

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	Friends of Hednesford Library
Name of individual completing application	Sam Williams
Position within organisation	Treasurer
Address and postcode of organisation	[REDACTED]
Registered address if different to above	
Company number if applicable	
Charity number if applicable	
Company status i.e. Charity / Not for Profit / Community Interest Company	Not for profit
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	Sam Williams, Elizabeth Williams and Joan Gipton
Years / Months operating	3yrs, 11 months
Number of volunteers if applicable	Approx 30
Number of members if applicable	
Telephone number	[REDACTED]
Email address	[REDACTED]
Website	

SECTION 2

To be completed by all applicants.

ABOUT YOU

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

Hednesford Library is a Community Managed Library, of which the day-to-day running is overseen by volunteers. Although the core function of the library, i.e. book borrowing, IT access and other overheads is provided by Staffordshire Libraries, the library volunteers also provide a vast programme of activities, groups and events for our local community which are not covered by the core library offer. These activities are offered completely free of charge to the local community. Friends of Hednesford Library was formed in November 2022 to allow us to better support our volunteers, and seek out funding opportunities to enable us to continue offering our activities and support to the community free of charge..

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

It is a pleasure to be able to say that examples of this are numerous. We support all ages of our local community by providing a safe and welcoming environment, ranging from a 93 year-old member of our Knit and Natter Group, to babies in arms who attend our Baby Bounce and Rhyme sessions. On every day that we are open, there is at least one activity taking place, or a group meeting within the library, sometimes more – from our popular Places of Welcome Coffee Morning, to our Baby Bounce and Rhyme sessions, and everything in between. We are proud to say that, thanks to the work of our incredible, dedicated team of volunteers, Hednesford Library is often the 'go to' place for people who are in need of support, looking for something new to do or perhaps feeling lonely and isolated. Our volunteers are always on hand to provide a friendly, warm welcome to anyone who visits, and we have seen numerous cases whereby people who are feeling lonely and isolated develop friendships, and engage better with the community as a result of the support and activities we offer.

SECTION 3

To be completed by Community Grant applicants

PROJECT

Please explain your project (max 200 words)

Every year, Hednesford Library takes part in the 'Summer Reading Challenge', a national initiative coordinated by The Reading Agency which encourages children to read for pleasure over the summer holidays. While the core materials to facilitate the challenge are provided by Staffordshire Libraries, we plan to deliver an additional programme of activities within the library, not only to encourage children and families to visit the library but to encourage them to develop and foster a lifelong love of reading for pleasure.

We plan to offer a range of activities such as craft sessions and other creative activities, alongside a tabletop games club, centred around the main theme of the Summer Reading Challenge, completely free of charge to families in our community. Activities will take place every week throughout the six weeks holiday, giving families an opportunity to access a source of entertainment completely free of charge, while helping children to grow in confidence, socialise with their friends and peers and, we hope, develop a lifelong love of reading for pleasure.

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

July to September 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

Based on figures from last year's Summer Reading Challenge, we estimate that we will support at least **220 children** aged 11 and under in our local community. The challenge and the activities we will offer will encourage children to read for pleasure, and grow in confidence through discussing the books that they have read with their peers. Because the challenge encourages children to visit the library on at least three occasions throughout the holidays, we anticipate that the true number of children engaged could be higher than this. The summer holidays can be long and isolating for some children, and we hope that our programme of activities will help to reduce feelings of boredom and isolation. At a time when the costs of entertaining children are ever increasing, offering free and accessible activities, open to all families in Hednesford will help to ensure that children and families feel included in their local community. By aligning our activities around the other core activities, support and services that the library provides, this will also help families in Hednesford to understand the value of the library and what it can offer them in their everyday lives. We also engage with local primary schools to promote the Summer Reading Challenge, which again helps children to understand what libraries can offer from a young age.

In order to assess the impact of the Summer Reading Challenge and the activities we provide, we routinely collect feedback from children and their families about how they have benefited. For example, we ask children to complete a short questionnaire, simply requiring a 'Yes', 'No' or 'Not Sure' answer for questions such as "Do you think you are a better reader now than you were at the beginning of the holidays?", and "Does it make you feel happy taking part in the Summer Reading Challenge?" Answers to these questions have been overwhelmingly positive in the past.

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

Data from The Reading Agency showed that in 2025, only a third of children aged 8-18 enjoyed reading in their spare time – a significant decline over the past two decades. This decline has been linked to lower levels of literacy, a lack of confidence amongst young people and poorer outcomes in terms of their wellbeing.

The long summer holidays can exacerbate these issues. Perhaps only having access to books at school, combined with a lack of enriching and fulfilling activities, this can lead to children feeling isolated, and declining in confidence around literacy over the summer months. With increasing costs to entertain children, this puts pressure on families in our local community.

Our project will address this by providing access to free activities that provide a entertainment in a safe environment, but also help children to grow in confidence, socialise with their friends and develop literacy skills through a love of reading.

The need for this project is clearly evidenced by the fact that more than 200 children took part in the challenge at Hednesford Library last year. Notably, around 75% of children who started the challenge completed it, by reading at least six books and visiting the library on at least three occasions.

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

Hednesford Library is supported by a team of more than 30 volunteers from a diverse range of backgrounds, including people who are retired, parents, and young adults gaining valuable skills. Our volunteers are central to the success of the Summer Reading Challenge, helping children to choose books appropriate to their tastes, encouraging discussions around reading and assisting with the delivery of the activities which take place throughout the summer holidays. By helping with the project, our volunteers will be able to gain and develop a wide range of skills, ranging from facilitating and managing events and activities, to communicating with diverse groups of people. Many of our volunteers also benefit from the social impact of our work, helping them to feel less isolated, and gaining a sense of purpose in the community. We regularly gather feedback from our volunteers, and many continue to volunteer year on year and enjoy taking part in the Summer Reading Challenge.

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?

The Summer Reading Challenge itself is a well-established project, and will continue in its basic form even when funding is exhausted. However, any funding received will be used in order to expand and strengthen our programme of activities, by enabling us to purchase resources that can be used year after year. For example, we to use some of our funding to purchase a range of table-top games, which can be used for years to come even after the 2026 Summer Reading Challenge ends.

Monitoring and evaluation is also embedded within the project, and we will capture data and feedback from participants so that we can understand the impact of the project. In turn, this information will help us to understand the successes, and issues, if any that arise from the project so that we can continue to offer similar activities in a sustainable way that meets the needs of our community. We will record feedback from children and families that participate in activities, and the number of people who take part.

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)

We would like to apply for £500 to support our project. This will be used to purchase supplies in order to offer a programme of activities for children during the summer holidays, themed around the Summer Reading Challenge. We will use the grant funding to purchase healthy refreshments for children to consume during the activities, and will also purchase new supplies, such as Lego and tabletop games to support the increased demand for our activities. We also run events at the start of the challenge to promote it, and a part at the end for children who complete the challenge, and will use some of the funding to purchase supplies for this, including prizes as a reward for children who complete the challenge. We will not be using this grant money to purchase craft supplies, as we received a reimbursement of £111.08 from HTC in recognition of costs incurred by us at the Christmas Lights switch on event, which was used to replenish our supplies.

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

Purchase of healthy refreshments and decorations for the Summer Reading Challenge launch event: **£50**
Provision of healthy snacks and drinks during our activities taking place during the six weeks holidays. Average cost is around £30 per week, we would like to apply for **£180** to cover this.
Purchase of children's books and pens as reward for children who complete the Summer Reading Challenge: **£100**
Purchase of Lego to replenish supplies for our Lego Club: **£60**
Purchase of tabletop games to enable us to start our tabletop games club: **£40**
Purchase of card to enable us to provide certificates for children who complete the Summer Reading Challenge: **£20**
Supplies to support the running of a party/celebration event for children who complete the Summer Reading Challenge: **£50** (broken down as follows)

£30 to supply healthy refreshments
£20 for prizes for games, such as 'pass the parcel' etc.

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.

Throughout the year, we run fundraising initiatives such as a Book Sale, where we sell donated books and items that have been withdrawn from library stock. We also run a bric a brac sale at times throughout the year which helps to supplement our income.

Have you received any grants from us previously? Yes No

If YES please state the date and amount.

£500 Community Support Grant, paid on 16th March 2023
£250 Community Support Grant, received on 8th February 2024
£260 grant towards the costs of our '60 years of Hednesford Library' event, paid on 14th March 2024
£111.08 contribution towards costs incurred at the Christmas Lights switch-on in Dec 25, received 16th Dec 2025

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.

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

Throughout the year, we run a book sale, consisting of donated books and books withdrawn from library stock to raise funds to support our work. We have also trialled running a bric a brac sale at various times since September 2025, this has raised around £600 so far.

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)

SAM WILLIAMS

Signature (if under 18 a guardian must sign on
behalf)

[Redacted Signature]

Date

23/02/26

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



Signature 1



Name (please print)

SAM WILLIAMS

Name (please print)

ELIZABETH WILLIAMS

Date

23/02/26

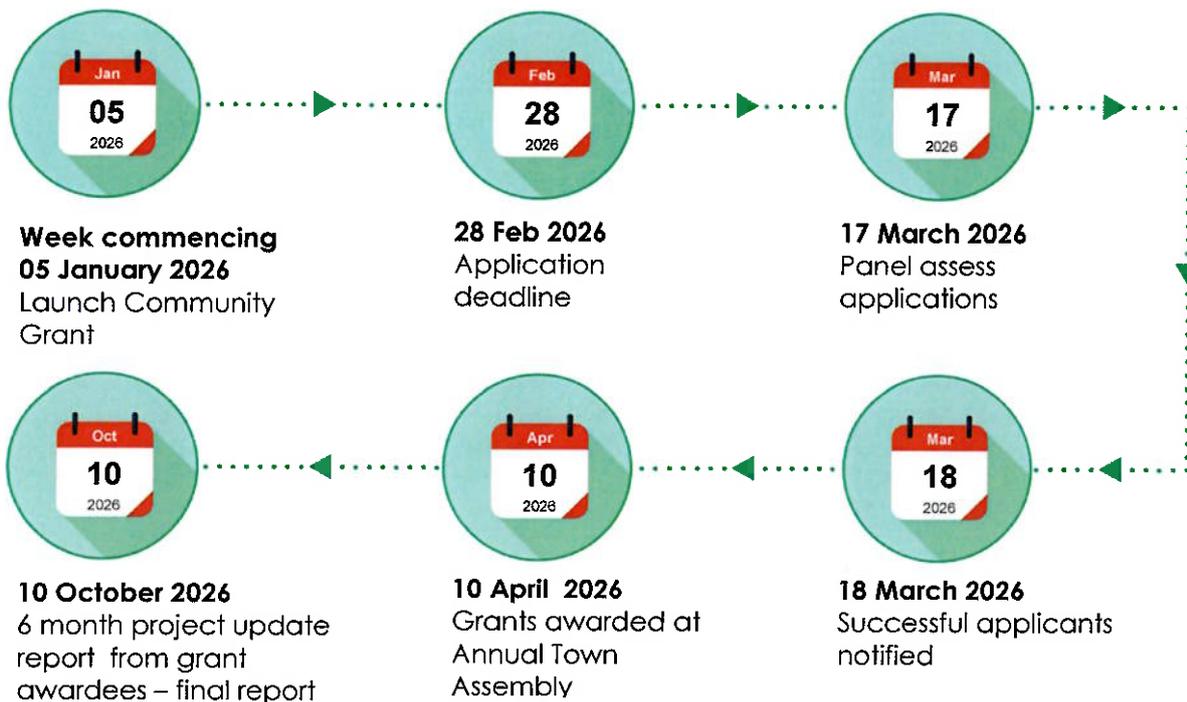
Date

23/02/26

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

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