



Hednesford Town Council

Community Support Grant Application Form 2026

SECTION 1

To be completed by all applicants

CONTACT AND ORGANISATION INFORMATION

| | |
|---|---|
| Name of organisation / group | Burntwood & District CFR |
| Name of individual completing application | Linda King |
| Position within organisation | Business Liaison Officer & Trustee |
| Address and postcode of organisation | |
| Registered address if different to above | |
| Company number if applicable | |
| Charity number if applicable | 1155174 |
| Company status i.e. Charity / Not for Profit / Community Interest Company | Charity |
| If part of an affiliated / national organisation please state | |
| Does your group have a constitution or set of rules? If YES please attach a copy | Yes |
| Does your organisation have a bank account? If YES please attach the most recent bank statement | Yes |
| Name of bank account signatories | Sharon Murphy |
| Years / Months operating | Formed 2010 Registered Charity since 3.1.14 |
| Number of volunteers if applicable | 17 |
| Number of members if applicable | |
| Telephone number | |
| Email address | |
| Website | www.burntwoodcfr.org.uk |

SECTION 2

To be completed by all applicants.

ABOUT YOU

Tell us about your group / organisation (max 200 words)

Burntwood and District Community First Responders is a voluntary organisation that responds to 999 calls on behalf of West Midlands Ambulance Service. We currently respond in two vehicles, one covering the Burntwood area and the other Cannock Chase. We are a team of 10 operational responders who also assist with fundraising for the group and 7 fundraisers. We also look after the AED Machines the area, checking them monthly to insure they are in full working order when needed. Along with this we offer free AED/CPR Awareness Training to ensure that the community know how to respond following a cardiac Arrest in the community.

Can you give a specific example of how your group / organisation has benefited the community and residents in Hednesford? (max 200 words)

From 01.01.25 to date we have attended 124 calls in the Hednesford area, some of these calls would have necessitated the use of the suction unit. We have attended Hednesford Summer Festival 2024 & 2025, raising awareness to Community First Responders whilst performing AED/CPR Awareness. We will be attending again in 2026.

SECTION 3

To be completed by Community Grant applicants

PROJECT

Please explain your project (max 200 words)

We have been advised by WMAS that we need to change our Suction unit to the Laerdal Suction Unit Model 78003003, we have to fund all of our equipment ourselves, WMAS supply us with all of the consumables

following use. We need to raise fund to enable us to replace both of our units, one in each Rapid Response Vehicle.

The costs of these units are £1865.99 each

A suction unit is used for the targeted removal of fluids from body openings, airways or wounds, the suction unit is used when patients are unable to cough up mucus on their own.

A suction unit is a critical component for out of hospital cardiac arrest management.

When will the project take place? Please note that grants cannot be awarded retrospectively

During 2026

How will your project benefit the residents and community of Hednesford? Your answer will be used to help panel members decide on your application so please be concise. Please provide number to be engaged, anticipated outcomes, expected impact

From 01.01.25 to date we have attended 124 calls in the Hednesford area, some of these calls would have necessitated the use of the suction unit. We have attended Hednesford Summer Festival 2024 & 2025, raising awareness to Community First Responders whilst performing AED/CPR Awareness. We will be attending again in 2026.

Please state clearly state why you believe this project or activity is required.(max 200 words)

It will enable us to carry on giving support to the local community at critical times in their lives, working in partnership with WMAS, which directly benefits

local people in their hour of need. WMAS will continue supplying the consumables for the unit.

What are your group / volunteers contributing / gaining from this project? (max 200 words)

We will be contributing our time, either as Responders, looking after Community AED Machines, holding AED/CPR Awareness sessions out in community and fundraising

If this is a new project and you want to carry it on in the future, how will you make sure it continues after the funding from the application has been used?

This will be a one-off project to replace our 2 suction units.

SECTION 4

To be completed by all applicants.

COSTS

The maximum grant that can be awarded is **£500.00**

Please state how much grant you are applying for and clearly detail how the grant funding is to be used? (max 200 words)

£500 – Towards the cost of replacing our 2 suction units to conform with WMAS requirements.

Please provide an itemised breakdown of costs and detail the item / quantity / cost. Not providing this information may negatively impact the outcome of your application

2 x Laerdal Suction Units' Model Number 78003003 as specified by WMAS
The cost of these units are £1865.99 each from Medisave

Is the total cost of the project greater than the amount applied for?

Yes

No

If YES, please tell us how you plan to raise the rest of the money. Please let us know if you have applied for other funding to make up the difference.

We shall be applying for funding from other Town and Parish Councils and local Rotary Clubs

Have you received any grants from us previously? Yes No

If YES please state the date and amount.

2020 £500
2021 £442.20

Have you applied for other grants to support this project? Yes No

If YES please provide details including the name of the organisation and the level of funding you received.

N/A

Please detail fundraising efforts to date to support this project / idea including any sponsorship, crowdfunding, membership fees. (max 200 words)

N/A

Data Protection Statement

We need the information we ask for on this form to assess your grant application.

By submitting this application, you are consenting to us sharing appropriate information on this application with employees, Councillors and Grant Panel members. This information may be used for publicity purposes if the grant is awarded.

Media consent form

I consent to being photographed/recorded by Hednesford Town Council and authorise that the photos / recordings may be used in the following ways:

- In publicity materials, including printed publications, promotional videos, and digital media including Hednesford Town Council website and social media
- In news releases sent to the media, including local press

Name (please print
behalf)

Linda King

Signature (if under 18 a guardian must sign on

LR King

Date

26.02.2026

If you'd like us to stop using an image / recording please let us know by emailing:
matthew.johnson@hednesford-tc.gov.uk or telephone **01543 424 872**

Under the 1998 Data Protection Act, your rights include:

- Your consent to the publication of your images can be withdrawn at any time
- Your images / recordings will not be used for any other purpose without your further consent
- The contact information you have provided will only be used to contact you about these images

Conditions of use

- We will not include personal e-mail, postal addresses or telephone numbers on video, our website or in printed publications and advertising
- We may use group or class images with very general labels such as 'Winners of Council grants'
- We may use the image in literature unrelated to when the picture was actually taken
- We may include your full name with the image
- We will retain your consent form for five years; however we reserve the right to store and retain the images/recordings in our archive indefinitely

Return application forms by midnight on 28th February 2026

By Post or in person to:

Community Grant Application
Hednesford Town Council
Pye Green Community Centre
Bradbury Lane
Hednesford
WS12 4EP

By Email to:

Community Grants - Matt Johnson, Community Officer
matthew.johnson@hednesford-tc.gov.uk

Guidance Notes and Conditions of Funding

Hednesford Town Council awards grants to local organisations and community groups to assist them in achieving their aims and objectives

Please ensure that you read all the following prior to applying for the funding

Funding Guidance/ Terms and Conditions:

- Funding applications can only be accepted from groups or organisations who work within Hednesford and benefit the local community
- Please ensure that all questions on the form are completed in full and provide any additional documentation as needed to support your application
- Grants are for a maximum of £500.00 and awarded and agreed by full council. You may be awarded less than applied for
- The funding is available for start-up groups and organisations as well as those already operating and established (We do require a bank account in the groups/organisations name, relevant signatories and documentation relating to the constitution of the group)
- There are some things that will not be considered, including:
 - Applications from individuals
 - Activities that occur outside of Hednesford
 - Discrimination on the grounds of race, gender, age, disability, religion
 - Buying, selling or consumption of alcohol
 - Activities that support any political or religious activities
 - Profit-making / fundraising activities
- Statutory duties such as Education, Health or Social services for which the Central Government, Health Authority, District or County Council are the appropriate funder will not be considered; although local schools may apply for funding for items not considered statutory
- Groups / organisations must clearly state aims and objectives and provide a written constitution or governing documents in order to be eligible to apply for the funding
- The group/ organisation is required to have its own bank account in its own name, with two authorised signatories as named on the application form

- The group / organisation is required to submit accounts that have been independently considered by a qualified person for the previous financial year or in the case of a new group /organisation a budget and plan
- The Town Council has the right to reclaim the grant in the event of it not being used for the purpose as outlined on the application form
- Grant funding must be spent within 12 months of being received. Any monies not spent will need to be paid back to Hednesford Town Council unless prior written agreement has been sought from Hednesford Town Council
- Organisations receiving grant money must acknowledge the Town Council's contribution on all media/publicity work
- A representative from the organisation must be available to attend the Annual Town Assembly on Friday 10th April 2026 to collect the grant award
- All awarded organisations must complete a project report update at 6 months and 12 months detailing the positive impact that the grant funding has had for their organisation. This will be sent to you by the Community Officer for you to complete. Failure to provide satisfactory updates within the timescales given may result in the grant being recalled by Hednesford Town Council
- If you have difficulty completing the reports please contact the Community Officer

Declaration

We have read and understood the terms and criteria of the Hednesford Town Council Community Grant Scheme.

We declare that all the information given by us is true and we understand that if any funds are not used for the purpose outlined in this application, then they are liable to be recovered by Hednesford Town Council.

We will keep full records of all receipts relating to expenditure and will provide to the Council within six weeks of completing the work outlined in this application form if requested. If the group or business is dissolved and equipment has been purchased with this grant, any such equipment remaining will be distributed within the community at the discretion of Hednesford Town Council.

Please sign below

Signatures authorising this application from your group or organisation

(two people must sign this form unless you are the sole company director).

Signature 1

LR King

Signature 1

S Murphy

Name (please print)

Linda King

Name (please print)

Sharon Murphy

Date

26.02.26

Date

26.02.26

Please remember to include any supporting documents including your organisation constitution /rules or statement of your company aims/objectives, recent copy of organisation bank statement and any other supporting information that may assist your application.

Grant application timeline

Please note that we do not accept late entries or second applications from organisations in the same funding round.



Further information

If you have any questions or enquiries regarding the funding or application process, please contact Hednesford Town Council on **01543 424872** or visit www.hednesford-tc.gov.uk – projects and community - funding

Community Grants

Matt Johnson
Community Officer
matthew.johnson@hednesford-tc.gov.uk
01543 424872

Hednesford Town Council
Pye Green Community Centre
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Hednesford
WS12 4EP