



MALVERN TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

REPORTS

**For meeting on Wednesday 4 October 2023 at 6.00 pm
Council Chamber, Belle Vue Terrace**

MALVERN TOWN COUNCIL

Town Clerk
28-30 Belle Vue Terrace
Malvern
WR14 4PZ



22 September 2023

townclerk@malvern-tc.org.uk
Tel: 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 (Vice-Chair), Marilyn Birks, Nick Houghton, Melanie Jones, Christopher Lee, Julie MacLusky, 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 Council Chamber, Belle Vue Terrace, Malvern on Wednesday 4 October 2023, 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. J. 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
3.	Minutes of Previous Meeting To receive and confirm as a correct record the Minutes of the previous Policy and Resources Committee meeting: <ul style="list-style-type: none">➤ 7 September (previously circulated)
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>	
4.	Small Grants Scheme, 1st Round 2023/24 <ul style="list-style-type: none">➤ Report PR01/23 to follow
5.	Large Grants Scheme, 1st Round 2023/24 <ul style="list-style-type: none">➤ Report PR02/23 to follow
6.	Phoenix Theatre Collective – request for change of purpose of grant <ul style="list-style-type: none">➤ Report PR03/23 to follow
7.	Date and Time of Next Meeting <ul style="list-style-type: none">➤ Wednesday 1 November 2023 at 6.00 pm

Exclusion of the Press and Public

To resolve pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

- | | |
|----|---|
| 8. | Operational Staff – benchmarking exercise <ul style="list-style-type: none">➤ Verbal report and committee discussion |
|----|---|

**MINUTES OF A MEETING OF
THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

**held in the Council Chamber, Belle Vue Terrace, Malvern
on Thursday 7 September 2023 at 6.00 pm**

Councillors

I Dawson (Chair)
C Fletcher (Vice-chair)
M Birks
N Houghton
M Jones
C Lee
K Newbigging

Absent

J MacLusky (apologies)
R McLaverty-Head (apologies)

Also in attendance

Linda Blake - Town Clerk
Louise Wall – Minute Clerk
Cllr Clive Hooper (Mayor)

18. APOLOGIES FOR ABSENCE

Apologies for absence from Cllr Julie MacLusky and Ronan McLaverty-Head were **NOTED**.

19. DECLARATIONS OF INTEREST

None.

20. MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the following meeting be approved and adopted as a correct record of the proceedings, and these were signed by the Chairman:

- Policy and Resources Committee meeting 25 July 2023.

PUBLIC PARTICIPATION

None.

21. QUARTERLY ACCOUNTS – 1ST QUARTER TO 30 JUNE 2023

Report PR01/23 was received and accepted, and the Town Clerk presented the quarterly accounts for the first quarter of the 2023/24 financial year. Committee received the management accounts.

The first quarter, ending 30 June 2023, showed an overspend against budget of £3,673.

Administration costs were £11,465 under budget for the first quarter and operational costs were £217 over budget. Asset refurbishment and renewal was £29,983 over budget due to four main projects being delayed, causing an apparent overspend. The Town Clerk outlined the main variances as detailed in the report and answered questions from members of the committee.

The total cash balance as at 30 June 2023 was £978,810, but it was noted that this was one of two high points during the year, following receipt of the precept from Malvern Hills District Council in June and December.

Councillors asked whether it would be possible for training to be provided to help newer councillors understand how the accounts are put together and the Town Clerk confirmed that she was happy to provide this.

It was **RECOMMENDED** that Full Council approves the quarterly accounts for the first quarter ending 30 June 2023.

22. REVIEW AND PRIORITISATION OF THE TOWN COUNCIL'S AIMS AND OBJECTIVES

Report PR02/23 was received and accepted.

The Town Clerk explained that the Internal Auditor Duncan Edwards had, as part of his audit report, commented that the Town Council's aims and objectives needed to have more specific measurable outputs, and that the number of aims and objectives should be moderated to help achieve this.

Members discussed the difference between an aim and an objective, agreeing that an aim was an overall goal or desirable outcome, whilst objectives were more specific statements describing the steps or actions needed to achieve an aim.

Members of the committee felt that having fewer but more specific aims would make it easier to monitor and achieve them. However, it was recognised that there was a lot of work involved in this task, and that a separate task and finish group would be better able to do this.

It was **AGREED** to set up a task and finish group to review and prioritise the Town Council's aims and objective, both short and long term, and to report back to Policy and Resources Committee. The three members of the task and finish group would be Councillor Mel Jones, Councillor Marilyn Birks and Councillor Clive Fletcher.

23. REVIEW OF SUPPLIERS AND EXPENDITURE BY SUPPLIER

Report PR03/23 was received and accepted.

The Town Clerk explained that reviewing the Town Council's suppliers and expenditure by supplier was one of the Council's short-term aims and objectives. A spreadsheet had been created of the 198 suppliers who had accounted for nearly £400,000 of expenditure. Of these, the top fifty by highest expenditure were listed and presented at the meeting, for review and comment.

Committee **NOTED** the review of the Town Council's suppliers, and expenditure by supplier as attached to the report.

24. DATE AND TIME OF NEXT MEETING

It was **AGREED** that the date of the next meeting would be Wednesday 4 October 2023.

The meeting finished at 6.50 pm.

.....(Chairman)

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

**to be held on Wednesday 4 October 2023 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

SMALL GRANTS SCHEME – 1ST ROUND 2023/24

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 four qualifying requests for funding that can be assessed under the small grants scheme:

A. Everybody Dance	£500.00
B. Engage Malvern	£500.00
C. The Elgar Chorale of Worcester	£500.00
D. Zest for Life	£487.86

- 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 has also taken 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.
- 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. 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.

Applications for Consideration by Committee

Everybody Dance

- 3.6. This application has scored 21 points from a possible 30 required. The grant is to support a 12-month tea dance project. Everybody Dance have submitted Articles of Association along with a Report from the Trustees, it is estimated that over 500 Malvern residents will benefit from this project. A lower mark has been awarded against criteria 6 to reflect the fact that the grant is for running costs albeit of a twelve-month project.

Engage Malvern

- 3.7. Scoring 25 points, Engage Malvern are applying for a grant to purchase equipment to deliver the branding for their Festival of Ideas. An Annual Treasurer's report has been submitted along with the organisation's values and objectives, taken from their 5 year strategic business plan. This is a one off purchase of equipment, to provide branding for the festival and it is anticipated that 1100 individuals attended in 2023, although the number of Malvern residents attending or receiving subsidised tickets is not stated.

The Elgar Choral of Worcester

- 3.8. This application has scored 22 points out of 30 and is to support a fundraising concert in Great Malvern Priory. A link to online governance documents and details of trustees has been provided along with a treasurer's report for 2022-23. A medium score has been awarded for the benefit to Malvern residents as the application does not provide much detail on this.

Zest for Life Conversation and Laughter

- 3.9. Officers have just been able to give the minimum of 20 points for this application to progress through for consideration by Policy and Resources Committee. The grant is to purchase a panini maker to expand food offerings at community lunches held at The Octagon Centre. Zest for Life are a voluntary group who have submitted their constitution, but whilst bank statements have been provided, the group has only been able to supply a basic income and expenditure summary, which does not match financial information stated in the application form.
- 3.10. There were two applications for small grants that were not progressed through to consideration by committee as follows.
- i) One organisation applied for a grant and officers were unable to progress their application due to no bank account being held.
 - ii) One organisation applied for running costs. Officers have corresponded with individuals from this organisation, and it has been agreed that a new application will be submitted in February / March 2024 when the next grant window opens.

4. Financial Implications

- 4.1. The Council has set aside a total of £5,000 in its 2023/24 budget, for the payment of small grants.
- 4.2. Four qualifying small grant applications have been received this year. The applications add up to a total requested amount of £1,987.86. This is well within the budget for the year, but members should be mindful that each application must be

assessed on its individual merit and that this is the first of two rounds of possible grant applications for 2023/24.

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:	Everybody Dance
Amount Requested:	£500
Purpose of Grant:	Support for 12 month Tea Dance Project
Time of Grant Application:	September 2023

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	3	16	
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.				21	

**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:	EVERYBODY DANCE
Address:	Flat 3, 11 St James's Road Malvern WR14 2TS
Nature of organisation:	Charitable company limited by guarantee
VAT registration number (if applicable):	N/A
Date organisation established:	29 January 2012
2. Contact details	
Contact name:	Rachel Freeman
Position within organisation:	Programme Development Manager
Correspondence address:	Flat 3, 11 St James's Road Malvern WR14 2TS
Daytime telephone:	07870429528
Email address:	rfeverybodydance@gmail.com
3. About your application	
Amount requested: £500	

Briefly outline the reason for your application and how the amount requested will be spent: EVERYBODY DANCE (ED) has been working in Worcestershire since 2012. We have become increasingly aware of the barriers to inclusion, and of the need and desire for our inclusive work as we have led projects, gone into places and made contact with people. Tea Dances allows us to respond to this knowledge and help people connect with each other through physical activity. ED have run a successful series of short pilot projects to further gauge the need and appetite for the new initiative.

Tea Dances is a new project that takes place in Malvern and is planned to span a twelve-month period. £500 will cover venue hire and refreshments for this project.

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

Tea Dances is a cross generational, participatory project for elders living with dementia and long-term health issues alongside carers and young people. The project comprises dementia Information sessions and tea dance events. It is proactive in supporting and encouraging social and creative interaction between all these people.

How many residents of Malvern Town will benefit?

500+

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:

Everybody Dance is in discussion with AGE UK, Worcestershire Dementia Action Alliance, Association for dementia Studies, head teachers and youth leaders to develop a realistic and effective plan of practical activity. There has been much discussion in these forums about the crisis that many carers, people living with dementia and vulnerable young people have faced following the COVID-19 pandemic. The overriding opinion of professionals of what would best support the emotional, physical, and mental needs of these people is regular contact with others, this need not be clinical support but rather social and compassionate care.

Invited and interested parties:

Malvern Link Dementia Meeting Centre

Age UK Dementia café

Cube Youth café

The Cube Community and Arts Centre

St Matthias C of E Primary School

Dyson Perrins Church of England Academy

Springfield House

Malvern Care Home

The Springs Care Home

Outcomes:

Young people will be more knowledgeable and understanding of the meaning of 'living well with dementia'.

People are more confident at spending time with different generations .
 Young people share their knowledge and experience of dementia with their families and peers.
 Improved physical fitness and mental health and wellbeing.
 Meaningful connection between different members of the community
 Schools and youth groups continue to develop relationship with elders in their community, more tea dances, walks etc.
 Elders feel more connected, valued, and listened to by the younger generation.

Feedback from previous work:

“My mum smiled today, more then she has done for weeks. Thank you”.

“It’s very beneficial to switch off and relax”.

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

No previous grants received.

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

October 2023– 2 planning meetings with young people, 3 pre-visits to church groups, care homes and dementia cafes.

December 2023 – May 2024 – 6 Tea dances hosted in collaboration with young people.

June 2024 – project final evaluation

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

Professional Artist and dementia Ambassador (Alzheimer’s Society) Rachel Freeman will manage and deliver the project, Rachel currently leads the Tea Dance programme at Hereford Courtyard Theatre and brings substantial experience of managing inclusive projects in the community and specifically working with elders living with dementia and young people.

The project will be overseen by ED Board of Trustees.

4. Financial information

Total cost of your project:	£2520
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What funding has been secured to date and from where?

£400 ED investment secured.

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?

ED is awaiting details of our application to Malvern Lions for £1,140, funding has been agreed but the amount is to be confirmed.

Tea Dance participants will be asked for a voluntary donation, it is envisaged that this will be in the range of £80 per event.

	Now	Previous year
Annual income	£ 28,230	£32,489
Annual expenditure	£30,356	£14,421
Surplus/loss for the year	£(2,126)	£18,069
Savings/reserves	£19,107	£21,233

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:	40 52 40		
Account number:	00021776		
Account name:	Everybody Dancing		

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:	Rachel Freeman
Signature	
Date:	3rd September 2023

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:	Engage Malvern
Amount Requested:	£500
Purpose of Grant:	Equipment to deliver branding for Malvern Festival of Ideas
Time of Grant Application:	September 2023

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		0	6	4	15
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:	EngageMalvern
Address:	7 Willow Grove, Malvern, Worcestershire WR14 2SE
Nature of organisation:	Registered Charity 1175088
VAT registration number (if applicable):	
Date organisation established:	10 October 2017: CIO registration
2. Contact details	
Contact name:	Andrew Webb
Position within organisation:	Trustee
Correspondence address:	7 Willow Grove, Malvern, Worcestershire WR14 2SE
Daytime telephone:	01684 565708
Email address:	andrewrobertwebb@googlemail.com
3. About your application	
Amount requested: £500	

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

This application relates to Malvern Festival of Ideas, a project of EngageMalvern.

- This year we have attracted the personnel to create a comprehensive marketing strategy targeting local, regional and national audiences, utilising online and offline channels.
- We seek to develop a forwardly compatible branding approach including establishment of a dedicated festival website providing event details, speaker profiles, and ticket sales.
- Utilise social media platforms to generate buzz, engage with the audience, and share updates.
- Collaborate with media partners, influencers, and industry publications to increase reach.

We recognise that in order to turbo charge the approach within the current year, we will benefit from partnering with specialists in web design. A tendering specification has been produced and we are actively engaging with professionals to support this work stream, whilst at the same time seeking grant funding from targeted providers to assist in funding and product development.

This grant application is focussed on the equipment necessary to deliver our branding approach. This includes Festival Flags, Stage Branding, Signage, Banners, Backdrops, Posters and Print.

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

The Festival is a unique event, developed with the interests of the local population very much in mind. It is not, however, a parochial, 'niche' event; it is part of a portfolio of similar events, such as literature, poetry and philosophy festivals. As such, we research ways to achieve the levels of excellence seen in the best and know that the quality and diversity of our product does as much to ensure success as location and cost.

In terms of our positioning within the cultural, intellectual and educational offer within Malvern, we see The Festival as having significance in terms of enhanced social value; as follows

- Opportunities to engage with students and schools; this is already a big part of what we do, however, we see the opportunities for students to engage in Festival planning and commissioning and to tailor content to priorities within the educational curriculum.
- As we take The Festival online and develop its branding and presence, we will contribute to social cohesion and a sense of local pride. Other towns do not have a Festival of Ideas; Malvern does.
- Careful speaker selection will enable us to tailor and deliver annual programmes that contribute positively to community debate around local priorities.
- Also, we see The Festival as a contributor to tourism. We provide a unique offer that attracts, additional tourists, adding both social and financial benefit to the town and the economy.
- Commitment to the social value of ensuring increases in low-income attendance.

How many residents of Malvern Town will benefit?

- Based on previous years' tickets sales, adjusted to capture interest generated by advertising and social media presence, we aim to increase footfall. In 2023, circa 1500 session places were booked with an attendance of approximately 1100 individuals in total. This year we seek to increase these numbers by a minimum of 15% with further increases anticipated in future years.
- In addition, we seek a proportionately higher increase in young people attendance as we develop a broader demographic
- Subsidised places to cover children, low-income people, displaced people

Based on 15% increase in attendance gives a total attendance of 1665, 2025, 2370 for years 1, 2, 3 of our Business Plan.

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:

To the Festival:

We seek to develop a forwardly compatible branding approach including establishment of a dedicated festival website providing event details, speaker profiles, and ticket sales. The grant will be used to support this activity through the purchase of equipment.

To the residents of Malvern: see above. Also,

The grant is to be seen in the wider context of what we are trying to deliver this year. The Festival of Ideas aims to nurture learning and innovation. It has a track record of attracting high profile and diverse speakers; for example, in 2023, our headline speakers included Benjamin Zephaniah, Alice Roberts and Michael Rosen. The diversity within the overall programme was appreciated by delegates.

The target audience includes individuals from diverse fields such as technology, business, arts, sciences, social impact, and academia as well as children, families and schools. Specifically, this year we are planning a free education programme. We work as "a force for good" within Malvern, significantly enhancing Social Value.

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

EngageMalvern has not received a grant from the Town Council. An earlier incarnation of the Festival (Malvern Science and Faith Weekend) received £2100 as part of the Large Grant Scheme in October 2015.

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

Malvern Festival of Ideas takes place in 2024 over the weekend of 1-3 March 2024. However, this is an ongoing project, as explained above, and so the benefits are beyond the next event.

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

The Festival is managed by a Steering Group, reporting to the Trustees of EngageMalvern. The Steering Group provides continuity of the event in Malvern. The operations teams (Marketing and Publicity; Programme Planning; Education; Finance and Funding; Pre-Event Operations; Event Operations; Festival Office) will be responsible for planning, logistics, marketing, and partnerships. Whilst the Festival is volunteer driven, we do contract specialists to provide functions such as sound and lighting.

4. Financial information

Total cost of your project:

Excluding potential work on branding and website development, the budget for the 2024 event is £17600

What funding has been secured to date and from where?

None to date, for the 2024 event. We have a grant application submitted to cover website design and branding and support for reduced-price and free tickets.

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?

There are funds to be secured for the total cost of the Festival. Several revenue streams have been identified.

Revenue Streams:

- Ticket Sales: Attendees will purchase tickets for access to the festival. Different ticket tiers are offered to enhance affordability (individual session, day ticket and weekend ticket at different prices – Patron, Standard and Discount).
- Based on previous years' tickets sales, adjusted to capture interest generated by advertising and social media presence, we aim to increase footfall. In 2023, circa 1500 session places were booked with an attendance of approximately 1100 individuals in total. This year we seek to increase these numbers by a minimum of 15% with further increases anticipated in future years. We aim to generate a minimum of £12,000 from ticket sales.
- Grants: Identify grant-awarding bodies and individuals who align with our values and who wish to see a successful Festival in Malvern. This year, the appointment of a wider and more diverse planning group provides opportunities to search more widely for supporting grant funding and doing so, especially in relation to the website, is an in-year priority.
- Sponsorship: We will seek partnerships with corporate sponsors and organisations aligned with the festival's ethos and offer various sponsorship packages with benefits such as branding opportunities, and exhibition spaces, which will generate exhibitor fees.
- A sub-theme within our sponsorship work is to engage with and empower local community groups and organisations (including schools) to showcase their products, services, or initiatives (aligned with the Festival's theme) through exhibition stands. In this way sponsorship will not only raise some supporting income for the Festival but will also contribute significantly in enhancing social value within Malvern.
- Merchandising: We will seek opportunities to develop and sell festival merchandise. Any merchandising retained will reflect the Festival's values in terms of sustainability. We will seek to learn from the experience of other local events in developing a merchandising offer.

	Now (year end 31/10/2022)	Previous year (year end 31/10/2021)
Annual income (EngageMalvern)	£12008	£16463
Annual expenditure	£12214	£15243
Surplus/loss for the year	-£205	£1220
Savings/reserves	£1248	£1454
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:	089299	

Account number:	65863800
Account name:	EngageMalvern
6. Supporting information to be included	
Latest available statement of accounts	✓
A copy of your organisation's aims and objectives (<i>Malvern Festival of Ideas Values and Objectives</i>)	✓
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:	Andrew Webb
Signature	
Date:	10/09/2023

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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**MALVERN TOWN COUNCIL
SMALL GRANTS MARKING CRITERIA**

Name of organisation:	The Elgar Chorale of Worcester
Amount Requested:	£500
Purpose of Grant:	One-off concert in Great Malvern Priory
Time of Grant Application:	September 2023

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			6	16	
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.				22	

**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:	The Elgar Chorale of Worcester
Address:	3 Beacon Grange, Malvern WR14 3EU
Nature of organisation:	Chamber Choir
VAT registration number (if applicable):	
Date organisation established:	1980/81
2. Contact details	
Contact name:	William Jaundrill
Position within organisation:	Publicity and Marketing Officer
Correspondence address:	3 Beacon Grange Malvern WR14 3EU
Daytime telephone:	01684 667800
Email address:	william.jaundrill@btinternet.com
3. About your application	
Amount requested: up to £500	

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

The Elgar Chorale will be promoting a joint concert in Great Malvern Priory with the choirs of the Priory itself. The purpose of the concert is to raise a significant amount of money to go towards new choir robes for the Priory choirs.

By applying for the small grant we hope to maximise the contribution to the Priory choirs via ticket sales and donations by covering most of the costs.

Please note that this is a one off event and the grant is going towards the cost putting on the concert not to fund the Priory itself (see section 4)

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

Great Malvern Priory and its choirs form a significant part of the fabric of the town not only for the residents themselves but as an important contribution to the tourist industry of the town.

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 Elgar Chorale is a registered charity and part of our mission is to support local and national organisations. The Chorale will make no profit from promoting and performing the concert and (after costs) the ticket revenue will be donated to the Priory choirs. To raise the profile of the concert the Mayor of Malvern has kindly agreed to be in attendance.

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

No

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

The concert will be on Saturday 14th October

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

The music is being hired, the rehearsals begin on 6th September; The Priory venue has the date booked and will put in place requirements for the evening including custos; advertising (flyers, posters, two locally placed banners, circulation of local music groups and choirs, website entries etc) will begin shortly. The organist is booked.

4. Financial information

Total cost of your project:	Conductor 250; Organist 270; Music hire/printing 90; Publicity 160; Total £770
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What funding has been secured to date and from where?
The concert is a fundraising event so the ticket sales and any donations on the evening is the full income.

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?

Money from the tickets sales will cover any costs (above) over the grant received.

I have attached the finances for the season 2020 -21 to give an idea of income and expenditure for the Chorale. The 2021-22 accounts are very similar.

	Now	Previous year
Annual income	£14532.16	£ approx. same
Annual expenditure	£15375.49	£ approx. same
Surplus/loss for the year	£843.33	£ approx. same
Savings/reserves	£8193.33	£10,000 approx

5. Bank details

Does your organisation have its own bank account and manage its own funds?		<input checked="" type="radio"/> Yes	
Sort code:	30-99-90 Lloyd's Bank		
Account number:	02605894		
Account name:	The Elgar Chorale of Worcester		

6. Supporting information to be included		Attached
Latest available statement of accounts		✓
<p>A copy of your organisation's aims and objectives</p> <p>To promote, improve, develop and maintain public education in and appreciation of the art and science of choral music in all its aspects by the presentation of public concerts and recitals and in such other ways as the Chorale may from time to time decide. (2) To assist and further such charitable institutions and charitable purposes as the committee shall from time to time determine.</p> <p>Charity commission number 1147273 https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/5025940/charity-overview</p>		✓
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:	William Jaundrill	
Signature		
Date:	21 August 2023	

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:	Zest for Life Conversation and Laughter
Amount Requested:	£487.86
Purpose of Grant:	Panini machine for community lunches
Time of Grant Application:	September 2023

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	6	12	
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:	ZEST FOR LIFE CONVERSATION AND LAUGHTER
Address:	89 Poolbrook Road, Malvern WR14 3JW
Nature of organisation:	Loneliness alleviation – Bereavement – Community Brunch Club
VAT registration number (if applicable):	
Date organisation established:	9 th July 2014
2. Contact details	
Contact name:	Martin Lawrence
Position within organisation:	Founder and Chairman
Correspondence address:	89 Poolbrook Road, Malvern, Worcester WR14 3JW
Daytime telephone:	07505053175
Email address:	Martinlawrence4chosa@gmail.com
3. About your application	
Amount requested:	£487.86

Briefly outline the reason for your application and how the amount requested will be spent: We have been running Zest4Life Conversation & Laughter since 2014, hiring the Octagon Centre in Brook Farm Drive for our Wednesday morning community lunches and have won paper awards for 'IMPROVING LIVES' from MHDC. We now wish to expand our food offering to cater for different user tastes and attract a wider range of regulars, particularly parents and their children, using a panini machine.

Buffalo Double Ribbed Top Contact Grill

[Buffalo Brass Brush](#)

[Panini Paper 330 x 270mm](#)

(Pack of 100)

Buying all 3 together for £487.86 including VAT

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

In addition to complimenting the food on offer for our existing beneficiaries

we can reach out to a wider audience, particularly young parents with children and Ukrainian refugees needing Malvern community support, continuing our NOT FOR PROFIT 100% voluntary services; there are so many that struggle to afford food due to the cost-of-living crisis and food poverty, we have recently partnered with Platform Housing to provide Pizza and Coffee for free to their residents.

Since we were established in 2014 we have collected supermarket food surpluses and doorstep delivered food parcels throughout Malvern

How many residents of Malvern Town will benefit?

This can only be an estimate, we initially aim to cater for about 40 at our static Wednesday event and be prepared for many more should the need arise

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 Panini Maker will allow us to provide a wrapped package that people can take away or eat at our Wednesday gathering and enjoy conversation and laughter, either way this will save on the washing up that has to be done by volunteers (without a dishwasher as the Octagon Centre does not have one of these), the kitchen is very small however we have managed now for 9 years.

Hiring the Octagon Centre costs us £60 every Wednesday, however there is nothing else available to us in Malvern.

We constantly consider the dietary preferences, allergens and needs of our regulars, from Gluten free to vegetarian consumables.

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

I seem to remember that we had about £250 in about 2025 for a dry baine marie

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

What arrangements are in place for the delivery and management of this project?
All that we need is the funding, we will immediately purchase the apparatus from Nisbets

4. Financial information

Total cost of your project:	£487.86
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What funding has been secured to date and from where? The Panini project is a new planned offering, Zest4Life Conversation and Laughter has been running since 2014, we simply wish to expand our offering so that many more Malvern residents can benefit.

Please see below statement of transactions for the last 12 months.

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?

There are no other funds still to be secured.

Income fluctuates when regulars have died or gone into residential care

Expenditure has risen due to the energy crisis and food price inflation

	Now	Previous year
Annual income	£6240	£6760
Annual expenditure	£6760	£5620
Surplus/loss for the year	£520	£1040
Savings/reserves	£340.99	£240

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
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Sort code:	09-01-29
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Account number:	15660934
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Account name:	ZEST FOR LIFE CONVERSATION AND LAUGHTER (BUSINESS CURRENT ACCOUNT)
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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:	Martin Lawrence	
Signature	Martin Lawrence	
Date:	08/08/2023	

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 4 October at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

LARGE GRANTS SCHEME – 1ST ROUND 2023/24

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 six qualifying requests for funding that can be assessed under the large grants scheme:
- A. What Makes You Different Makes You Beautiful - £1,960
 - B. Malvern Men's Shed - £1,800
 - C. Malvern Theatre Players – £2,390
 - D. Malvern Rugby and Football Club - £2,500
 - E. Jacks Place Care CIC - £2,500
 - F. Perfect Circle Theatre Group – £2,240
- 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 has also taken 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.
- 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.

What Makes You Different Makes You Beautiful

- 3.6. This application has scored 41 out of 45 points and is to support a family Christmas trip to Drayton Manor. A constitution, trustees report and financial statements and organisational chart has been submitted, with 52 Malvern residents benefitting from this project. Town Council funding would be used to cover the total project cost.

Malvern Men's Shed

- 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 2023-24, but 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 upgrade a dust extraction system, purchase a new table saw and to acquire a pyrography kit. 52 local residents would benefit from these purchases, and a small donation has already been received towards the cost of this project.

Councillors are asked to note that Community Action currently receive a monthly community support grant for accommodation from the Town Council. This large grant application is specifically for Malvern Men's Shed who are managed by Community Action.

Malvern Theatre Players

- 3.8. Scoring 39 points, this grant application is to support the Community Access Theatre Scheme and to provide free tickets to the Malvern Theatre Player's production of The Secret Garden as well as to two Christmas shows, one for disadvantaged children and one dementia friendly show. The grant will provide 245 free tickets and with all financial and constitutional information provided, some marks have been deducted as the free ticket scheme is a similar initiative to the Wind in the Willows scheme for which a grant was awarded in March 2022.

Malvern Rugby and Football Club

- 3.9. This application has been awarded 40 out of 45 points and is for the replacement of 70 broken slabs around the clubhouse. The grant form has been fully completed with a constitution, committee structure and annual report with accounts all submitted. A large number of club supporters and youth team parents are stated as benefitting from this grant, although the number of Malvern residents is not stated. This project is part of a wider scheme to extend a memorial garden and to purchase a gazebo to provide outside shelter.

Jacks Place Care CIC

- 3.10. After evaluation by officers, this application has received 35 out of 45. The grant is for the refurbishment, renovation and redecoration of the group's clients cabin room at Berrow, so that the service users and frequent visitors can enjoy and this space as a functioning day care centre. The grant form has been fully completed with all relevant information supplied, however a low mark has been given for the demonstration of significant benefit to Malvern Town Residents. The reason for this is that this centre is located in Berrow, outside of the town area and currently only 50 residents of Malvern Town will benefit, albeit the application does indicate that this should increase in the future.

Perfect Circle Theatre

- 3.11. Perfect Circle Theatre have scored 32 points for their grant application. This theatre group take part in an annual theatre connections project and this grant is for a one-off additional and complementary project to add ideas to their rehearsal and performance process. A Memorandum of Articles, unaudited accounts and outline of future plans have been submitted, however lower points have been awarded in respect of it being a one-off cost and new initiative. This is a one-off project as an addition to a yearly event and some of the costs being claimed are running costs, although these are related to the additional, one-off project.
- 3.12. There were two applications for large grants that were not progressed through to consideration by committee as follows.
- i) One church organisation applied for a grant that was connected to buildings and property, which does not comply with scheme rules.
 - ii) One organisation applied for a grant towards unspecified running costs. Officers have advised this organisation that running costs are not permitted by the scheme and it has been suggested that an application could be submitted when the next grant window opens.

4. Financial Implications

- 4.1. The Council has set aside a total of £10,000 in its 2023/24 budget, for the payment of large grants.
- 4.2. Six large grant applications have been received this year with a requested amount of £13,390. This is above the budget allocation for the entire financial year, with another grant application window due in February / March 2024.
- 4.3. Members are asked to critically assess all six 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 £10,000, 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:	What Makes you Different Makes You Beautiful
Amount Requested:	£1,960
Purpose of Grant:	Support for Drayton Manor Family Christmas Trip
Time of Grant Application:	September 2023

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				16	25
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.				41	

**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.

1. About your organisation	
Name of organisation:	What Makes You Different Makes You Beautiful
Address:	WHAT MAKES YOU DIFFERENT MAKES YOU BEAUTIFUL. Charity Number: 1166959 The Old Forge Cowleigh Road Malvern WR14 1QD
Nature of organisation and charity registration number (if applicable):	1166959
VAT registration number (if applicable):	
Date organisation established:	2013
2. Contact details	
Contact name:	Mrs Kimberley Philpotts
Position within organisation:	Trustee
Address for correspondence:	103 Leigh Sinton road Malvern Worcestershire WR14 1JP
Daytime telephone:	07796528026
Email address:	kim@wmydmyb.co.uk

3. About your application

Amount requested (if above £2,500 please state specific reason for this)	£1960 Wellbeing Group Family Trip Coach Hire: £920 (52 Persons) Drayton Manor Christmas Trip reduced tickets £1,040 (52 persons)
Briefly outline the reason for your application and how the amount requested will be spent:	Family trip this Christmas
How will the grant benefit Malvern Town residents/the Malvern Town community?	Children who attend our charity are those with disabilities and additional needs. The sessions that we hold are vital to the community and help provide a service to reduce isolation, The families we work with are disadvantaged and like them to experience sessions like any other neurotypical child.
How many residents of Malvern Town will benefit?	52 people
Have you received any grant funding from the Council in previous years and if so, please detail:	Yes 2021
What is the planned delivery date for the project/activity?	As soon as we receive the funds, we would love to get this project underway.
What arrangements are in place for the delivery and management of this project?	Hub coordinator
Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?	Yes -

4. Financial information

Total cost of your project:	£1960
What funding has been secured to date and from where?	0
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?	Single project – volunteers will run the trip

	Now	Previous year
Annual income	£128,700	£177.52k
Annual expenditure	£143,453	£136.35k
Surplus/loss for the year	£	£
Savings/reserves	£10,000	£10,000
5. Bank details		
Does your organisation have its own bank account and manage its own funds?	Yes	No
Sort code:	40-31-09	
Account number:	61888323	
Account name:	WMYDMYB	
6. Supporting information to be included ✓		
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.	/	
Supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town.	/	
A business plan or other similar document showing future plans for the organisation.	/	

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:	Kimberley Philpotts
Signature:	K PHILPOTTS
Date:	10.09.2023

For more information or to submit your application, please contact Deborah Powell on 01684 566667 or dpowell@malvern-tc.org.uk

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What Makes You Different Makes You Beautiful (WMYDMYB) is a special needs charity supporting families throughout Malvern, Worcestershire and neighbouring counties.

As a parent of a child who was born with a brain injury, I established WMYDMYB Charity in 2013 to help other local families struggling with a child with a disability. I run the charity alongside my role as an Advanced Nurse Practitioner and Clinical lead.

The need we are addressing: The charity helps families with children from birth to 25 years offering holistic support to all family members. We are unique in that we are the **only** charity in Worcestershire to provide a dedicated Family Support Centre, in tandem with a wide range of groups and activities.

The children and young people we support have a range of disabilities including autistic spectrum disorder, ADHD, downs syndrome, learning difficulties, cerebral palsy, global development delay or other neuro-developmental conditions.

Our services meet an identified gap in provision and offer a lifeline for families raising a child with special education needs and disabilities (SEND). Our overarching aim is to see children with disabilities accepted within their community. **Your support would be invaluable in introducing more local families to the proven benefits of our work.**

Our Services: Our Support Centre, based in Malvern, offers a safe environment for families to seek advice and support and engage children in activities. It represents a place where families can take 'time out', recharge and have a break – allowing beneficiaries to open up about concerns. This is so important for their mental health and wellbeing.

Our services are wide ranging and include family stay & plays, coffee mornings, toddler sessions and sensory play, a youth club, siblings clubs and drop-off sessions. We also host family trips out to overcome isolation and its negative effects. Families can share fun and enriching activities. These experiences have helped to create a small community which provides emotional peer-to-peer support.

We have just launched a new service for adults aged 18-25 with an EHCP (Education, Health and Care Plan). The programme of activities is led by the young adults and designed to develop friendships, life skills, but most of all to have fun. The sessions are a combination of centre-based activities, cooking, themed evenings and off-site outings.

Demand for our services has heavily increased year-on-year. Last year over 6,800 calls were received to the charity and we had 688 referrals. We provided direct support to 980 SEND children and supported 40 siblings.

As we are a small staff team of just three part-time staff and four active volunteers, we have been forced to introduce a tiering system of charity membership since the start of this year to ensure that those families with the highest level of need in the area are prioritised. Families pay a small contribution of between £5 per child per annum.

Every quarter we review what we have on offer, consult with beneficiaries about what they want and find most beneficial, so that we are always responsive to their needs.

A recent addition to our services, is the introduction of a monthly Well-being Hub session where parents of children with additional needs and disabilities can have a safe and open environment

to offload their struggles and seek help and support from our clinical lead. Topics of discussion are completely parent-led and wide ranging *"My child self-harms, I need help and support around this"; "I want to make sure my SEND child has a positive high school transition?" "How do I start the process of a parental request for an EHCP?"*

These sessions allow parents to meet and talk to others in a similar situation, as well as receive clinical advice based on experience and knowledge in the process.

We also provide practical support to families including food donations in the community (especially at Christmas) and a loaning library of books and specialist sensory equipment.

The Difference we Make: Through our Support Centre and programme of groups and activities, we help children and young people to: • Gain in confidence and improve their self-esteem • Feel less isolated • Be happy • Learn how to regulate their emotions • Learn new skills • Increase independence.

Our work enables parents/carers to:

- Learn ways to help support their child/ren
- Access peer support and develop new and lasting friendships
- Claim benefits/grants they are entitled to.

**MALVERN TOWN COUNCIL
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	Malvern Men's Shed
Amount Requested:	£1,800
Purpose of Grant:	Upgrading of equipment
Time of Grant Application:	September 2023

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		
Address:	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>Malvern Men's Shed (M.M.S.)</u> 4, Newtown Road Malvern, WR14 1NZ Worcestershire </td> <td style="width: 50%; vertical-align: top;"> <u>Ring fencing Fund Holder (C.A.)</u> Community Action 28-30 Belle Vue Terrace Malvern, WR14 1PZ </td> </tr> </table>	<u>Malvern Men's Shed (M.M.S.)</u> 4, Newtown Road Malvern, WR14 1NZ Worcestershire	<u>Ring fencing Fund Holder (C.A.)</u> Community Action 28-30 Belle Vue Terrace Malvern, WR14 1PZ
<u>Malvern Men's Shed (M.M.S.)</u> 4, Newtown Road Malvern, WR14 1NZ Worcestershire	<u>Ring fencing Fund Holder (C.A.)</u> Community Action 28-30 Belle Vue Terrace Malvern, WR14 1PZ		
Nature of organisation:	The men's sheds initiative brings together people of all ages who want to share and learn new skills in a relaxed and friendly environment under the umbrella of the U.K. Men's Shed Association. 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.) Kate Walton		
Position within organisation:	Chief Officer		
Correspondence address:	Community Action 28-30 Belle Vue Terrace Malvern, WR14 1PZ		
Daytime telephone:	01684 892381		
Email address:	katew@communityaction.org.uk		

3. About your application

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

£1,800.00

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

The application is to upgrade equipment to ensure the health and safety of volunteers and members and to provide and for a kit to increase the creative skills of members.

1) Dust Extraction - the application is to support the growth of the Malvern Men's Shed by upgrading the dust extraction equipment to maintain and improve air quality standards in the premises to meet health and safety requirements for anyone attending the group. The grant would be spent on additional specialist dust extraction unit and ancillary fittings and equipment for the existing machinery.

2) Table Saw – the table saw we have at present is an old worn one which was given to Malvern Men's Shed when it was set up three years ago. It is heavy and not very manoeuvrable and as such is not used very often. Also, the guards and part of the operating equipment are worn (although safe), at present. A new table saw would be lighter and more manoeuvrable.

3) Pyrography Kit – after one of our Lead Shedders brought his own Pyrography kit to the Shed, some of the Ladies became interested and produced excellent work. Our own kit would enable the opportunity for more users. Completed items would probably sell well at Community Action events.

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

The grant will improve the facilities available at the Men's Shed, ensuring that residents interested in the project are welcomed into a safer and healthier environment. Since opening in 2020, the Malvern Men's Shed has also supported a number of local groups who all contribute to the essential fabric of the Malvern community and its residents. Specific examples include:-

- Construction of 25 Bug Houses for Malvern Town Council which were given to Malvern Schools and Parks.
- Repair of chairs, tables and benches, and sharpening tools for local residents.
- Working with Ecowarriors at Malvern Cube, giving them a workshop on making telescopes.
- Supporting local craft fairs and other events, selling seasonal handmade wooden items to raise funds for the project

With more efficient dust extraction and a better bench saw, we will be able to increase the number of open sessions and help our Clients and other Malvern Town residents.

How many residents of Malvern Town will benefit?

Attendance is limited to registered users who have steadily increased to 52 (including 8 Ladies).

Registration is open to all residents, but session attendance numbers are restricted by the capacity of the premises, so our aim is to increase the number of sessions available.

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:

Malvern Men's Shed is a place to pursue practical interests at leisure, to practise skills and enjoy making and mending. Whilst these are often solitary pursuits for men, the project offers an alternative scenario, following the principles of the wider Men' Shed movement by encouraging social connections and friendship-building, sharing skills and knowledge.

By accident rather than design, woodworking has become the main practical activity within the project and as a result, generates a significant amount of waste product within the relatively small space which can impact the air quality. The additional dust extraction which the grant would cover will have a positive impact on the overall risk assessment for the project, by improving both the general atmosphere and environmental safety of the premises. These are critical factors when we consider scheduling more sessions to meet local demand. We are constrained by the capacity of the Men's Shed but maximising its use without compromising the mental or physical health of service users provides great development opportunities to secure the sustainability of the project.

The project has already received positive feedback, illustrating that individuals grow in confidence and independence through their attendance as well as giving spouses or carers a break, which is an added benefit. The grant will enhance an invaluable outlet for residents to meet and socialise in a non-threatening space where they may 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 - No

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?

A Dust Extraction equipment specialist has visited the Malvern Men's Shed and advised on equipment and maintenance; this project's total costs have been reduced by the in-kind contributions of key volunteers who will assemble, install and maintain the equipment.

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

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 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.

The table saw is to replace an existing table saw and the pyrography kit is a new initiative.

4. Financial information

Total cost of your project:	£1,912-90 Dust Extraction £1,372-96 Table Saw £399-99 Pyrography Kit £139-95
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What funding has been secured to date and from where?

£112.95 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 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 payments 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.

	Now	Previous year
Annual income	£165,556	£151,622
Annual expenditure	£178,714	£159,845
Surplus/loss for the year	£(13,158)	£(8,223)
Savings/reserves	£187,968	£201,126

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
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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.		<input type="checkbox"/> Yes
A list of those involved in running the organisation, including trustees if appropriate.		<input type="checkbox"/> Yes
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"/> Yes
A recent bank statement in the name of the organisation.		<input type="checkbox"/> Yes
A business plan or other similar document showing future plans for the organisation.		<input type="checkbox"/> Yes

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:	Kate Walton
Signature	
Date:	6th September 2023

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 Theatre Players
Amount Requested:	£2,390
Purpose of Grant:	Community Access Theatre Scheme to provide fund free admission to shows
Time of Grant Application:	September 2023

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	4	30
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.				39	

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 THEATRE PLAYERS
Address:	THE COACH HOUSE THEATRE, GRANGE ROAD< MALVERN< WORCS WR14 3HA
Nature of organisation:	Community Theatre Company
Charity registration number (if applicable):	
VAT registration number (if applicable):	
Date organisation established:	1977
2. Contact details	
Contact name:	CHRIS BASSETT
Position within organisation:	COMPANY MANAGER
Correspondence address:	THEATRE HOUSE, GRANGE ROAD, MALVERN, WORCS WR14 3HA
Daytime telephone:	01684 569011 / 07768 235574
Email address:	chrisb_mtp@yahoo.co.uk

3. About your application

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

£2390

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

Community Access Theatre (CAT) Scheme

1. It is understood that there are a number of Malvern residents who do not attend their local theatre for reasons of subject suitability, environment or cost. These include people suffering from dementia or other mental illness, looked-after children and users of the food bank.

2. Following the success of the recent production of *The Wind in the Willows*, which was funded by Malvern Town Council to provide free tickets for children, it is proposed to extend a similar offering to fund free admission to :-

2.1 the Malvern Theatre Players summer production of *The Secret Garden* in Priory Park for under 14s

2.2 a Christmas show for disadvantaged children at the Coach House Theatre

2.3 a dementia – friendly Christmas show (in collaboration with Friends of the Elderly) at the Coach House Theatre

3. Cost -

3.1 <i>The Secret Garden</i> - 140 tickets @ £10	£1400-00
3.2 Christmas show(s) for children – 65 @ £8	£ 520-00
3.3 Christmas show – dementia friendly – 40 @ £8	£ 320-00
3.4 Publicity for Christmas shows	£ 150-00
TOTAL	<u>£2390-00</u>

4. Implementation

4.1 Tickets for *The Secret Garden* will be booked through Malvern Theatres box office. All under 14s will be given free tickets with attendance of over 140 funded by other donors and / or Malvern Theatre Players.

4.2 Tickets for the Christmas show(s) for children and carers will be provided direct to the organisations concerned, following targeted publicity.

4.3 Tickets for the dementia – friendly Christmas performance will be distributed through the organisations concerned. The maximum seating capacity, not including carers, will be limited to 40.

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

The proposed CAT Scheme will make a theatre experience available to disadvantaged people who cannot afford to attend shows at other venues.

How many residents of Malvern Town will benefit?

UP TO 250

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:

It is clear that a significant number of Malvern residents do not have the opportunity to attend theatre performances locally. The Malvern Theatre Players, who are resident at the Coach House Theatre, are able to make available performances of shows designed to appeal to young people and those affected by dementia at cost price.

The Christmas shows will be presented by a professional company and "Secret Garden" in Priory Park will be performed by Malvern Theatre Players.

The Malvern Theatre Players will benefit from the broadening of their audience base and the experience that this will bring to their skills.

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

Yes. 2022 deferred to 2023. For free tickets to under 14s attending performances of "The Wind in the Willows" in Priory Park - £1400

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

Christmas shows – December 2023

"The Secret Garden" - July 2024

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

Christmas shows, to be arranged through theatre company Phoenix Collective,
"The Secret Garden" will be staged by agreement with Malvern Hills District Council
All events will be sold through Malvern Theatres box office
Publicity and marketing will acknowledge will funders and donors

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

The overall CAT Scheme is new but builds on initiatives that have been pursued since the Covid emergency to bring audiences back to community theatre.

4. Financial information

Total cost of your project:	£2390
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What funding has been secured to date and from where?

Malvern Theatre Players and Friends of the Coach House Theatre will underwrite the project and will seek additional funding as 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?

No additional funding will be required as Malvern Theatre Players will provide the production of "The Secret Garden" and the Friends of the Coach House Theatre will underwrite any losses on the Christmas shows.

	Now	Previous year
Annual income	£10807	£10851
Annual expenditure	£10489	£10885
Surplus/loss for the year	£318	£ -34
Reserves - £15000 set aside to fund possible restoration at termination of lease next year of small industrial workshop / storage unit rented from MHDC	££1500	£
5. Bank details		
Does your organisation have its own bank account and manage its own funds?	Lloyds Bank, Malvern <input checked="" type="radio"/> Yes	<input type="radio"/> No
Sort code:	30 90 91	
Account number:	72182468	
Account name:	Malvern Theatre Players	
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:	C J BASSETT
Signature	
Date:	06 September 2023

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 Rugby and Football Club
Amount Requested:	£2,500
Purpose of Grant:	Replacement of broken slabs as part of renovation of external space.
Time of Grant Application:	September 2023

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				20	20
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.				40	

**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 Rugby and Football Club
Address:	The Clubhouse, Spring Ln, Malvern WR14 1AJ
Nature of organisation:	Community rugby club
Charity registration number (if applicable):	CH2845
VAT registration number (if applicable):	276 5442 36
Date organisation established:	1934
2. Contact details	
Contact name:	Mark Johnson
Position within organisation:	Treasurer and Commercial Lead
Correspondence address:	Malvern Rugby and Football Club, The Clubhouse, Spring Ln, Malvern WR14 1AJ
Daytime telephone:	+44 (0)7495 616790
Email address:	treasurer@malvernrfc.co.uk

3. About your application

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

£2,500

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

The grant will be used as part of the renovation of our outside space. These monies will be used to replace broken slabs. Further fundraising will enable us to erect a gazebo to act as a shelter and extend our Memorial Garden to extend the hard standing for supporter, parents, carers and players.

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

A number of slabs that is used as hard standing by supporters, players, parents and carers are broken and therefore need replacing as now are creating a trip hazard. These improvements will improve the safety of those attending the club.

How many residents of Malvern Town will benefit?

On Senior men's match days, the 1st team at home will have approx. 200 supporters, a 2nd team 100 and on double home games where both teams are at home averaging 300 supporters.

Youth Training Tuesday Wednesday & Thursday 100 kids & parents. Sunday morning training 250 -300 parents and kids. Sunday Match days 350 - 400 parents and kids. Youth End of Season day approx. 800 as we host touring sides.

We host many community groups who use our outdoor space to include the University of the 3rd Age and Malvern Joggers.

The clubhouse is also rented out throughout the week and Summer months to member's of the community for private hire, to support the running costs of the Club and our Hardship fund.

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:

Malvern Rugby and Football Club is a volunteer-led and predominantly volunteer run community rugby club that delivers rugby for Malvern Town residents and surrounding area. We have teams from Youth, starting aged 3, to our Veterans' 3rds team, Malvern Legends, hosting weekly matches and multiple training sessions throughout the season for both Contact and Touch rugby. We have a growing Youth Girls team and Ladies touch team with circa 50 females regularly playing at the Club. We run a Mixed Ability team for those with disabilities to engage in the sport. We regularly have over 1000 local people attending the club, per week, to train, play or support rugby in our community or to use the clubhouse as a community facility, such as hosting the monthly blood donation centre.

We fundraise throughout the year to support the club's running costs to keep our player's subs as low as possible and to provide a Hardship Fund to enable anyone to play rugby, regardless of their financial situation.

The patio surrounding two sides of the clubhouse has been laid since the clubhouse was built in 1974. Several slabs have now broken creating trip hazards. We intend to replace the whole patio when further fundraising allows but, in the meantime, will prioritise replacing these trip hazards.

We've installed, due to a donation from a Malvern business, an outdoor screen which with the gazebo will enable the grounds to be used as a Forest School for local schools lacking outdoor space. We have begun conversations with our County Councillor, Cllr Karen Hanks, to facilitate this initiative.

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

July 2018 - £2,000 to help towards the costs for the Under 14 Malvern Rugby Club team to take up the invitation to visit the rugby club in Malvern's twin town in Bagnères-de-Bigorre in April 2019.

What is the planned delivery date for the project/activity?
As soon as monies are received and the local building firm has availability.

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

Although part of a wider project to include a gazebo for shelter and an extension of the Memorial Garden, we will prioritise the replacement of the broken slabs due to safety concerns.

The project will be overseen by the Club's Executives and led by our Treasurer and Commercial Lead, Mark Johnson;

- Mr John Holden (Chairman)
- Mr Kevin Purcell (Secretary)
- Mr Mark Johnson (Treasurer)

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

New initiative

4. Financial information

Total cost of your project: £2533.11

What funding has been secured to date and from where?

The £33.11 will be taken from the Club's reserves if this grant is received prior to the fundraising lunch in November to enable us to complete this phase of the project as soon as possible.

As part of the wider project, we have received a private donation of £1,000 towards the extension of the memorial garden, we are in the process of receiving £3,500 from Cllr Karen Hank's discretionary fund for the gazebo and are hosting a fundraising lunch in November that will raise the remaining funds needed to complete the Memorial Garden extension circa £2000.

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?

We can complete the replacement of the paving slabs as soon as the grant is received. However, to complete the memorial garden extension we will further fundraise;

Memorial lunch (4th November) 80 x £15/head (out of £25 ticket price) = £1200 + Raffle / Sweepstake = £2,000

To complete the renovation project.

	Now April 23/24	Previous year 22/23
Annual income	£	£168,000
Annual expenditure	£	£200,000
Surplus/loss for the year	£	£-43,000 (with depreciation)
Savings/reserves	£	£58,261.11

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:	40-31-09		
Account number:	61658700		
Account name:	Malvern Rugby and Football Club		
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. WITHIN DEVELOPMENT PLAN.			✓
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:	Mark Johnson
Signature	
Date:	10/09/23

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:	Jacks Place Care CIC
Amount Requested:	£2,500
Purpose of Grant:	Refurbishment and redecoration of client's cabin room in Berrow.
Time of Grant Application:	September 2023

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		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:	Jacks Place Care CIC
Address:	Jacks Place Care CIC Tewkesbury Road Berrow Malvern, WR13 6AT
Nature of organisation:	<ul style="list-style-type: none"> • Jacks Place Care CIC is a Day Care Centre for adults with learning disabilities / mental health issues in Berrow, Malvern. We are based out on a beautiful farm in the Countryside. • We offer a bespoke indoor and outdoor based 'care therapy' service where clients can be away from home and engage in a range of social and recreational pursuits including creative activities, sports and physical activities, horticultural activities, gardening, cooking, feeding and looking after the animals and maintenance of the farm. We are always adding new activities and have recently engaged a visual artist to undertake more meaningful creative activities. • We promote social interaction, including opportunities for meetings between people who might not otherwise come into contact with each other – we enable and support healthy lifestyles through the provision of safe and accessible green infrastructure and we offer a range of creative and physical activities – a need that is not currently being met elsewhere –since the closure of the Cube in Malvern following covid. • We help to maintain a high quality of life for residents, some of whom have limited access to alternative facilities further afield. • We provide a sustainable form of transport with our minibus service which picks clients up from their homes within the District each morning and drops them back each afternoon – so not reliant on individual journeys by private car. • We do not have a website yet (in discussions with a web designer but we do have a Facebook page which is here Jacks Place Care Ltd Facebook)

Charity registration number (if applicable):		CIC registered 7 th July 2023. Company number is 9203416
VAT registration number (if applicable):		Not VAT registered
Date organisation established:	Jacks Place Care Ltd was established in 2008, but only became a CIC on 7 th July 2023	
2. Contact details		
Contact name:	Hannah James	
Position within organisation:	Managing Director	
Correspondence address:	Jacks Place Care Tewkesbury Road Berrow WR13 6AT	
Daytime telephone:	07793 940812	
Email address:	jacksplace@live.com	

3. About your application

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

£2,500

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

Following the Covid pandemic and new clients coming on board, we needed to accommodate a bigger group, therefore needed to move to a larger premises. We therefore moved to an empty field in October 2022 and have spent the last 10 months undertaking a huge project to turn this field into a functioning day centre.

We need to urgently refurbish, renovate and redecorate our clients cabin room so that our service users and frequent visitors (we have regular visits from Cllr Jenny Watkins, St Richard's Hospice, Linda Price, community builder, social workers and care workers as well as our clients and their families) as well as volunteers (who we hope to engage in the New Year) can also enjoy and use our space. We need:

- Fire regulation sofas and seating
- Handrails purchased and fitted for our disabled clients and visitors
- A new toilet purchased and fitted (disabled)
- A new sink purchased and fitted (accessible)
- Safety feature taps purchased and fitted
- Funding towards the refreshments we provide for all our visitors (tea, coffee, milk, sugar, juice)

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

We have x 18 regular clients who attend daily (between 9.30 and 4.30) Monday - Friday, 6 of whom live in Malvern.

We offer the only day care service in the area since the Cube in Malvern ceased their day care service following covid and we address some of the issues and barriers associated with being in a rural area – limited access to services, lack of infrastructure (internet connectivity and lack of transport), isolation and loneliness, fuel poverty, limited access to entertainment and cultural activities.

We also host free visits to elderly clients with dementia from Regents House Care home who love the freedom of our outdoor space and the feedback and impact on their residents and our clients has been so positive that we are receiving requests from other NH and RH homes to visit for therapy days. Please see a recent email from Regents House following their visit:

Dear Hannah

I just wanted to email you regarding Jack's Place.

Jack's Place is a place where people who can live with additional needs can be themselves in a serene environment surrounded by animals that offer no judgement but enhance the tranquillity of the place allowing opportunities for people to pet the animals which also induces calm.

Jack's Place is a place our residents who live with a dementia enjoy visiting and we were so impressed with the welcoming, calming environment.

Jack's Place is a little oasis that allows the best things to happen for people who live with additional needs

Kind regards

Activities coordinator Regent

Once the current building work we are undertaking has ceased, we will be offering and organising more therapy days to Malvern nursing and residential homes. We have an 18 seater community bus that we can transport them on, if they are unable to use their own transport and we are currently in discussions with Councillor Jenny Watkins on how our community bus and Jacks Place can be used to serve and help more Malvern residents.

Our vision for the future is growth and to collaborate with as many people and groups as possible – more nursing and residential homes, other Learning Disability day centres and groups, school children and children in looked after care, those isolated or struggling with loneliness or obesity, people with mental health issues and depression, adults with dementia and their families – we wish to become more of a well being centre and to provide yoga, Pilates, exercise classes, arts and crafts and horticultural therapy activities.. the list is endless!

We know the meaningful activities we offer, our beautiful space, our trained staff and our engaging clients can benefit the health and wellbeing of the Malvern Town community – we wish to foster a sense of more understanding, unity and build a stronger and more connected community.

How many residents of Malvern Town will benefit?

50

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:

This grant holds immense potential for positive change for both our organisation and the residents of Malvern. This funding would not only strengthen our day service offer and well being for our clients, residents and visitors but also enhance the quality of our service.

We are going through a huge period of transformation and change and this funding would enable us to expand our reach and scope, empowering our infrastructure in the following ways:

Community Development – the grant would enable us to create a comfortable space aimed at community development and social interaction. Worcestershire's Learning Disability Strategy sets out the key priorities for learning disability services in the county. These include 'Living Well' which is about making sure people can have and keep good relationships, and making sure that people have worthwhile things to do in the daytime, evenings and weekends and can contribute to their communities. Jacks Place realises the aims and objective of this strategy. We promote opportunities for meetings between people who might not otherwise come into contact with each other, along with enabling and supporting healthy lifestyles.

Health and wellness and improve quality of life – the grant will help us support our clients health and wellbeing. We offer a range of creative and physical activities – a need that is not currently being met elsewhere – we help to maintain a high quality of life for residents, some of whom have limited access to alternative facilities further afield.

Cultural enrichment – Malvern Town boasts a rich tapestry of culture – this grant would promote more cultural understanding and help break down social and economic barriers – helping our communities to have purposeful days, being healthy (body and mind) being safe, working together, supporting each other, enabling good lives – all of these are key elements in the new Learning Disability strategy 2023 - 2028.

Environment, ecology & sustainability – we are also committed to improving the biodiversity and landscape resource of the site. Significant new tree planting is proposed as well as planting a wildflower meadow and a local bee keeper will be locating his hives onto our land in Spring, providing an essential pollinator role and supporting the habitats on site and in the surrounding rural landscape. We provide a sustainable form of transport with our minibus service which picks clients up from their homes within the District each morning and drops them back each afternoon – so not reliant on individual journeys by private car.

We are constantly asked about **volunteering opportunities**, and this will be a priority for 2024 – we will shortly be writing a volunteering strategy as well as a marketing and communications strategy as we know we are facing a period of huge growth and our local community are so keen to get involved. This funding will provide not just our clients, staff and visitors a comfortable space – but also our volunteers.

It is also important to note that without a service such as Jacks Place (the only day care facility in the District), many of our clients would live an isolated lifestyle with limited opportunities for social interaction and outdoor recreation in nature; the health benefits of which are well documented. We currently provide an essential service to the social and physical wellbeing of the disabled community within the District and would love to grow into more of a community well being hub – that is our vision for the future!

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

No

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

31st March 2024

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

- We have a **project team and a project plan** – each of us have specific roles and responsibilities aligned with expertise.
- **Project Manager** – we have a project manager, Hannah James who is responsible for overall coordination, time management and communication between our stakeholders.
- **Timeline and milestones** – we have a project timeline with clear milestones (which is attached). This allows us to track progress and ensure the project is on schedule.
- **Communication channels** – to ensure effective communication, we have regular status update meetings, both internally and with our suppliers and other key stakeholders.
- **Risk management** – we have identified potential risks and established mitigation strategies. This helps us address any challenges that may arise during the course of the project.
- **Budget oversight** – we monitor all project costs (forecast / actuals) to ensure we stay within the allocated grant.
- **Stakeholder engagement** – we have identified key stakeholders and provide regular progress updates and opportunities for their input.
- **Quality assurance** – we are establishing a quality assurance process to ensure all project deliverables meet the established standards and expectations

- **Change management** – we are establishing a change management process to ensure we assess the impact, make informed decisions and communicate changes effectively
- **Reporting and documentation** – we are maintaining project documentation including project plans, minutes of meetings and progress reports which ensure transparency and accountability.

Our approach is designed to ensure efficient project delivery, effective communication and proactive management of any challenges that may arise.

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

This initiative is not new for our organisation. We have successfully executed the project so far and have also successfully executed a similar project in the past (at our old location). There will be ongoing benefits to this initiative.

- Sustainability – we wish to establish a legacy – this will become part of our organisations history and will demonstrate our commitment to ensuring positive impacts.
- Brand visibility – we wish to make Jacks's Place more of a brand that our communities are aware of – we wish to host events (a big launch event in the Spring) to enhance out visibility and reputation to establish us as a reliable and committed entity within our community

4. Financial information

Total cost of your project:	£5,000
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What funding has been secured to date and from where?

N/A

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?

- We have secured a portion of funds required for this project and will be writing a **fundraising strategy** that includes a mix of sources. This encompasses grants, corporate sponsorships, individual donations, fundraising events and partnerships with other organisations.
- We have recently become a CIC which enables us to apply for funding so we are actively pursuing **grant opportunities** that align with our objectives and scope of our project. We are busy preparing and applying for grant applications, highlighting the impact and importance of our work.
- **Online platforms** We will be launching Jacks Place on TikTok and Instagram in the New Year, with the aim of gaining a larger following / audience and start crowd funding

- We will be looking into more **partnership working opportunities** – our community bus is such a great asset and we would love for this to be used to help either raise funds, or bring in more residents who will enjoy our space and the activities we offer (pilates, yoga etc.)
- **Fundraising events** – our beautiful space is designed to engage the local community and stakeholders – these events will not only generate funds but also provide platforms and networking and build a sense of community around our cause.
- **Collaborative initiatives** – we are exploring opportunities to collaborate with other organisations that share our goals – joint initiatives can attract additional resources and amplify our impact.
- We are very fortunate to have the **support of local Councillors** who keep sending us information on local grants and encouraging us to apply (they advised us of this one!)

	Now	Previous year
Annual income	£159,488	£157,113
Annual expenditure	£162,921	£134,390
Surplus/loss for the year	(£3,433)	£44,075
Savings/reserves	£47,386	£50,819

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:	40 31 09		
Account number:	11896202		
Account name:	Miss Hannah James		

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

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:	Hannah James
Signature	
Date:	5th September 2023

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:	Perfect Circle Theatre Group
Amount Requested:	£2,240
Purpose of Grant:	Support for add on project to National Theatre Connections programme
Time of Grant Application:	September 2023

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	12	8	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.				32	

**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: Perfect Circle Theatre Company

Address: 50 Tennyson Drive, Malvern WR14 2TQ

Nature of organisation: Theatre and drama projects for children and young people

Charity registration number (if applicable):

VAT registration number (if applicable):

Date organisation established: 1 / 11 / 2006

2. Contact details

Contact name: Lee Farley

Position within organisation: Director

Correspondence address: as above

Daytime telephone: 7800892840

Email address: lee@perfectcircletheatre.com

3. About your application

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

£2, 240

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

Perfect Circle Youth Theatre are involved in the National Theatre Connections programme in 2023/4. This involves some additional costs above our regular projects, including a tour to Worcester Theatres, some research, workshops, extra rehearsals, and chaperone costs. We would also like to offer some bursary spaces to young people who cannot usually afford to engage with our projects.

The MTC grant would allow us to add on a number of important, innovative, relevant, and brand new ideas to our rehearsal and performance process. Given the nature of the play we are performing ('Shout' by Alexis Zegerman) we feel it is a brilliant opportunity to share some of the research and ideas we are exploring about neurodiversity to other local groups and a wider group of young people.

The MTC will allow us to do this by supporting these extra elements of the project:

Workshops

Research

Bursary Spaces

Chaperone

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

A number of young people will be involved in the project, plus our chosen play explores the theme of neurodiversity, so we will be engaging with local groups to research the topic and learn as much as we can about autism and other complex neurological disorders. The play will be performed in Malvern, so our audience will benefit from learning more about this important subject (whilst also being entertained!)

How many residents of Malvern Town will benefit?

Approx. 20 young people (performers and crew)

Approx. 150 audience in Malvern, plus an additional 200+ in Worcester

Approx. 100 research / workshop participants (adults and young people)

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 grant will allow us to expand the scope of our regular productions. We will be able to offer bursary spaces, offer schools and youth group workshops, and do some specific research on the topic of neurodiversity.

The National Theatre Connections project gives youth groups and schools the opportunity to perform a brand new play commissioned by the National Theatre and specifically written for young people. We have participated in this project 14 times before and it is the highlight of our annual performance calendar. This year's play explores complex themes of neurodiversity, and we are very keen to expand our usual rehearsal process to help the group, workshop participants, and audiences to understand better disorders like autism. A number of regular members of the group have autism and other neurodisorders, so this topic is close to our hearts and important to us. We want to help as many people as possible explore this topic with us as we rehearse and research the play, and perform it in Malvern. We feel that this requires more time and more research outside of our regular rehearsal schedule in order to do justice to the subject matter.

The MTC grant will enable us to add on a number of important and unique aspects to this year's project.

We feel this project benefits our group directly, expanding our understanding of a relevant and important issue, and giving us the opportunity to connect with specialist groups and practitioners to help us understand how, for example, autism impacts on people. We can then offer the opportunity for workshops participants and audiences to also engage with the subject, which benefits neurodivergent young people by widening the understanding of their needs amongst Malvern's population.

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

Yes, we had funding in 2020/21 for a new writing workshop project which was very popular and successful.

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

Jan - April 2024

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

The project usually runs as a regular term in Perfect Circle Youth Theatre's calendar. The MTC grant will add on a number of extra aspects to the project, which will be managed by Perfect Circle Theatre Company. We will link with some local youth organisations and schools. We have been running youth theatre projects in Malvern since 2006, and our 13-18yrs group has met on a Monday and Wednesday at Malvern Cube (previously Malvern Youth Centre) for all of those 17 years. It's an established group, directed by Lee Farley, with support from volunteers and other practitioners. Perfect Circle Theatre Company is a not-for-profit organisation, with all funds contributing to future projects and activities for children and young people.

Without the funding from MTC, we would be unable to offer the additional workshops, bursaries, and research that we think are vital for the success of the project.

These additional aspects of the production will be run and managed by Lee, with some funding for a chaperone, and input from volunteers. We have many connections with local groups and schools, including a support group for young people with autism. We would connect with them to start our research project, then offer workshops to schools and youth groups based at the Cube and other Malvern venues. Lee is part of MHDC's Children and Young People's group, so can spread the word about research and workshop opportunities and make the right connections.

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

The idea of connecting research and workshops to the theme of the play is entirely new to us - the idea came from discussions in our young people's committee group. I think it's an excellent way of connecting with other local young people's groups, expanding our knowledge of an important contemporary issue, and including other local people in the wider conversation about neurodivergence.

If successful, we would use this opportunity to test this new way of working with the aim of extending the project into future productions. Perfect Circle often tackle plays with a contemporary, relevant theme, and this is a terrific way of engaging a wider audience in the conversations that we are having in rehearsal and performance.

4. Financial information

Total cost of your project:	£4060
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What funding has been secured to date and from where?

Our regular costs (practitioners fees, company costs, room hire) are covered by participants fees and ticket sales (total £1820)

The additional costs of this project total £2240 and would be entirely covered by the MTC grant.

Budget Breakdown:

Additional Project - Grant from Malvern Town Council:

Workshops x 4 £650

Each workshop costs: £100 - workshop practitioners' fee, £50 materials (plus £50 total contingency fee)

Practitioners will be Perfect Circle Youth Theatre director, or potentially a freelance workshop leader from a local youth organisation specialising in neurodiversity.

Research (including room hire) £550

Admin costs £250 (contacting local groups, gathering materials, preparing workshops, summary report), Room Hire = 20hrs @ £12/hr = £240, £60 materials, printing

Bursary spaces x 4 £440

4 free spaces on the project for young people who otherwise could not afford to participate

Marketing / admin £400

Liaising with youth organisations, advertising workshops, collating evaluation.

Perfect Circle Theatre Company to undertake all admin tasks.

Chaperone - 2 days £200

£100 / day for DBS-checked adult to accompany group on tour to Worcester Theatres

TOTAL £2240

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?

No, the MTC grant covers all the additional costs of the project.

	Now	Previous year
Annual income	£10,720	£24,364
Annual expenditure	£13,923	£21,536
Surplus/loss for the year	£(3,203)	£2,828

Savings/reserves		£ -	£ -
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:	30-95-41		
Account number:	1811548		
Account name:	Perfect Circle Theatre Company		
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"/> X
A list of those involved in running the organisation, including trustees if appropriate.			<input type="checkbox"/> 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.			<input type="checkbox"/> X
A recent bank statement in the name of the organisation.			<input type="checkbox"/> X
A business plan or other similar document showing future plans for the organisation.			<input type="checkbox"/> 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:	Lee Farley
Signature	Lee Farley
Date:	7 / 9/ 23

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

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

**to be held on Wednesday 4 October 2023 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

**PHOENIX THEATRE COLLECTIVE
REQUEST FOR CHANGE OF PURPOSE OF GRANT**

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. Policy and Resources Committee is recommended to consider a request from Phoenix Theatre Collective to change the purpose for their small grant awarded in November 2022.

3. Background

- 3.1. Phoenix Theatre Collective applied for a small grant in the first round of the Council's grants scheme in 2022/23.
- 3.2. Due to difficulties in achieving quorum, the Policy and Resources Committee meeting scheduled to consider grants was delayed from 5 October and finally held on 2 November 2022.
- 3.3. Policy and Resources Committee agreed to award a small grant of £500 to The Phoenix Theatre Collective for funding to support a half-term holiday club for 8- to 14-year-olds in October 2022.
- 3.4. Grant scheme rules state that grants can only be used for the purpose stated in the application and that Council reserves the right to reclaim any grant not being used for the specified purpose.
- 3.5. Upon receipt of a letter in August 2023 detailing how the grant had been spent, Officers realised that the group had not been able to spend it on the original purpose and therefore the applicant has now submitted a request for a retrospective change of purpose, as attached at Appendix A.
- 3.6. Funds have been allocated to Easter and Summer workshops as detailed in Appendix A and committee are asked to consider the change of purpose as requested in order that a clear and transparent audit trail is in place.

4. Financial Implications

- 4.1. An amount of £500 was paid to The Phoenix Theatre Collective in November 2022.

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

APPENDIX A

Dear Funding Award Committee,

I would like to apply for a 'change of purpose' for the £500.00 small business grant I was awarded on 08/11/22 and paid 30/11/22.

I made the application to fund the hire of The Coach House Theatre for a one week half term holiday workshop with production for school children on the 24 – 28 October 2022 but the award was actually spent on enabling families on low income to apply for subsidised places. This change of funding happened due to the following reasons: -

The payment of the original grant was made in late November after the October Drama workshop had finished and our accounts settled. This was due to the Town Council rescheduling their funding meeting and it was out of my control.

On advice, the grant money was used to offer funded and discounted places to families on low incomes on future holiday Theatre workshops with productions. These funded and discounted places were offered to any families on low income and could be applied for at the time of booking.

Posters and flyers were created and advertised across Malvern and local schools, (where I run outreach drama classes) and any family, on a low income and interested in the holiday drama workshops, could apply for a discounted or a fully funded place.

The places were awarded upon application across our next two workshops:

1 Fully funded student place for Alice in Wonderland Easter Workshop 23

1 Universal Credit family £175.00

2 x 50% discounted funded places for Oliver!The Musical Summer Workshop 23

1 x Disability allowance £140.00

1 x Universal Credit £140.00

£45.00 towards printing costs of posters and flyers for the workshops for distribution to local schools.

I hope this shows the money was put to good use and that the original reason for a change in spending was out of my control. If you need any further information, please let me know,

Kind regards,

Kirsty Cubberley