] .....

Signed: ... [redacted] [redacted] ..... Date: .....05/07/2024.....

**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 form is true and correct. I understand that you may ask for additional information at any stage of the application process.*

Signed: ..... [REDACTED] [REDACTED] ..... Date: ...05/07/2024.....

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