



MALVERN TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

REPORTS

**For meeting on Wednesday 2 October 2024 at 6.00 pm
In the Community Hub Meeting Room, Victoria Park Road, Malvern Link**

MALVERN TOWN COUNCIL

Town Clerk
Community Hub
Victoria Park Road
Malvern Link
WR14 2JY



26 September 2024

townclerk@malvern-tc.org.uk
01684 566667

MEETING OPEN TO MEMBERS OF THE PUBLIC

To Members of the Policy and Resources Committee (Quorum 5):

Councillors Iain Dawson (Chair), Clive Fletcher, Emma Green, Clive Hooper, Nick Houghton, Melanie Jones, Lou Lowton, Ronan McLaverty-Head, Karen Newbigging

All other Members of the Town Council for information only.

You are hereby invited to attend a meeting of the Policy and Resources Committee to be held in the Park View Meeting Room, Community Hub, Victoria Park Road, Malvern Link, WR14 2JY on Wednesday 2 October 2024, commencing at 6.00pm for the transaction of the business shown on the Agenda below.

A handwritten signature in black ink, appearing to read 'L. Blake'.

Linda Blake
Town Clerk

No.	Agenda Item
1.	Apologies for Absence To receive and note apologies for absence
2.	Declarations of Interest To receive declarations of disclosable pecuniary interests and other disclosable interests
Public Participation <i>The Meeting will be adjourned for public participation when the Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.</i>	
3.	Small Grants Scheme, 1st Round 2024/25 ➤ Report PR01/24 to follow
4.	Large Grants Scheme, 1st Round 2024/25 ➤ Report PR02/24 to follow
5.	Date and Time of Next Meeting ➤ Wednesday 6 November 2024 at 6.00 pm ➤ Date to be set for Final Review of Financial Regulations

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

**to be held on Wednesday 2 October 2024 at 6pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

SMALL GRANTS SCHEME – 1st ROUND 2024/25

1. Purpose of report

1.1. For decision.

2. Recommendation

2.1. Committee is recommended to consider and approve as appropriate applications for the Town Council's small grants scheme.

3. Background

3.1. The Town Council has received two qualifying requests for donations that can be assessed under the small grants scheme:

- | | |
|-------------------------------------|---------|
| 1) Malvern Community Art Therapy | £500.00 |
| 2) Monksfield Allotment Association | £500.00 |

3.2. Policy and Resources Committee completed a comprehensive review of its grants policy in June and July 2020. A more recent and detailed review took place with recommendations adopted by Full Council in August 2023. A copy of the grants scheme guidelines can be found on the Town Council's website. www.malverntowncouncil.org/grants-scheme

3.3. Officers have completed a marking scheme form to assess each application and to give an indication of how closely they feel an application adheres to the scheme criteria by way of a score against five criteria. Each small grant application is scored out of a maximum of 30 points with applicants requiring 20 points to qualify for consideration. The allocated score is only guidance and it is the role of the Policy and Resources Committee to review each grant application and determine which applications to agree and the size of each award.

3.4. A copy of each application form is included at Appendix A to this report. Supporting information, such as bank statements and accounts, has been supplied and checked by Officers and is available on request from the office. Members are invited to familiarise themselves with the full details of these applications, and if any Councillor has any specific questions on an application, they should contact the office in advance of the meeting.

3.5. All grant applicants were invited to submit a short statement explaining how a small grant will be beneficial to their organisation and to the residents of Malvern Town, which is a key element of the small grants scheme. These statements are included with the application forms.

3.6. Members are reminded that small grants are for amounts up to £500 and should provide benefit both to the individual organisation and to residents of Malvern Town. Part grants or conditions of award can be considered if the committee feels these are appropriate.

Malvern Community Art Therapy - £500

- 3.7. This application has scored 20 points out of a maximum of 30, this is the minimum amount for an application to qualify. The grant of £500 is a contribution towards studio set up items such as a sink unit with splash back and drying racks for painting equipment, cabinets and a kettle for a hot drinks area, shelves and racks for storing artwork, a large curtain, fittings for the glass doors and a card reader for taking payments. Lower marks have been awarded as the project will only initially benefit 8 residents and the bank account and CIC are in the name of Art Therapy Collaborative.

Monksfield Allotment Association - £500

- 3.8. This application has scored 25 points and is for a replacement awning for their event shelter as well as two raised beds and matting for wheelchair accessible gardening at the site. High marks have been awarded against all 5 criteria with all organisational and financial information supplied.

4. Financial Implications

- 4.1. The Council has set aside a total of £5,000 in its 2024/25 budget, for the payment of small grants.
- 4.2. Two qualifying small grant applications have been received, totalling £1,000. This is within the budget for the year, but members should be mindful that each application must be assessed on its individual merit.

5. Legal Implications

- 5.1. The Town Council has the power to award grants under sections 137, 142, 144 and 145 of the Local Government Act 1972 and section 19 of the Local Government (Miscellaneous Provisions) Act 1976.
- 5.2. The Town Council can also award grants using the Power of General Competence.

End

Linda Blake
Town Clerk

**MALVERN TOWN COUNCIL
SMALL GRANTS MARKING CRITERIA**

Name of organisation:	Malvern Community Art Therapy
Amount Requested:	£500
Purpose of Grant	Contribution towards studio set-up items such as sink unit, drying racks, wall cabinets, shelves and racks.
Time of Grant Application:	September 2024

Assessment of small grant applications is made against the following five criteria, where each item is marked out of five – 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criterion 4, which is double weighted.

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems in place?	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver?	1	2	3	4	5
3. Own bank account and financial information supplied?	1	2	3	4	5
4. Demonstration that project is beneficial to Malvern Town residents?	2	4	6	8	10
5. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)?	1	2	3	4	5
SUB TOTAL		2	9	4	5
OVERALL SCORE (OUT OF 30) A minimum of 20 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				20	

**MALVERN TOWN COUNCIL
SMALL GRANT APPLICATION FORM**

SMALL GRANTS are for amounts up to and including £500.

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details and before filling in this application form.

All sections must be completed. Please continue on an extra sheet as necessary.

1. About your organisation	
Name of organisation:	Malvern Community Art Therapy (a project under Art Therapy Collaborative CIC)
Address:	28-30 Belle Vue Terrace Malvern WR14 4PZ
Nature of organisation:	Community art therapy services
VAT registration number (if applicable):	
Date organisation established:	Malvern Community Art Therapy estab Jan 2023 Art Therapy Collaborative CIC estab Feb 2022
2. Contact details	
Contact name:	Genevieve Collier
Position within organisation:	Director of ATC CIC and Art Therapist at MCAT
Correspondence address:	As above
Daytime telephone:	0795 123 7015
Email address:	genevieve@arttherapycollaborative.co.uk or malvernarttherapy@gmail.com
3. About your application	
Amount requested:	£500

Briefly outline the reason for your application and how the amount requested will be spent:

Malvern Community Art Therapy (MCAT) is delighted to have just taken on the lease for the former Town Council Chamber and is at the start of setting up an art studio base for a range of community mental health support services.

This application is for help towards some of the setting up costs of the studio such as: A sink unit with splash back and drying racks for painting equipment, cabinets and a kettle for a hot drinks area, shelves and racks for storing artwork, a large curtain and fittings for the glass doors, a card reader for taking payments.

How will the grant benefit Malvern Town residents/the Malvern Town community?

Over the next six months, MCAT will be setting up various therapeutic art groups for targeted communities in Malvern such as:

- people with chronic mental health conditions who are maintaining independence after NHS care*
- people on waiting lists for NHS mental health treatment*
- young adults suffering from anxiety and social isolation*
- adults with a late diagnosis of autism and other neurodivergent conditions*
- women recovering from domestic abuse and trauma*
- others as they emerge*

This grant would help us kit out the studio ready for groups to start using the space as soon as possible, and mean we don't have to pass on those costs to participants.

How many residents of Malvern Town will benefit?

At the point of opening the studio doors, we will be bringing eight members of the community with us from a small existing group and 1-1 services already up and running.

By the end of March 2025, with targeted community groups and a growing number of subsidised 1-1 art therapy clients, we expect to be serving around 30 people per week, with an expectation of many more, depending on our success at fundraising and promotion.

Please give a supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town:

In 2023 we obtained grant funding for nine months to pilot a community art therapy service, hiring rooms at Lyttleton Well. Working closely with the Social Prescribing and Neighbourhood Mental Health Teams, the weekly group 'Friday Art Space' accumulated 20 members, all people with chronic anxiety, trauma, depression, and other conditions that make it difficult for people to join and sustain attendance at social groups. The group had fantastic feedback from members and referring organisations and had a waiting list when funding ended, and we had to close the group.

In the interim, we have been able to offer low cost 1-1 art therapy sessions (via a means-tested scheme run by Arts Therapies UK), and a kept a small weekly women's group going on a voluntary basis.

Finding affordable, suitable premises and making the personal investment needed to get the service up and running is a significant step forward for us and we are very excited to be launching a new community art therapy studio for Malvern.

Art therapy is a fantastically flexible practice, and we will be able to offer personal psychodynamic therapy; themed groups for people with similar mental health difficulties; courses in self-development, dealing with life changes and crises; after-work sessions for coping with stress; as well as creative facilitation services for addressing community inclusion and community building. Our discipline is regulated, requires continuous CPD and works well in partnership with other community teams.

A grant to help set up the studio would be a big step in helping us launch the new service.

Have you received any grant funding from the Council in previous years? If so, please give details:

This is our first application.

What is the planned delivery date for the project/activity?

The studio set-up items will be purchased as soon as possible and be usable by participants from there on.

What arrangements are in place for the delivery and management of this project?

Malvern Community Art Therapy is a project run by Art Therapy Collaborative Community Interest Company (CIC).

Sue Wilkie and Genevieve Collier are qualified Art Psychotherapists who will be delivering the core activities at the studio, and we are also directors of the CIC. Between us we have many years' experience in art teaching, art studio management, charity fundraising, support work and community development.

4. Financial information

Total cost of your project:

We are requesting £500 towards studio set-up items such as:

*a sink unit with splash back (suitable for the curved wall)
drying racks for painting equipment,
wall cabinets and a kettle for a hot drinks area,
shelves and racks for storing artwork,
a large curtain and fittings for the glass doors,
a card reader for taking payments.*

We will purchase good quality second hand items where possible, so it is hard to set a cost against each item at this stage.

What funding has been secured to date and from where?

This is the only funding application for studio set-up items.

So far, we have been grateful for furniture loaned by friends, bought cheaply second hand, and some items including chairs and tables we have gratefully received from the old art college.

If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?

The studio is being set up with personal investment, with an expectation of making a community art therapy service viable within a year from a combination of participation fees, room hire fees, donations, and charitable grants.

	Year to Feb 2025 est	Year to Feb 2024
Annual income	£ 2,500 (active from Sept to Feb)	£ 7,810
Annual expenditure	£2,500	£ 7,810
Surplus/loss for the year	£0	£0
Savings/reserves	£0	£0

5. Bank details

Does your organisation have its own bank account and manage its own funds?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Sort code:	60- 83- 71	
Account number:	59878083	
Account name:	Art Therapy Collaborative CIC	

6. Supporting information to be included

Attached

Latest available statement of accounts	✓
A copy of your organisation's aims and objectives	✓

7. Declaration

I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.

I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.

I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.

In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

Name:	Genevieve Collier
Signature:	G Collier
Date:	2nd September 2024

Please submit your application by emailing it along with required supporting documents to Deborah Powell: dpowell@malvern-tc.org.uk

Grant applications are determined by the Council during public meetings, and this application form will therefore appear in the public domain. Your signature will be redacted but if you do not wish for any of your other personal contact information to be included in the public papers, please specify when submitting your application.

We will only use your personal information to contact you about your application, and other sources of funding that may be applicable. To find out more, you can view our privacy policy at www.malverntowncouncil.org/policies

**MALVERN TOWN COUNCIL
SMALL GRANTS MARKING CRITERIA**

Name of organisation:	Monksfield Allotment Association
Amount Requested:	£500
Purpose of Grant	Replacement awning for event shelter and two raised beds and matting for wheelchair accessible gardening.
Time of Grant Application:	September 2024

Assessment of small grant applications is made against the following five criteria, where each item is marked out of five – 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criterion 4, which is double weighted.

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems in place?	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver?	1	2	3	4	5
3. Own bank account and financial information supplied?	1	2	3	4	5
4. Demonstration that project is beneficial to Malvern Town residents?	2	4	6	8	10
5. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)?	1	2	3	4	5
SUB TOTAL				20	5
OVERALL SCORE (OUT OF 30) A minimum of 20 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				25	

**MALVERN TOWN COUNCIL
SMALL GRANT APPLICATION FORM**

SMALL GRANTS are for amounts up to and including £500.

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details and before filling in this application form.

All sections must be completed. Please continue on an extra sheet as necessary.

1. About your organisation	
Name of organisation:	Monksfield Allotment Association
Address:	Monksfield Lane, Newlands, Malvern WR13 5BB
Nature of organisation:	Self-managed allotment association of approximately 50 plots and 75 members on land leased from Malvern Town Council
VAT registration number (if applicable):	Not applicable
Date organisation established:	As Madresfeld Allotments between 1959-1985; at Monksfield Lane 2010
2. Contact details	
Contact name:	Dr Marion Helme
Position within organisation:	Chair (2022-2025)
Correspondence address:	3 St Peter's Road, Malvern WR14 1QS
Daytime telephone:	07860232859
Email address:	mfhelme@gmail.com
3. About your application	
Amount requested: £500	

Briefly outline the reason for your application and how the amount requested will be spent:

- 1) (approx. £175) Replacement awning cover for Coleman event shelter seating in communal area. This was destroyed by strong winds 19/20 August 2024 and is not covered by our insurance.
- 2) (approx. £325) Two raised beds and matting for wheelchair accessible gardening in plot under development in 2024-25 as a 'well-being garden' with several raised beds and seating for those unable to manage a full or half plot.

How will the grant benefit Malvern Town residents/the Malvern Town community?

By the terms of our lease with MTC all our members live in the Malvern Town Council area.

The National Allotment Society lists many benefits of gardening and allotments for people and the environment as well as growing vegetables and fruit for the table, including promoting mental health and educational and social opportunities, and creating green spaces for wildlife and pollinators. Allotments are increasingly used for the benefit of wider communities with spaces for community, educational, disability and social prescribing projects.

As well as ensuring value for money, good maintenance and care for the environment the MAA Committee endeavours to provide for a wide range of interests including those who just come to tend their plots and those who value the social contact.

Until recently opportunity for social activities and engaging the Malvern committee were limited due to the location of the site (3 miles outside Malvern, only accessible by car or bicycle on a single track road), and no facilities other than the clubhouse and tool storage. But the last 18 months have seen many improvements: Monksfield Lane has been partly resurfaced after lobbying by local businesses, residents and MAA; In April 2023 MTC provided a second car park at the bottom of the site and we were given a working petrol generator and acquired an event shelter for the seating area and in August this year an accessible compost toilet (with grant funding from Severn Trent Water toilet facilities). We now have near 100% plot occupancy and a keen waiting list and the potential to offer much more. To develop the well-being garden we intend working with local associations including Age UK, Worcestershire Carers, Men and Sheds, Jigsaw and others and would be glad of advice on how to take this forward.

How many residents of Malvern Town will benefit?

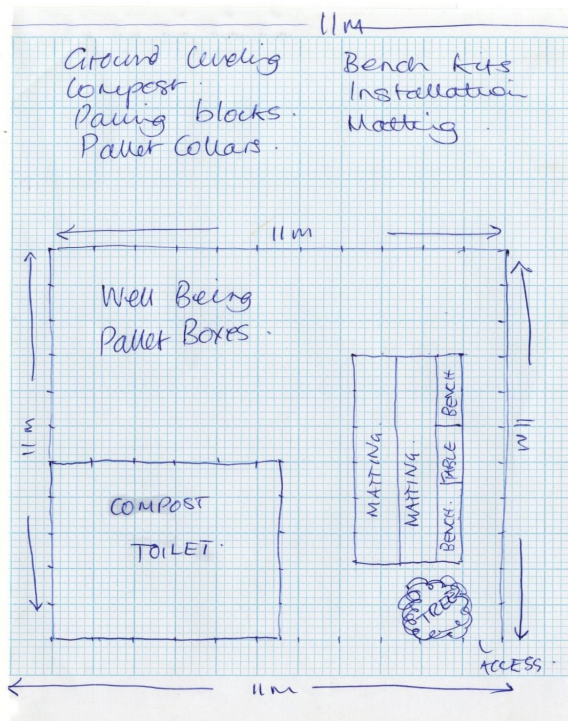
We have an active membership of approx. 75 people plus their families and friends, and will be holding open social events in 2025. We expect 200+ individuals to benefit.

Please give a supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town:

- 1) Cover: In 2022 we acquired for £50 a used but in good condition 4.5m x 4.5m Coleman event shelter for the communal area. This has been very well used by most members for picnics after work parties, meetings, rest from gardening, temporary cover from sun and rain and has been a valued resource during the growing season. It is structurally sound and the cover removed during winter although showing signs of UV damage. It has been much missed since the cover was destroyed in winds two weeks ago. A new replacement cover which we need for communal events including those planned for this autumn will cost approximately £175.
- 2) Raised beds and matting for wheelchair users and others. The grant will enable us to start a long term project to develop an accessible 'well-being area' with raised beds, level paths and seating to enable people with disabilities and their carers, to join us to garden and for social activities, and also for retired members no longer able to manage a plot to garden, continue friendships and share their knowledge.
Following inquiries by members wanting to involve their partners and family members who were wheelchair users it was discussed and agreed at our AGM in 2022 and affirmed in

subsequent AGMs that when a suitable half plot became available it would be developed for use by wheelchair users or those unable to manage a full or half plot. This year it also became apparent that such a facility would be welcomed by members who have had to give up their plot due to health and infirmity but wished to continue as social members and do some gardening. A suitable plot (11m x 11m) next to the main entrance and car park and adjacent to the wildlife area became unexpectedly available in July 2024. A compost toilet grant funded by Severn Trent Water was installed on this plot in August 2024. We plan to develop the rest of the plot area for accessible "well-being" gardening with raised beds, grass paths and seating during the next 12 months and allocated as beds become available. The plot which had been neglected in the last 12 months will need digging out to make it level. Soil is available from preparation for the compost toilet and car park.

We are applying for approx. 70% of estimated cost of purchasing materials, constructing and installing two long shallow raised beds (0.6m high x 0.6m deep x 2.4 m long) with potting table in between cost approx. £280) and stabilising matting for wheelchair and other users in plot adjacent to car park and compost toilet (1m x 10m x 2 approx. £250). The grant would enable work on the well-being area to be started this year. The rest of the plot, which needs flattening and reseeded, will be a priority for development over the next 12 months provided from our own resources.



Plan for wellbeing garden

The carpark is to the left of the compost toilet, the wildlife area to the right. The compost toilet and ramp are located to the front of the plot, with easy access from the car park.

The wheelchair accessible raised beds will be located 1 m from the fence to the wildlife area, with grass matting allowing wheelchair access along the beds plus additional matting for turning at both ends. The area to the right and behind the compost toilet will be levelled and raised beds (pallet collars) purchased with tables and seating made from used scaffolding planks which we already have.

Have you received any grant funding from the Council in previous years? If so, please give details:

2011 £500 from MTC for site improvements

2016 £500 from MTC towards cost of compost toilet to be provided by Southern Waste Management (offer withdrawn and funding used for temporary chemical toilet, now defunct)

2023 responding to our request the Council provided hard standing for additional car parking at the bottom of the allotments site which is of great benefit to those with plots nearby and extra parking on busy days.

What is the planned delivery date for the project/activity

The event shelter cover would be bought as soon as money is available but depending on when acquired and weather may be stored until February/March 2025.

Wheelchair accessible area would be installed in October/November 2024. The rest of the well-being area is to be developed during 2024-2025, due to work needed to level and seed the area.

What arrangements are in place for the delivery and management of this project?

The event shelter was erected and is maintained by three committee members who will be responsible for managing the new cover.

Work on developing the well-being area will be done during 2024-2025 during the regular site maintenance working parties between March and November each year in which all members are expected to participate under the direction of the current officers and those to be appointed at the AGM in February 2025.

In our committee of twelve people there is considerable expertise in construction and building maintenance, finance and management as well as gardening, as has been demonstrated in the successful compost toilet project and that the plot rental is lower than for allotments in many nearby areas.

4. Financial information

Total cost of your project:	£2175 (£175 for the event shelter canopy, £550 for the wheelchair accessible beds, £1950 to develop the rest of the well-being area, including re surfacing, creating paths, 5-6 raised beds, seating, during 2024-2025)
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What funding has been secured to date and from where?

The project will be funded from the surplus projected for the current financial year and the following financial year, with additional funding available from our reserves if necessary.

If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?

If by June 2025 we are unable to complete the well-being garden from Town Council funding and our own resources due to unforeseen circumstances we will be applying for a community garden grant from the National Garden Scheme or similar organisation.

	Now (January to August 2024)	Previous year (January 2023 to January 2024)
Annual income	£10887.00	£5312.35
Annual expenditure	£9818.70	£5032.52
Surplus/loss for the year	£1068.30	£279.83
Savings/reserves	£4667.42 (deposits held 1530.00)	£4588.18 (deposits held £1450.00)

5. Bank details

Does your organisation have its own bank account and manage its own funds?

Yes

Sort code:

40 – 31 – 09

Account number:	01846639	
Account name:	40 – 31 – 09	
6. Supporting information to be included		Attached
Latest available statement of accounts		✓
A copy of your organisation's aims and objectives		✓
7. Declaration		
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p>		
Name:	Marion Helme	
Signature:		
Date:	1 September 2024	

Please submit your application by emailing it along with required supporting documents to Deborah Powell: dpowell@malvern-tc.org.uk

Grant applications are determined by the Council during public meetings, and this application form will therefore appear in the public domain. Your signature will be redacted but if you do not wish for any of your other personal contact information to be included in the public papers, please specify when submitting your application.

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**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

**to be held on Wednesday 2 October 2024 at 6pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

LARGE GRANTS SCHEME – 1ST ROUND 2024/25

1. Purpose of report

1.1. For decision.

2. Recommendation

2.1. Committee is recommended to consider and approve as appropriate, applications for the Town Council's large grants scheme.

3. Background

3.1. The Town Council has received five qualifying requests for funding that can be assessed under the large grants scheme:

- A. Malvern Museum - £2,500
- B. Malvern Men's Shed - £1,250
- C. The Theatre of Small Convenience – £2,500
- D. The Chase School - £2,500
- E. The Curious Cabinet Project Ltd - £3,500

3.2. Policy and Resources Committee completed a comprehensive review of its grants policy in June and July 2020. A more recent and detailed review took place with recommendations adopted by Full Council in August 2023. A copy of the grants scheme guidelines can be found on the Town Council's website, www.malverntowncouncil.org/grants-scheme

3.3. Officers have completed a marking scheme form to assess each application and to give an indication of how closely they feel an application adheres to the scheme criteria by way of a score against eight criteria. Each large grant application is scored out of a maximum of 45 points. This is only guidance, and it is the role of the Policy and Resources Committee to review each grant application and determine which applications to agree and the size of each award.

3.4. A copy of each application form is included at Appendix A to this report. Supporting information, such as bank statements and annual accounts, has been supplied and checked by Officers and is available on request from the office. Members are invited to familiarise themselves with the full details of these applications, and if any Councillor has any specific questions on an application, they should contact the office in advance of the meeting.

3.5. Members are reminded that large grants are for amounts over £500 and should provide a **significant** and wide-reaching benefit to the residents of Malvern Town. Part grants or conditions of award can be considered if the committee feels these are appropriate.

Malvern Museum - £2,500

- 3.6. This application has scored 35 out of 45 points and is to fund cosmetic improvements to the inside of the museum to improve the visitor experience. These works include new lighting, redecoration, new flooring and a bespoke desk and shop display. The application lacks full details of the exact works to be carried out, the costings of these and how many Malvern residents as opposed to visitors will benefit, however a constitution, management structure, financial statements and financial forward plan have all been submitted. £6,500 is needed for this part of the project, of which £2,500 is requested from Malvern Town Council

Malvern Men's Shed - £1,250

- 3.7. This is a grant application from Malvern Men's Shed, a local organisation managed by Community Action Malvern and District. Scoring 35 points, Malvern Men's Shed have submitted a copy of their business plan for 2024-25, but marks have been deducted because the main constitutional and financial information are those belonging to Community Action who would ringfence the funds for use solely by Malvern Men's Shed. The purpose of the grant is to purchase an air filter dust extractor, a planer thicknesser, metal detector and sander, a sharpening system and some general tools. 68 local residents would benefit from these purchases.

The Theatre of Small Convenience (TOSC) - £2,500

- 3.8. Scoring 37 points, this grant application is from the newly formed group managing the Theatre of Small Convenience. The grant being requested is £2,500 or more if available and will be used to replace the roof and to help to improve the external drainage and prevent water ingress. TOSC is a brand new organisation and so do not have accounts, however they have opened a bank account and have provided their business plan/proposal. The total cost of the project is £6,450 and the group have also applied for a grant of £2,500 from Malvern Hills District Council.

The Chase School – a single academy trust - £2,500

- 3.9. This application is for a grant of £2,500 to contribute towards the cost to acquire a Greenpower Kit, which is an age appropriate Kit Car. This application has been awarded 35 out of 45 points and whilst it scores highly for being a new initiative, a one off cost and for the financial information received, marks have been lost for the significant benefit being demonstrated to Malvern Town residents. The grant form has been fully completed with annual accounts, bank statement, constitution, organisation chart and Ofsted report all submitted.

The Curious Cabinet Project Ltd - £3,500

- 3.10. After evaluation by officers, this application has received 30 out of 45. The grant is for the cost of hosting 4 contemporary visual art exhibitions, together with 5 associated contemporary visual arts workshops in Malvern Library. Full costings for the project have been received along with Articles of Association, Certificate of Incorporation and proof that a bank account has been set up. Marks have been deducted, as although this is a specific time constrained project, costs are for room hire and tutors' fees, rather than one off purchases. It is also anticipated that only 20 Malvern residents may benefit directly from the workshops, although any visitor to the library will be able to view the exhibitions. The grant of £3,500 would part fund the overall project cost of £11,575.

- 3.11. There was one application for a large grant that was not progressed through to consideration by committee, because the grant related entirely to ongoing running costs.

4. Financial Implications

- 4.1. The Council has set aside a total of £18,000 in its 2024/25 budget, for the payment of large grants.
- 4.2. Five large grant applications have been received this year with a requested amount of £12,250. This total is within the overall budget allocation for the entire financial year, but councillors should be mindful that there is another grant application window due in February / March 2025.
- 4.3. Members are asked to critically assess all five applications against grant scheme rules and to make recommendations as to whether each application should be a full award, part award or declined. Policy and Resources Committee can award large grants of up to £18,000 this year, any expenditure above this level must be made as a recommendation to Full Council as it would need to be taken from general reserves.

5. Legal Implications

- 5.1. The Town Council has the power to award grants under sections 137, 142, 144 and 145 of the Local Government Act 1972 and section 19 of the Local Government (Miscellaneous Provisions) Act 1976.
- 5.2. The Town Council can also award grants using the Power of General Competence.

End

Linda Blake
Town Clerk

**MALVERN TOWN COUNCIL
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	Malvern Museum
Amount Requested:	£2,500
Purpose of Grant:	Cosmetic improvements inside the museum to include new lighting, redecoration, new flooring and a desk and shop display.
Time of Grant Application:	September 2024

Assessment of large grant applications is made against the following eight criteria where each item is marked out of five – 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criterion 5, which is double weighted.

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems and constitution in place	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver	1	2	3	4	5
3. Own bank account and financial information supplied	1	2	3	4	5
4. Clear outline of project financing and sources of funding	1	2	3	4	5
5. Demonstration that project will provide significant benefit to Malvern Town residents/community	2	4	6	8	10
6. One-off cost to support a particular project, event, activity or purchase of equipment (i.e. not running costs)	1	2	3	4	5
7. New initiative or demonstration of continued benefit of annual event	1	2	3	4	5
8. Grant form fully completed with all relevant information supplied	1	2	3	4	5
SUB TOTAL			9	16	10
OVERALL SCORE (OUT OF 45) A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				35	

**MALVERN TOWN COUNCIL
LARGE GRANT APPLICATION FORM**

LARGE GRANTS are for amounts between £501 and £2,500 inclusive. If you require a higher amount, you must state the specific reason for this limit to be exceeded.

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details and before filling in this application form.

All sections must be completed. Please continue on an extra sheet as necessary.

1. About your organisation	
Name of organisation:	MALVERN MUSEUM OF LOCAL HISTORY
Address:	PRIORY GATEHOUSE, ABBEY ROAD, WR14 3ES
Nature of organisation:	INDEPENDENT MUSEUM
Charity registration number (if applicable):	508766
VAT registration number (if applicable):	N/A
Date organisation established:	1980
2. Contact details	
Contact name:	Sue Howard
Position within organisation:	Volunteer and Project Manager for 2024/25 refurbishment
Correspondence address:	1A Charles Way, Malvern. WR14 2LZ
Daytime telephone:	07484 373298
Email address:	273showard@gmail.com

3. About your application

Amount requested (if above £2,500 please state specific reason for this):

£2500

Briefly outline the reason for your application and how the amount requested will be spent:

The museum is a Grade II* listed building and Scheduled Ancient Monument. Since 1980 the museum has undergone several restoration programmes to undertake conservation work and repairs to the medieval stonework, roof and windows. This restoration work has taken priority up until now and cosmetic improvement to the inside of the museum is required to improve the visitor experience. The project includes, amongst other items new lighting, redecorating, new flooring and a bespoke desk and shop display.

How will the grant benefit Malvern Town residents/the Malvern Town community?

Figures from the Annual Museum Service released September 2023 and based on our visitor numbers from the previous year, 2022-23 indicated that Malvern Museum made an astonishing economic impact of £154,282 on the local economy. We hope that by improving the look of the groundfloor that visitors may either wish to revisit or word of mouth will increase visitor numbers both to the Museum and Malvern.

How many residents of Malvern Town will benefit?

See above

Please give a supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town:

The museum is an integral part of Malvern and 5000 visitors visit us each year. We need to ensure that the museum remains an attraction for local people and those coming from further afield. Without the visitors the Museum would not remain viable and if it closed Malvern as a whole would have lost a visitor attraction. Our visitors go on to explore other parts of Malvern which contribute to the economy of the area.

Have you received any grant funding from the Council in previous years? If so, please give details:

2013 - £5000 received for conservation of the building

2017 - £800 received which enabled us to purchase a Santler bicycle now on display in the museum.

What is the planned delivery date for the project/activity?

April 2025

What arrangements are in place for the delivery and management of this project?

The museum is managed by volunteers. A local architect has been consulted and has worked with us to draw up a plan. A small team has been set up to review all aspects of the project, to research local contractors where possible and to ensure it is delivered. The team has a project manager responsible for the overall project delivery. Our buildings manager will oversee the work and will only sign off work completed to his satisfaction.

Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?

This is a new initiative for the organisation.

4. Financial information

Total cost of your project:

£20,000

What funding has been secured to date and from where?

£5000 Government Prosperity Grant

£5000 Museum match funding

£2000 Museum funds

£1000 Donations

£250 from Gift Aid on donations

£250 Grant from Ward Councillor (in principle only, waiting for this to be approved)

Total raised to date: £13500

Balance to raise: £6500

If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?

£4000 will be left to raise if TC funding received. An Arts grant application is to be submitted to Elmley Foundation which if successful will leave £3000 to raise.

The museum will either use Museum savings or revisit the project to identify work that can be put on hold until sufficient funding has been raised.

(1 – museum open for 7 months April to October. Cash reserves built up in summer to cover expenditure (electricity, insurance etc) over 5 winter months. FY runs from April to March	Now(4 months to end of July 24) (1)	Previous year 23/24
Annual income (2 – includes card income of £200 carried into April before payment)	£7150 (4 months)	£14100(2)
Annual expenditure (3 – includes purchase of shop stock of £1100)	£2550	£13400 (3)
Surplus for the year (4 – includes £3000 estimated for electricity Nov to May, bill not received yet)	£4600 (4)	£+700
Savings/reserves (includes £4000 reserve plus £1000 remaining from Morgan Statue fund)	£5000	£5000
Museum Society/Trustee account Savings/reserves*	£55,000	£55,000
*The figure for the Trustee reserves includes the £5,000 set aside to match fund the MHDC Prosperity Grant. £10,000 is also set aside to cover necessary expenditure in case of unplanned closure (utility bills plus insurance).The medium term priority for the museum is to secure provision for off site storage of the growing museum collection. Trustee funds are saved for potential future restoration work and in addition will be used if unforeseen remedial restoration work is identified during the refurbishment.		
5. Bank details		
Does your organisation have its own bank account and manage its own funds?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Sort code:	30-95-41	
Account number:	23550168	

Account name:	Malvern Museum Society Management	
6. Supporting information to be included		Attached
A written constitution/set of rules that sets out the organisation's purpose and how it is managed.		✓
A list of those involved in running the organisation, including trustees if appropriate.		✓
A copy of your most recent annual accounts or financial records showing the balance of funds, income and expenditure. If you do not have financial records that cover a full year, you will need to provide what records you have currently.		✓
A recent bank statement in the name of the organisation.		✓
A business plan or other similar document showing future plans for the organisation.		✓

7. Declaration	
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p>	
Name:	Sue Howard
Signature:	
Date:	30 August 2024

Please submit your application by emailing it along with required supporting documents to Deborah Powell: dpowell@malvern-tc.org.uk

Grant applications are determined by the Council during public meetings, and this application form will therefore appear in the public domain. Your signature will be redacted but if you do not wish for any of your other personal contact information to be included in the public papers, please specify when submitting your application.

We will only use your personal information to contact you about your application, and other sources of funding that may be applicable. To find out more, you can view our privacy policy at www.malverntowncouncil.org/policies

**MALVERN TOWN COUNCIL
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	Malvern Men's Shed
Amount Requested:	£1,250
Purpose of Grant:	Air filter extractor, planer thicknesser, metal detector and sander, sharpening system and general tools.
Time of Grant Application:	September 2024

Assessment of large grant applications is made against the following eight criteria where each item is marked out of five – 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criterion 5, which is double weighted.

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems and constitution in place	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver	1	2	3	4	5
3. Own bank account and financial information supplied	1	2	3	4	5
4. Clear outline of project financing and sources of funding	1	2	3	4	5
5. Demonstration that project will provide significant benefit to Malvern Town residents/community	2	4	6	8	10
6. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)	1	2	3	4	5
7. New initiative or demonstration of continued benefit of annual event	1	2	3	4	5
8. Grant form fully completed with all relevant information supplied	1	2	3	4	5
SUB TOTAL		2	3	20	10
OVERALL SCORE (OUT OF 45) A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				35	

**MALVERN TOWN COUNCIL
LARGE GRANT APPLICATION FORM**

LARGE GRANTS are for amounts between £501 and £2,500 inclusive. If you require a higher amount, you must state the specific reason for this limit to be exceeded.

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details and before filling in this application form.

All sections must be completed. Please continue on an extra sheet as necessary.

1. About your organisation			
Name of organisation:	Malvern Men's Shed Ring fencing Fund Holder - Community Action (M.M.S.) (C.A.)		
Address:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><u>Malvern Men's Shed (M.M.S.)</u> 4, Newtown Road Malvern, Worcestershire WR14 1NZ</td> <td style="width: 50%; border: none;"><u>Community Action (C.A.)</u> 112, Worcester Road Malvern Link, Worcestershire WR14 1SS</td> </tr> </table>	<u>Malvern Men's Shed (M.M.S.)</u> 4, Newtown Road Malvern, Worcestershire WR14 1NZ	<u>Community Action (C.A.)</u> 112, Worcester Road Malvern Link, Worcestershire WR14 1SS
<u>Malvern Men's Shed (M.M.S.)</u> 4, Newtown Road Malvern, Worcestershire WR14 1NZ	<u>Community Action (C.A.)</u> 112, Worcester Road Malvern Link, Worcestershire WR14 1SS		
Nature of organisation:	Malvern Men's Shed is a location for people to gather, chat and improve their mental health by sharing practical skills and knowledge. M.M.S. is fully funded by C. A.		
Charity registration number (if applicable):	(M.M.S.) - Not Applicable (C.A.) - 1149335		
VAT registration number (if applicable):	(M.M.S.) - Not Applicable (C.A.) - 211475537		
Date organisation established:	(M.M.S.) – 2020 (C.A.) - 1972		
2. Contact details			
Contact name:	(C.A.) Launa Brooks		
Position within organisation:	Chief Officer		
Correspondence address:	Community Action 112, Worcester Road Malvern Link, Worcestershire, WR14 1SS		
Daytime telephone:	01684 892381		
Email address:	LaunaB@communityaction.org.uk		

3. About your application

Amount requested (if above £2,500 please state specific reason for this):
£1,250.00

Briefly outline the reason for your application and how the amount requested will be spent:

1) High Level Air Filter Dust Extractor – A local building contractor helpfully constructed a partition to divide our main workshop area (in order to help to contain dust) which then required us to relocate one of our existing high level air filter dust extractors to a new location. This has left our main workshop short of one unit, which is required to bring our air quality standards up to meet our health and safety requirements.

2) Planer Thicknesser, Metal Detector and Sander – Most of our wood is obtained by us dismantling used donated pallets. These are rough sawn timber nailed together and require denailing and hand planing before we can use it. The metal detector would check for nails, the planer thicknesser would plane the wood smooth and reduce it to the required thickness, and the sander would give a final smoothing.

3) Sharpening System – Blunt blades are dangerous, they require more pressure to cut, which can increase the risk of slipping and injury and produce a rough surface. At present, tools are sharpened by hand by the limited number of Lead Shedders who have the expertise, each range of tool requires a different angle (or angles) to be ground onto the cutting edge. The Sharpening System, when set up, automatically grinds blades to the correct angles.

4) General Tools – The balance of the requested grant would be used to purchase a range of required tools (as attached list) to augment those that we already have. Most of our tools have been donated over time and some are now showing their age and are in need of replacement.

How will the grant benefit Malvern Town residents/the Malvern Town community?

Malvern Men's Shed is a place to pursue practical interests at leisure, to develop and practice skills, enjoy making and mending, to make social connections and build friendships whilst sharing skills and knowledge with plenty of tea, biscuits and laughter. Since opening in 2020, the Malvern Men's Shed has also benefited the wider residents of Malvern in many other ways, for example :-

Constructed 25 Bug Houses for the Malvern Town Council which were given to Malvern Schools and Parks.

Constructed planters for The Cube and others.

Constructed bird boxes.

Repaired and refinished chairs, tables and benches.

Raised height of furniture to make more convenient.

Sharpened knives, scissors and tools.

Members make articles both for themselves and also to be sold at CA events to help fund the services provided by CA (including Malvern Men's Shed).

We aim to continue helping our Clients and our members as required.

How many residents of Malvern Town will benefit?

Attendance is limited to registered users who have steadily increased to 68 (including 10 ladies).

Registration is open to anyone, but session attendance numbers are restricted by the capacity of the premises, so one of our aims is to increase the number of sessions available.

The impact the work we do for local residents has not been calculated, but we hear many uplifting stories, such as one chap whose wheelbarrow we repaired for him. The barrow was his father's and he was so pleased to have it repaired because of the sentimental value.

Please give a supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town:

The air filter would improve the general atmosphere and environmental safety of the premises to meet the demands for more sessions to be scheduled without compromising the mental or physical health of people using the service.

The tools would enable higher quality craft items to be produced both personally for members and for sale for funds.

Overall, it would enhance an invaluable outlet for residents to meet and socialise in a non-threatening space where they can learn new skills and feel less isolated.

Have you received any grant funding from the Council in previous years? If so, please give details:

Malvern Men's Shed - Yes £1,800 in 2023

Community Action – Has received regular grant funding to support the charity.

Any grant made under this application will be totally ringfenced for use by the Malvern Men's Shed

What is the planned delivery date for the project/activity?

The project will be executed as soon as finance is in place to enable purchasing of the equipment.

What arrangements are in place for the delivery and management of this project?

The project will be co-ordinated by the Community Action staff member responsible for the management of the Malvern Men's Shed.

Key Men's Shed volunteers will assemble, install and maintain the equipment.

Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?

No, the dust extraction system is being upgraded to meet the demands of the revised layout, additional tools and, hopefully, increased sessions. This is in order to protect the health of the members and to ensure the sustainability of the Malvern Men's Shed project.

4. Financial information

Total cost of your project:	Total Cost £1,277-98 Air Filter Dust Extraction £169-99 Planer Thicknesser, Metal Detector, Sander £354-97 Sharpening System £284-99 General Tools £468-03
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What funding has been secured to date and from where?
£27-98 in-kind donation to cover assembly and installation.

If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?

Malvern Men's Shed attends local events including Severn Wells Festival, Malvern Wells Village Fete and the Community Action's Christmas Fair, where it sells items made by our members.

Malvern Men's Shed does not have a separate Balance Sheet, as such, members contributions go directly to Community Action who pay all costs. The following figures are for Community Action who would Ring fence (for Malvern Men's Shed) any Funds received through this grant.

Community Action's 2023-4 financials are currently being compiled by our accountants. We are using a new accounting system for 2024-5, so are inputting all relevant data for this year. More accurate finances will be available in due course.

The below figures are rounded up using the best known data we have at present.

	Now	Previous year
Annual income	£300,000	£326,659

Annual expenditure	£320,000	£324, 011
Surplus/loss for the year	£20,000	£2,646
Savings/reserves	£40,000	£75,000
5. Bank details		
Does your organisation have its own bank account and manage its own funds? M.M.S. No, Details are for C.A.	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Sort code:	40 31 09	
Account number:	71876821	
Account name:	Community Action Malvern & District	
6. Supporting information to be included		Attached
A written constitution/set of rules that sets out the organisation's purpose and how it is managed.		x
A list of those involved in running the organisation, including trustees if appropriate.		x
A copy of your most recent annual accounts or financial records showing the balance of funds, income and expenditure. If you do not have financial records that cover a full year, you will need to provide what records you have currently.		x
A recent bank statement in the name of the organisation.		x
A business plan or other similar document showing future plans for the organisation.		x

7. Declaration

I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.

I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.

I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.

In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

Name:	Launa Brooks
Signature:	
Date:	22/08/24

Please submit your application by emailing it along with required supporting documents to Deborah Powell: dpowell@malvern-tc.org.uk

Grant applications are determined by the Council during public meetings, and this application form will therefore appear in the public domain. Your signature will be redacted but if you do not wish for any of your other personal contact information to be included in the public papers, please specify when submitting your application.

We will only use your personal information to contact you about your application, and other sources of funding that may be applicable. To find out more, you can view our privacy policy at www.malverntowncouncil.org/policies

**MALVERN TOWN COUNCIL
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	The Theatre of Small Convenience
Amount Requested:	£2,500
Purpose of Grant:	Restoration works to The Theatre of Small Convenience including roof replacement and improvements to external drainage.
Time of Grant Application:	September 2024

Assessment of large grant applications is made against the following eight criteria where each item is marked out of five – 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criterion 5, which is double weighted.

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems and constitution in place	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver	1	2	3	4	5
3. Own bank account and financial information supplied	1	2	3	4	5
4. Clear outline of project financing and sources of funding	1	2	3	4	5
5. Demonstration that project will provide significant benefit to Malvern Town residents/community	2	4	6	8	10
6. One-off cost to support a particular project, event, activity or purchase of equipment (i.e. not running costs)	1	2	3	4	5
7. New initiative or demonstration of continued benefit of annual event	1	2	3	4	5
8. Grant form fully completed with all relevant information supplied	1	2	3	4	5
SUB TOTAL			3	24	10
OVERALL SCORE (OUT OF 45) A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				37	

**MALVERN TOWN COUNCIL
LARGE GRANT APPLICATION FORM**

LARGE GRANTS are for amounts between £501 and £2,500 inclusive. If you require a higher amount, you must state the specific reason for this limit to be exceeded.

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details and before filling in this application form.

All sections must be completed. Please continue on an extra sheet as necessary.

1. About your organisation	
Name of organisation:	The Theatre of Small Convenience
Address:	Theatre of Small Convenience, Edith Walk WR14 4QH
Nature of organisation:	Community Interest Company
Charity registration number (if applicable):	N/A
VAT registration number (if applicable):	N/A
Date organisation established:	13.04.2024
2. Contact details	
Contact name:	Dibah Farooqui
Position within organisation:	Trustee
Correspondence address:	52 Peachfield Rd, Malvern, WR14 4AL
Daytime telephone:	07817130080
Email address:	smallconvenience@gmail.com

3. About your application

Amount requested (if above £2,500 please state specific reason for this):

£2500.00

We would appreciate a larger sum if this is available, see below

Briefly outline the reason for your application and how the amount requested will be spent:

For investment in the restoration of the Theatre of Small Convenience, specifically, to replace the roof which is an urgent need due to its current condition. A surveyor has inspected this and advised on urgent replacement.

Priority 1: The sum quoted for the roof replacement is £1870.00

Additional costs: Overheads £100.00

To improve the external drainage and prevent water ingress, which is causing damp to the interior of the property:

The drainage quote is £4580.00

A contribution to this sum of £530.00 would bring the total to £2500.00

Additional contribution to the drainage works would be appreciated and be put to good use.

Please note these quotes were obtained in January 2024 and there may be some increase in costs.

How will the grant benefit Malvern Town residents/the Malvern Town community?

The grant will support us in moving towards a rapid restoration of the Theatre and prevent further deterioration of the building, the building is held in high regard by many residents who have memories of puppet shows taking place there.

The grant will allow us to progress works on the building to make it fit for use by the public. We can then plan activities in the near future to benefit Malvern residents. This will strengthen Malvern's reputation as a tourist destination attracting visitors and benefitting the local economy

How many residents of Malvern Town will benefit?

We expect the theatre to benefit around 12,000 of the population and potentially more

Please give a supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town:

We will enrich and enliven the cultural, economic, and social fabric of the community of Malvern and District, utilising a rich cultural offer through the delivery of a high-quality contemporary arts programme. We will create opportunities for accessible community participation and outreach. We will use theatrical performance, workshops, presentations of artworks and installations, and work of a similar nature to achieve our aims.

<p>Have you received any grant funding from the Council in previous years? If so, please give details:</p> <p>No, we are a new organisation</p>		
<p>What is the planned delivery date for the project/activity?</p> <p>Between October 2024 and January 2025</p>		
<p>What arrangements are in place for the delivery and management of this project?</p> <p>We have a quote for the works required, this will need to be refreshed as it was submitted in January 2024.</p> <p>The Trustees will oversee the works required.</p>		
<p>Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?</p> <p>This is a new initiative.</p>		
<p>4. Financial information</p>		
<p>Total cost of your project:</p>		<p>£6450</p>
<p>What funding has been secured to date and from where?</p> <p>This is our first application.</p>		
<p>If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?</p> <p>We are a brand new organisation and have recently achieved CIC status. As yet we do not have any financial accounts. We have a programme of work to be completed before the building can open to the public.</p> <p>We are about to launch a crowdfunding campaign. Funds raised through this will be used to ensure the building is fit for use by the public and for pump-priming initial activities.</p> <p>We have applied for Malvern District Council Community Arts Grant for £2500 the outcome will be around the 30th of September.</p>		
	Now	Previous year
Annual income	£n/a	£n/a
Annual expenditure	£n/a	£n/a

Surplus/loss for the year	£n/a	£n/a
Savings/reserves	£n/a	£n/a
5. Bank details		
Does your organisation have its own bank account and manage its own funds? We are establishing a bank account and Trustees will manage the funds.	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Sort code:	60-83-01	
Account number:	20515290	
Account name:	Theatre Of Small Convenience (Tosc) Cic	
6. Supporting information to be included		Attached
A written constitution/set of rules that sets out the organisation's purpose and how it is managed.		✓
A list of those involved in running the organisation, including trustees if appropriate.		✓
A copy of your most recent annual accounts or financial records showing the balance of funds, income and expenditure. If you do not have financial records that cover a full year, you will need to provide what records you have currently.		✓
A recent bank statement in the name of the organisation.		Account just opened
A business plan or other similar document showing future plans for the organisation.		✓
7. Declaration		
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p>		
Name:	Jan Birtle	

Signature:	
Date:	04.09.2024

Please submit your application by emailing it along with required supporting documents to Deborah Powell: dpowell@malvern-tc.org.uk

Grant applications are determined by the Council during public meetings, and this application form will therefore appear in the public domain. Your signature will be redacted but if you do not wish for any of your other personal contact information to be included in the public papers, please specify when submitting your application.

We will only use your personal information to contact you about your application, and other sources of funding that may be applicable. To find out more, you can view our privacy policy at www.malverntowncouncil.org/policies

**MALVERN TOWN COUNCIL
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	The Chase School – a single academy trust
Amount Requested:	£2,500
Purpose of Grant:	Contribution towards a Greenpower Kit as an extra-curricular activity for KS3 students.
Time of Grant Application:	September 2024

Assessment of large grant applications is made against the following eight criteria where each item is marked out of five – 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criterion 5, which is double weighted.

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems and constitution in place	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver	1	2	3	4	5
3. Own bank account and financial information supplied	1	2	3	4	5
4. Clear outline of project financing and sources of funding	1	2	3	4	5
5. Demonstration that project will provide significant benefit to Malvern Town residents/community	2	4	6	8	10
6. One-off cost to support a particular project, event, activity or purchase of equipment (i.e. not running costs)	1	2	3	4	5
7. New initiative or demonstration of continued benefit of annual event	1	2	3	4	5
8. Grant form fully completed with all relevant information supplied	1	2	3	4	5
SUB TOTAL		4		16	15
OVERALL SCORE (OUT OF 45) A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				35	

**MALVERN TOWN COUNCIL
LARGE GRANT APPLICATION FORM**

LARGE GRANTS are for amounts between £501 and £2,500 inclusive. If you require a higher amount, you must state the specific reason for this limit to be exceeded.

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details and before filling in this application form.

All sections must be completed. Please continue on an extra sheet as necessary.

1. About your organisation	
Name of organisation:	The Chase School - a Single Academy Trust
Address:	Geraldine Road, Malvern Worcestershire, WR14 3NZ
Nature of organisation:	Secondary and Sixth Form Education
Charity registration number (if applicable):	
VAT registration number (if applicable):	
Date organisation established:	The school opened as a Secondary Modern in 1953. The school became an academy in 2011.
2. Contact details	
Contact name:	Mr Ed Dixon
Position within organisation:	D&T Faculty Lead
Correspondence address:	Geraldine Road, Malvern, Worcestershire, WR14 3NZ
Daytime telephone:	01684 891 961
Email address:	edixon@chase.worcs.sch.uk

3. About your application

Amount requested (if above £2,500 please state specific reason for this):

£2,500

We would look to receiving the Malvern Town Council large grant of £2,500 as part of the total cost of acquiring the Greenpower Kit of parts £3,250 (ex VAT). The Chase School would fund the remaining £750, or seek sponsorship from local companies.



Briefly outline the reason for your application and how the amount requested will be spent:

Greenpower offers students opportunities to become involved at the forefront of cutting-edge, electrically powered motor racing, developing the skills engineering careers require in the process.

ABOUT GREENPOWER

Greenpower Education Trust is a UK based charity which gets young people enthusiastic about science and engineering by challenging them to design, build and race an electric car.

We supply age appropriate Kit Cars, which can be built in school, college or elsewhere and raced at motorsport venues at Greenpower organised events. Alternatively, older participants can design and build their own car to our regulations. The Greenpower challenge uses the excitement of motorsport to inspire young people to excel in Science, Technology, Engineering and Maths (STEM).

- We work with over 700 teams throughout the UK and hold 30+ regional events and an International Final every year.
- More than 10,000 students take part each year, from primary school age through to university.

A growing number of international teams participate in our events and the USA, Iberia, and Benelux run programmes under the Greenpower license.

The Chase School Design and Technology Faculty are hoping to embark on a wonderful extra-curricular activity for our KS3 students. We would like to enter them into a national project to design, build and race a single seat electric powered racing car, with the intention of competing in a national endurance racing series at historic racing circuits around the country.

The “formula 24” is run by a charity called “Greenpower”. The Greenpower Education Trust objective is to inspire more young people to become engineers by presenting the engineering industry in an interesting and relevant way, encouraging them to solve real

time problems and explore the world of automotive engineering. Each team is issued with the same 24v motor and two 12v batteries and through their own research and development, they need to develop a vehicle capable of completing 3-hour endurance race.

Greenpower is also helping to address the Science, Technology, Engineering and Maths (STEM) skills gap. A report 'Addressing the STEM skills shortage challenge' from The Institution of Engineering & Technology (IET) in June 2021 estimated a shortfall of over 173,000 workers in the STEM sector: an average of 10 unfilled roles per business in the UK.

How will the grant benefit Malvern Town residents/the Malvern Town community?

The consequences of applying the grant to this application will ensure considerable prestigious benefits to the Malvern Town community in a number of ways.

1. The Greenpower events runs from October 2024 through to July 2025 and significant good publicity will be generated for Malvern over this period,
2. With an estimated shortfall of over 173,000 staff in the STEM sector (an average of 10 unfilled roles/business in the UK), the wider businesses in Malvern will benefit potentially from the Chase students seeking work experience, apprenticeships in the STEM sector.
3. The sponsoring companies in Malvern will benefit directly in recruiting/linking with the Chase School students on this competition.
4. The sponsoring companies from Malvern will have direct access to the national organisations supporting the Greenpower F24 programme.

How many residents of Malvern Town will benefit?

A considerable number of residents will benefit - across the staff of the Chase School, school students and parents, employees of the sponsoring companies and all students across all the other Malvern Schools. The students are typically Year 8 (around the ages of 12 and 13) but could include some others. To start, it will be about 15 students. If this 'takes off', it would happen year on year, with a larger number.

Please give a supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town:

- **Community Engagement and Inclusivity:** The Greenpower F24 programme not only benefits students from The Chase School but also fosters stronger connections between the school and the local community of Malvern Town. By involving students in an exciting, hands-on engineering project, the programme inspires a sense of pride and ownership among young people and their families. This initiative can serve as a catalyst for wider community involvement, with opportunities for local businesses, engineers, and volunteers to mentor students or provide resources. The programme's emphasis on teamwork and collaboration encourages inclusivity, allowing students from diverse backgrounds to participate and benefit from the experience, regardless of their previous exposure to STEM subjects. This inclusivity can help bridge socio-economic divides within the community, ensuring that all students have the opportunity to explore their potential in STEM.
- **Economic and Career Development:** Investing in the Greenpower F24 programme is an investment in the future of Malvern Town. As students develop critical skills in engineering, technology, and science, they become better equipped to pursue higher education and careers in these fields. This not only benefits the students but also contributes to the long-term economic development of the region. By fostering a new

generation of skilled professionals, the programme helps ensure that Malvern Town remains competitive in an increasingly technology-driven economy. Local businesses and industries could also benefit directly from a more highly skilled workforce, potentially reducing the need to recruit talent from outside the region.

- **Environmental Awareness and Sustainability:** The Greenpower F24 programme places a strong emphasis on sustainability by focusing on electrically powered vehicles. As students engage in the design, construction, and racing of these vehicles, they gain a deeper understanding of the importance of renewable energy and sustainable practices. This awareness is critical as the world moves toward greener technologies and practices. By fostering this understanding at an early age, the programme helps cultivate environmentally conscious citizens who are more likely to contribute to a sustainable future for Malvern Town and beyond. The environmental benefits of this programme resonate with the town's broader commitment to sustainability, further enhancing its appeal and reputation as a forward-thinking community.
- **Enhancing the Town's Reputation:** The success of the Greenpower F24 programme can enhance the reputation of both The Chase School and Malvern Town as leaders in innovation and education. Participation in national and regional Greenpower events will put the school and town on a larger stage, attracting attention and possibly drawing in visitors and new residents who value strong educational and extracurricular programmes. This, in turn, could lead to increased investment in the community, further enhancing the quality of life for all residents.
- **Long-Term Benefits:** Finally, the programme instills lifelong skills such as problem-solving, critical thinking, and teamwork, which are essential not just in STEM careers but in any profession. The grant will enable the school to sustain and possibly expand the programme, ensuring that future cohorts of students continue to benefit from these experiences, thereby creating a lasting impact on the community and its future prosperity.

Have you received any grant funding from the Council in previous years? If so, please give details:

- 2021/22 £2,500 towards two display screens in the Main Hall
- 2020/21 £2,348.76 for PE/ Sports equipment
- 2019/20 £1,500 towards music creativity suite
- 2018/19 £1,590 for a set of classroom chairs
- 2017/18 £1,512 for picnic benches

What is the planned delivery date for the project/activity?

If funding is granted, it will be ordered as soon as possible with delivery over the summer holiday period.

What arrangements are in place for the delivery and management of this project?

The staff of the Design and Technology Faculty of the Chase Academy will overall be responsible for the Project Management of the programme throughout its entirety.

Given the Greempower objective is to inspire more young people to excel in Science, Technology, Engineering and Maths. A team of KS3 students from The Chase will take responsibility for the daily project management, design, development and build of a single seater electric powered racing car. They will then race their vehicle competitively (at the chosen motorsport venue) in the Formula 24 (ages 11 – 16) category against other secondary schools from across the UK.

Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?

Yes. It is a new Initiative for the secondary Schools within Malvern. The Chase will be profiled on a National Platform that is promoted by a charity called “Greenpower” – the Greenpower Education Trust; supported by national organisations like Ford, Perkins, James Dyson, Renishaw, Lockheed Martin, Cummins, etc.

Following an entry by the 11 September 2024, and the development of the Formula 24 racing car, the appropriate events in 2025 for the Chase School would be at KMF Mallory Park in Leicestershire.

Greenpower will supply the appropriate Kit Cars for the Formula 24 category of students. Such a kit car would cost £3,275.00 (ex VAT) and include batteries, motor and all mechanical and electrical parts (except bodywork).

4. Financial information

Total cost of your project:	£3,275.00
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What funding has been secured to date and from where?

The Chase School is willing to fund initially from School Funds the difference between the £3,275.00 and a large Malvern Town grant of £2,500 -i.e. £775.00, but the students would look to take responsibility for raising these funds from local Malvern companies.

If Town Council funding were to be given, are there any funds still to be secured and what are your organisation’s plans for raising these?

N/A

	Now	Previous year
Annual income	£9,151,825	£8,350,774
Annual expenditure	£9,174,355	£8,296,489
Surplus/loss for the year	£23,000	£54,285
Savings/reserves	£149,000	£149,000

5. Bank details		
Does your organisation have its own bank account and manage its own funds?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Sort code:	30 95 41	
Account number:	23934868	
Account name:	The Chase School	

6. Supporting information to be included	Attached
A written constitution/set of rules that sets out the organisation's purpose and how it is managed.	<input type="checkbox"/>
A list of those involved in running the organisation, including trustees if appropriate.	<input type="checkbox"/>
A copy of your most recent annual accounts or financial records showing the balance of funds, income and expenditure. If you do not have financial records that cover a full year, you will need to provide what records you have currently.	<input type="checkbox"/>
A recent bank statement in the name of the organisation.	<input type="checkbox"/>
A business plan or other similar document showing future plans for the organisation.	<input type="checkbox"/>

7. Declaration

I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.

I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.

I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.

In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

Name:	Brian Howell
Signature:	<i>Brian Howell</i>
Date:	22/08/2024

Please submit your application by emailing it along with required supporting documents to Deborah Powell: dpowell@malvern-tc.org.uk

Grant applications are determined by the Council during public meetings, and this application form will therefore appear in the public domain. Your signature will be redacted but if you do not wish for any of your other personal contact information to be included in the public papers, please specify when submitting your application.

We will only use your personal information to contact you about your application, and other sources of funding that may be applicable. To find out more, you can view our privacy policy at www.malverntowncouncil.org/policies

**MALVERN TOWN COUNCIL
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	The Curious Cabinet Project Ltd
Amount Requested:	£3,500
Purpose of Grant:	Match funding for the costs of 4 visual art exhibitions and 5 community workshops being hosted in Malvern Library.
Time of Grant Application:	September 2024

Assessment of large grant applications is made against the following eight criteria where each item is marked out of five – 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criterion 5, which is double weighted.

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems and constitution in place	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver	1	2	3	4	5
3. Own bank account and financial information supplied	1	2	3	4	5
4. Clear outline of project financing and sources of funding	1	2	3	4	5
5. Demonstration that project will provide significant benefit to Malvern Town residents/community	2	4	6	8	10
6. One-off cost to support a particular project, event, activity or purchase of equipment (i.e. not running costs)	1	2	3	4	5
7. New initiative or demonstration of continued benefit of annual event	1	2	3	4	5
8. Grant form fully completed with all relevant information supplied	1	2	3	4	5
SUB TOTAL		2	12	16	
OVERALL SCORE (OUT OF 45) A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.				30	

**MALVERN TOWN COUNCIL
LARGE GRANT APPLICATION FORM**

LARGE GRANTS are for amounts between £501 and £2,500 inclusive. If you require a higher amount, you must state the specific reason for this limit to be exceeded.

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details and before filling in this application form.

All sections must be completed. Please continue on an extra sheet as necessary.

1. About your organisation	
Name of organisation:	THE CURIOUS CABINET PROJECT LTD
Address:	UNIT C, 8 ST ANN'S ROAD, MALVERN, WORCS. WR14 4RG
Nature of organisation:	CONTEMPORARY VISUAL ART - COMMUNITY PRACTICE
Charity registration number (if applicable):	
VAT registration number (if applicable):	
Date organisation established:	26TH FEBRUARY 2024
2. Contact details	
Contact name:	TANIA ROBERTSON
Position within organisation:	CHAIRPERSON & SIGNATORY
Correspondence address:	UNIT C, 8 ST ANN'S ROAD, MALVERN, WORCS. WR14 4RG
Daytime telephone:	(+44) 07989749551
Email address:	thecuriouscabinetproject@post.com

3. About your application

Amount requested (if above £2,500 please state specific reason for this):

£3,500

The amount requested is greater than £2,500 as this is an application for match funding from the local council that benefits the most directly from the project.

The amount requested covers costs for 4 visual art exhibitions and 5 community workshops from late October 2024 to April 2025 hosted in Malvern Library, a building of significant local historical and community value right at the heart of Malvern Town centre.

A number of professional artists invited to work for the project live outside Malvern and their fees are therefore higher (i.e. London-based).

Briefly outline the reason for your application and how the amount requested will be spent:

This application follows Arts Council England's Guidelines for National Lottery Funding grant holders. ACE guidelines require grant holders to apply for and secure local authority match funding.

The £3,500 covers the cost of hosting 4 contemporary visual art exhibitions in the Edwardian display cabinet in Malvern Library's entrance foyer together with 5 associated contemporary visual art workshops.

The second phase of the project starts in November 2024 with *Eye Test* by Malvern Town resident and visually-impaired artist Marian Chester. The workshops begin in late October with an introduction to land art by local environmental artist Juliet Mootz. The one-day workshops are free to local community members and are held in the Malvern Room, Malvern Library.

The amount requested in the application covers:- 1. Hire of the Malvern Room from Worcestershire County Council 2. Tutors' fees 3. Costs of art materials used during the workshops 4. A small fee for local young people interested in gaining work experience by assisting professional artists deliver the project.

How will the grant benefit Malvern Town residents/the Malvern Town community?

The project benefits Malvern Town residents through its direct support of Malvern Library's public service remit. Malvern Town residents using their local library can access a programme of free contemporary visual art exhibitions on a daily basis. These exhibitions change on a monthly basis giving local residents access to a broad spectrum of contemporary art practices. Alongside the exhibition programme, a series of workshops give local residents a free opportunity to gain or improve a range of creative skills and develop fresh insight into contemporary art. Both the exhibitions and workshops encourage contemporary art to be shown and discussed in Malvern giving the town a significant boost in its provision of, and engagement with, contemporary visual art. Arts Council England funding has been secured for the project raising the project's, and therefore, Malvern Town's, profile for supporting contemporary visual art and artists.

How many residents of Malvern Town will benefit?

The 5 community visual art workshops have 8 places each i.e. 40 local residents directly benefit. Figures for daily footfall are available from Worcestershire County Council library services. The number of visitors to Malvern Library who are Malvern Town residents is likely to exceed 50%; all visitors benefit from the free exhibitions in the library's entrance foyer.

Please give a supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town:

The large grant will enable The Curious Cabinet project to complete its stipulated aims to improve understanding of and access to contemporary visual art for Malvern's many and diverse local communities.

The project was launched in May 2024 with an exhibition by local letterpress printmaker Andrew Judd and has gone on to exhibit art created by members of Malvern's visually-impaired community and Malvern Cube's Youth Group. During its second phase, the programme will introduce Malvern residents to a wide range of practices in contemporary visual art including land art, conceptual art, graphic design and Oriental art.

Being based at the library and collaborating with staff members, the project attracts a fresh and diverse range of professional artists and art practitioners to discover the library's unique facilities as well as explore Malvern Town centre. The project aims to contribute to raising the town's cultural and tourist profile whilst actively supporting members of the local visual arts economy. With funding secured the project also aims to involve young people living locally gain some direct experience of working in contemporary visual art.

Have you received any grant funding from the Council in previous years? If so, please give details:

N/A

What is the planned delivery date for the project/activity?

Late October 2024 to April 2025 - see programme attached.

What arrangements are in place for the delivery and management of this project?

The Curious Cabinet Project Ltd is registered with Companies House as a not-for-profit limited company and has a business bank account. A bespoke email address is in place, thecuriouscabinetproject@post.com as is a social media account, @thecuriouscabinetproject. The project follows a wide variety of local Instagram accounts, including that of Malvern Town Council and looks forward to the same collaborative and reciprocal response from MTC as it enjoys with local community groups such as MHDC's Community Builders.

The programme of events are delivered with Malvern Library and Worcestershire County Council Library services, hiring rooms using the new online booking system for example. Catering for private view events is arranged with Waitrose Malvern. Printing is outsourced, helping raise awareness of the project in the art and design communities based in and around London.

When the project is completed the limited company will be dissolved and management of the cabinet returned to WCC Library Services. The project is dedicated to the memory of artist and printmaker Andrew Judd whose kindness and support ensured the project started in May 2024.

Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?

The grant application is to fund the second phase of contemporary visual art exhibitions and workshops. Those held so far have been well received; feedback is available on request.

4. Financial information

Total cost of your project:	£11,575
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What funding has been secured to date and from where?

NATWEST BANK DONATION = £750

WCC ABCD PUBLIC HEALTH MICRO GRANT = £250

MHDC CLLR BENNETT DIVISIONAL GRANT = £500

MHDC COVID BUSINESS GRANT = £615

ARTS COUNCIL ENGLAND = £3,625

TOTAL = £5740

If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?

To raise the outstanding £2,335 the project uses the Grants Online service to research and source West Midlands-based contemporary visual arts funders such as The Matthew Good Foundation, the GB Sasakawa Foundation etc. The project also intends to approach local businesses to discuss private sponsorship.

	Now	Previous year
Annual income	£2400 (actual to date)	n/a
Annual expenditure	£2132.52 (actuals to date)	n/a
Surplus/loss for the year	£267.48	n/a
Savings/reserves	n/a	n/a

5. Bank details

Does your organisation have its own bank account and manage its own funds?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Sort code:	521023		
Account number:	11636793		
Account name:	THE CURIOUS CABINET PROJECT LTD		
6. Supporting information to be included			Attached
A written constitution/set of rules that sets out the organisation's purpose and how it is managed.			<input type="checkbox"/> see attached
A list of those involved in running the organisation, including trustees if appropriate.			<input type="checkbox"/> see attached
A copy of your most recent annual accounts or financial records showing the balance of funds, income and expenditure. If you do not have financial records that cover a full year, you will need to provide what records you have currently.			<input type="checkbox"/> see attached
A recent bank statement in the name of the organisation.			<input type="checkbox"/> see attached
A business plan or other similar document showing future plans for the organisation.			<input type="checkbox"/> see attached

7. Declaration

I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.

I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.

I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.

In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

Name:	TANIA ROBERTSON
Signature:	
Date:	13th August 2024

Please submit your application by emailing it along with required supporting documents to Deborah Powell: dpowell@malvern-tc.org.uk

Grant applications are determined by the Council during public meetings, and this application form will therefore appear in the public domain. Your signature will be redacted but if you do not wish for any of your other personal contact information to be included in the public papers, please specify when submitting your application.

We will only use your personal information to contact you about your application, and other sources of funding that may be applicable. To find out more, you can view our privacy policy at www.malverntowncouncil.org/policies

BUDGET FOR MTC GRANT

EXPENDITURE	DESCRIPTION	INDIVIDUAL AMOUNT	TOTALS	FINAL TOTAL
PAYING PEOPLE - WORKSHOP TUTORS	6 WORKSHOP TUTORS*	£250.00	£1500.00	£1500.00
PAYING PEOPLE - WORKSHOP TUTOR MATERIALS FEE	5 WORKSHOPS	£50.00	£250.00	£250.00
PAYING PEOPLE - WORKSHOP TUTOR EXPENSES	TRAVEL & ACCOMMODATION FROM LONDON (HIROKO IMADA)	£300.00	£300.00	£300.00
OVERHEADS - MALVERN LIBRARY ROOM HIRE	5 ROOM HIRES	£87.50	£350.00	£350.00
OVERHEADS - MALVERN LIBRARY CABINET	FIXTURES & FITTINGS**			£1100.00
* VISUALLY IMPAIRED ARTIST MARIAN CHESTER WILL WORK WITH GILLIAN SHEAIL TO DELIVER THEIR WORKSHOP HENCE 6 TUTORS				
**THE CABINET IS CURRENTLY IN NEED OF SPOTLIGHTING. THIS IMPROVEMENT WOULD ENSURE CONTINUED USE OF THE CABINET FOR COMMUNITY ART EXHIBITIONS				
				£3500.00