



# 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	Hednesford in Partnership
Name of individual completing application	Lesley Yates
Position within organisation	Secretary
Address and postcode of organisation	
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 constituted Community Group
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, Constitution
Does your organisation have a bank account? If YES please attach the most recent bank statement	Yes
Name of bank account signatories	Suzan Middleton, Lesley Yates
Years / Months operating	10 years
Number of volunteers if applicable	5
Number of members if applicable	N/A
Telephone number	
Email address	
Website	N/A

## SECTION 2

*To be completed by all applicants.*

---

### ABOUT YOU

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

Hednesford in Partnership is a volunteer-led community group dedicated to supporting and improving the town of Hednesford. We bring together residents, businesses, schools, and local organisations to celebrate what makes our town special and to create opportunities for connection, pride, and positive change.

We deliver heritage projects that showcase Hednesford's history and identity, helping people of all ages learn about and appreciate our shared past. Working closely with community groups and local partners, we organise events and projects that celebrate everything that is great about our town, from history, arts and culture to family activities and community celebrations.

We pride ourselves on delivering outstanding, community-led events created by the community, for the community. By listening to local voices and working collaboratively, Hednesford in Partnership helps strengthen community spirit and make Hednesford a welcoming place to live, work, and visit.

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

For over 10 years, Hednesford in Partnership has proudly delivered the Hednesford Summer Festival, welcoming around 5,000 visitors each year to enjoy a day of free activities for all ages. The festival brings people together to celebrate everything they love about our community, while also highlighting our local environment, heritage, culture, essential support services, and healthy living initiatives that help our town thrive.

We have organised a wide range of town-centre events that showcase Hednesford, support local businesses, and create a vibrant, welcoming atmosphere for residents and visitors alike. Alongside this, we have led community-driven heritage and arts projects that connect generations and celebrate our shared story, including the Bridging Communities artwork on Market Street Bridge

and the reinstatement of the historic flagpole at Anglesey Lodge near Angleley Crescent.

The positive feedback we receive from residents shows the real difference this work makes. Our projects build community pride, bring local groups together, and create lasting partnerships that help ensure Hednesford remains a town we can all be proud of.

## SECTION 3

**To be completed by Community Grant applicants**

---

### PROJECT

Please explain your project (max 200 words)

Hednesford in Partnership is seeking funding to replace the much-loved Christmas decorations around the Clock Tower in Hednesford town centre. For many years, we have created and maintained a beautiful festive and winter backdrop scene that frames the rest of the town's decorations and provides a stunning focal point for residents, visitors, and local businesses.

Each year we receive wonderful feedback from the community about how magical the town looks at Christmas, with many describing Hednesford as the "jewel" of the Cannock Chase area during the festive season. The display creates a real sense of pride, helping residents feel connected to their town and encouraging people to shop locally. Promoting our small but wonderful town at Christmas is especially important in supporting independent traders, whose unique businesses make Hednesford such a special place to visit.

After many years of careful repair and restoration, and following recent storm damage, the specially crafted wooden decorations have reached the end of their life and are now beyond repair. We are applying for funding to replace them with a new, more robust and weather-resistant set, ensuring they can be enjoyed for many years while continuing to inspire pride, attract visitors, and support our local economy.

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

Work will start in September 26 to ensure the new decorations are ready to install in readiness for the Towns Light Switch on event.

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

The Christmas decoration project will directly benefit residents, visitors, and local businesses across Hednesford. We estimate that more than 5,000 residents and visitors will experience an enhanced festive town centre, with 40–60 local businesses benefiting from increased visibility and footfall.

Around 4–5 community groups and their volunteers will be involved in installation, promotion, and support. Their participation will help to encourage more residents to explore volunteer opportunities and will strengthen social connections within the community.

Anticipated outcomes include:

- a durable and visually appealing Christmas display
- increased town-centre visits throughout the festive period
- stronger collaboration between community groups, volunteers, and local businesses

Expected impact

This project will build community pride and support wellbeing by creating a warm and welcoming festive environment that brings people together. It will also support independent traders by encouraging residents to shop locally and by attracting visitors from across Cannock Chase. Positive feedback from previous displays has shown that these decorations make Hednesford a town people feel proud of, strengthening community spirit and contributing to the long-term vitality of the town centre.

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

The project is needed to enhance Hednesford's town centre during the festive period, creating an inviting and uplifting environment for residents, visitors, and local businesses. Previous displays have shown that high-quality Christmas decorations significantly improve public perception of the town and encourage

people to spend more time in the area, strengthening local pride and community spirit.

Hednesford's independent businesses continue to face challenges from changing retail habits and economic pressures. Attractive festive decorations help increase footfall, supports local traders by encouraging residents to shop locally, and draws visitors from across Cannock Chase.

The project also addresses a wider community need for connection, participation, and shared experiences. By involving local volunteers and community groups in installation, events, and promotion, the project strengthens social links, encourages wider engagement, and supports wellbeing through collaborative activity.

Without this investment, the town risks losing the vibrancy and sense of identity that residents value, particularly during an important seasonal period. This project provides a cost-effective, high-impact way to boost the local economy, celebrate community identity, and create a welcoming festive atmosphere that benefits the whole town.

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

We hope that a successful, visible community-led project will inspire more residents to get involved with the Partnership, increasing the number of volunteers willing to participate in grassroots community initiatives. Strengthening this volunteer base is essential for sustaining future community projects and ensuring long-term resilience within Hednesford.

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?

N/A

## 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 are applying for the full £500 grant, which will be used towards the purchase of materials and the specialist cutting services required to produce the Christmas decorations. Volunteers will work collaboratively on the design process, researching and selecting the most robust and affordable materials to ensure we achieve the best possible outcome within budget. We are confident that we can secure additional funding alongside this grant to enable us to design and manufacture a bespoke town-centre display that reflects the character of Hednesford. The decorations will be safely stored and maintained by Hednesford in Partnership, and reused year after year, ensuring long-term value for money and creating a sustainable festive display for the community.

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

Materials £500, specialist cutting services £300 and graphic design required for the specialist cutting service £200

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 have already raised part of the funds towards the project and intend to raise further funds at this years Hednesford Summer Festival via a tombola fund raising activity.

Have you received any grants from us previously?  Yes  No

If YES please state the date and amount.

January 2024 £300

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)

Fund raising activities at various community events have allowed us to gain some of the funds and we hope to raise further at the Summer Festival. If we do not receive the community grant we will need to postpone the project whilst we continue to source and raise further funds or we would need to downscale the size of the project and or use cheaper less sustainable materials.

### 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)

Lesley Yates

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

[Redacted Signature]

Date

24/02/26

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 28<sup>th</sup> 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 10<sup>th</sup> 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

[Redacted Signature]

Signature 1

[Redacted Signature]

Name (please print)

Lesley Yates

Name (please print)

Suzan Middleton

Date

24/02/26

Date

24/02/2026

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](http://www.hednesford-tc.gov.uk) – projects and community - funding

### Community Grants

Matt Johnson  
Community Officer  
[matthew.johnson@hednesford-tc.gov.uk](mailto:matthew.johnson@hednesford-tc.gov.uk)  
01543 424872

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