

Hednesford Town Council

Community Support Grant Application Form 2026
20262025

SECTION 1

To be completed by all applicants

CONTACT AND ORGANISATION INFORMATION

Name of organisation / group	Staffordshire Network for Mental Health
Name of individual completing application	Kate Tromans
Position within organisation	Head of Operations
Address and postcode of organisation	[REDACTED]
Registered address if different to above	District Council House, Frog Lane, WS13 6YU
Company number if applicable	0469366
Charity number if applicable	1097461
Company status i.e. Charity / Not for Profit / Community Interest Company	Charity
If part of an affiliated / national organisation please state	N/A
Does your group have a constitution or set of rules? If YES please attach a copy	See attached
Does your organisation have a bank account? If YES please attach the most recent bank statement	Yes
Name of bank account signatories	Ian Scott, Jamie McKain , Donna Garratty
Years / Months operating	23

Number of volunteers if applicable	9
Number of members if applicable	N/A
Telephone number	[REDACTED]
Email address	[REDACTED]
Website	www.snfmh.org

SECTION 2

To be completed by all applicants.

ABOUT YOU

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

Staffordshire Network for Mental Health (SNfMH) is a community mental health charity supporting adults across Staffordshire with early, practical support to improve wellbeing and reduce isolation. We provide low-level mental health support, mainly through one-to-one telephone sessions, helping people at the point they first notice their wellbeing slipping, and offering warm signposting into the right local services and community support.

Alongside this, we run community-based wellbeing activities that help people rebuild confidence and connection, including our mental wellbeing café and our community allotment in Cannock. We work closely with local partners such as GP practices, social prescribers, advice services and voluntary organisations to reach people who face barriers to accessing help, including those affected by poverty, disability, caring responsibilities, unemployment, and long-term health conditions.

Our approach is person-centred and relationship based. We focus on small, manageable steps, helping people feel listened to, supported and more able to move forward. We also create supported volunteering opportunities that build skills, routine and confidence, and help people feel part of their community.

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

A good example of how we've helped people in Hednesford is through our community allotment and the local work we've been doing alongside it. The allotment has given residents a friendly, low-pressure place to come along, get some fresh air and be around other people. It's simple, practical work, planting, watering, weeding and looking after the plot, but it really helps people build routine, confidence and connection, especially if they've been feeling low or isolated.

It's also been good for the wider community. We've grown a lot of fruit and vegetables on the allotment and have been able to harvest and deliver this to the local foodbank, helping families who are struggling with the cost of living.

Alongside the allotment, we've run community workshops in the Hednesford area focused on emotional wellbeing and practical coping tools. These sessions help people understand what they're experiencing and leave with small, manageable steps they can try straight away.

A large proportion of our current volunteers are also from Hednesford. They've supported the allotment, outreach and community engagement, while building their own skills, confidence and sense of belonging.

SECTION 3

To be completed by Community Grant applicants

PROJECT

Please explain your project (max 200 words)

We will run a free six-week wellbeing group at our community allotment to support residents of Hednesford who are struggling with low mood, isolation and low confidence. The group will be practical and relaxed, using gardening activities as a gentle way to build routine, connection and wellbeing.

Participants will work together each week to prepare the plot, plant, weed and maintain the space. The focus is on small achievable tasks, encouragement, and building friendships in a safe, welcoming environment. The food grown during the programme will be picked and donated to the local foodbank, giving participants a sense of purpose and a positive way to contribute to their community.

The group will be led by an experienced volunteer with lived experience of poor mental health, who has completed Thrive training and holds a Level 3 counselling qualification. They will be supported by our charity team, with clear boundaries and safeguarding in place. No previous gardening experience is needed, and all tools and guidance will be provided.

We will use participant questionnaires to capture demographic and postcode information, so we can monitor who we are reaching and track delivery against our key outcomes.

3

Hednesford Town Council Community Support Grant Application - 2026

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

The project will run for six consecutive Saturdays, starting at the **end of April 2026** (planned start date **Saturday 25th April 2026**), during the spring growing season. Sessions will take place weekly for six weeks.

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

We expect to engage **8 - 10 Hednesford residents** over six weeks who are experiencing poor mental health, isolation or low confidence.

Anticipated outcomes for participants:

- Reduced isolation and improved social connection (new friendships, peer support)
- Improved wellbeing through time outdoors, gentle activity and routine
- Increased confidence and skills through learning practical gardening tasks
- Feeling listened to and supported by a trained group lead
- Increased sense of purpose and achievement

Wider community impact:

- Food grown will be donated to the local foodbank, supporting households facing financial pressure
- Increased community volunteering and stronger local connection to the allotment

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

We're hearing from more and more people in and around Hednesford who are feeling stuck. They're not always at crisis point, but they are struggling with low mood, anxiety, loneliness and a real lack of confidence. For some, life has become smaller over time (especially since Covid). Getting out of the house, meeting new people, or even having something to look forward to can feel like a huge step.

There can also be a long wait for other services, and in the meantime, people often feel like they're "just left to cope" on their own. What's missing is something gentle, supportive and practical that helps people reconnect without pressure.

An allotment group works well because it doesn't feel like a "mental health group". It's simply being outside, doing something small with your hands, chatting if you want to (or sitting quietly if you don't), and gradually feeling part of something again. The fact we'll

grow food for the local foodbank adds a real sense of purpose, it helps people feel useful and valued, while also supporting local families who are struggling.

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

We're bringing a safe, caring structure around the group. Sessions will be led by an experienced volunteer who has lived through poor mental health themselves, understands how hard first steps can be, and has Thrive training plus a Level 3 counselling qualification. Our charity will support them with planning, safeguarding and ongoing guidance, so the group is well-run and people feel looked after.

Existing volunteers will help create the welcoming feel, greeting people, making sure no one is left out, supporting practical tasks on the plot, and gently encouraging people at their own pace. This will give them experience of running groups and expanding their own skills. They will gain the satisfaction of seeing the people they are supporting grow in confidence.

In return, our new volunteers gain a lot too: confidence, routine, new friendships and the satisfaction of donating food they have grown to help others in their community. They'll build experience supporting wellbeing in the community, learn what safe boundaries look like, and develop skills they can use in future volunteering or paid roles. Most of all, they'll be part of something kind and meaningful.

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?

Because the project is volunteer led, it is low-cost and realistic to continue beyond the initial six weeks. Once the allotment sessions are established, the main ongoing needs are basic growing supplies such as seeds and compost, along with coordination and safeguarding support from our charity team. (Tools are supplied by the allotment site)

We will build a small pool of trained volunteers so delivery can be shared and does not rely on one person. We will also use what we learn from the six-week programme, and the outcomes and feedback we gather, to refine the sessions and clearly demonstrate the difference they make. To cover essential running costs, we will continue to look for small local funding pots and community grants, and we will approach local businesses for in kind support such as donating seeds, plants, compost, gloves or other items we need. This approach will help the project continue in a sustainable way with minimal ongoing funding.

SECTION 4

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 maximum grant of **£500** to deliver a **six-week wellbeing allotment programme** for residents in Hednesford. The funding will cover the essential costs needed to run the sessions in a safe, welcoming way and to make sure participants have the materials they need to take part.

The grant will be used to buy compost and other growing materials to prepare the plot, seeds and pots for planting, and basic refreshments to help create a warm and supportive environment where people can connect. We will also use funding to design and print leaflets/posters so we can promote the programme locally and reach people who may not be active online.

This funding will help us deliver a practical wellbeing project that supports mental health, reduces isolation, and grows food that will be donated to the local foodbank.

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

- **Compost (multi-purpose):** 15 bags – **£200**
- **Seeds (mixed vegetables/salad):** 12–15 packs – **£60**
- **Pots/seed trays:** 10–12 trays/packs – **£40**
- **Refreshments (tea/coffee/biscuits):** 6 sessions – **£50**
- **Leaflet/poster design:** 1 design – **£50**
- **Leaflet printing:** 500 copies – **£100**

Total: £500

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.

Hednesford Town Council Community Support Grant Application - 2026

6

Have you received any grants from us previously? Yes No

If YES please state the date and amount.

No

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)

As this is a new project, this application is the first grant funding we have applied for specifically to deliver the six-week wellbeing programme. To date, the allotment has been sustained through in-kind support, with existing volunteers using donated items from local businesses to help maintain and develop the plot (for example seeds, plants and basic supplies).

Alongside this grant application, we are planning further small-scale fundraising to support the project's ongoing running costs and future development. This will include approaching local businesses for continued donations or small sponsorship of items such as compost, tools and refreshments, and exploring additional small pots of community funding.

We may also introduce an optional donation for attendees to contribute if they are able, making it clear that the sessions remain free and no one will be excluded due to cost.

Looking ahead, we will also seek funding to improve accessibility at the plot, particularly to support people who use wheelchairs or have mobility needs, so that the project can be as inclusive as possible.

Data Protection Statement

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

Hednesford Town Council Community Support Grant Application -
2026

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

Kate Tromans K.Tromans

Date

03/02/26

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

K.Tromans

I W Scott

Name (please print) Name (please print)

Kate Tromans

I W Scott

Date Date

03/02/26

10/2/26

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.

2026

05
2026

**Week commencing 05
January 2026**
Launch Community Grant

10 October 2026
6 month project update
report from grant
awardees – final report due
April 2027

28
2026

28 Feb 2026
Application
deadline

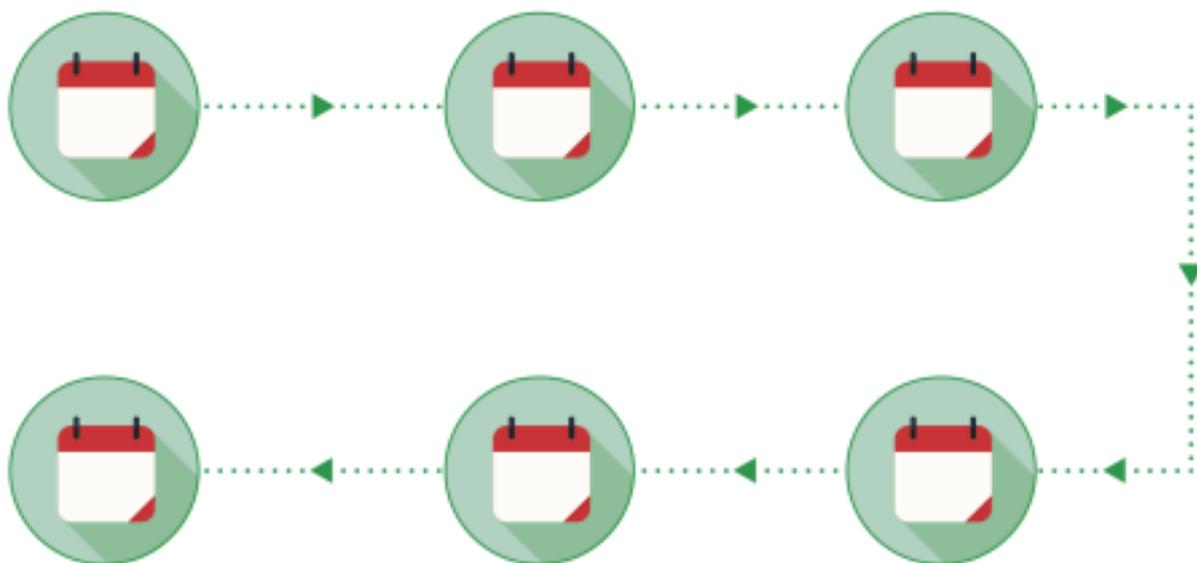
10
2026

10 April 2026
Grants
awarded at
Annual
Town
Assembly

10

2026

17



17 March 2026

Panel assess
applications

18
2026

18 March 2026

Successful applicants notified

11

Hednesford Town Council Community Support Grant Application
- 2026

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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