



# 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	The Friends of Hednesford Park
Name of individual completing application	Lynn C.E. Evans
Position within organisation	Volunteer
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	Voluntary Organisation
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	
Name of bank account signatories	Erica Bennet, Kelvin Stephens, Andy Williams
Years / Months operating	15 years
Number of volunteers if applicable	50
Number of members if applicable	
Telephone number	
Email address	
Website	<a href="https://www.tfohp.co.uk">https://www.tfohp.co.uk</a>

## SECTION 2

*To be completed by all applicants.*

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### ABOUT YOU

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

We are a group of local volunteers that work all year round with local partner organisations to support the most vulnerable and our park users to engage in free activities that encourage them to take a pride in their park, town and community. We have weekly activities of walks, braille, craft, gardening, running, tennis, pushbikes, work experience and maths & English for adults through art during term time and we provide free activities in the school holidays. We also work with partners to come up with new projects each year that educate, inform and inspire learning and creativity.

We work in partnership with Cannock Chase Council, they provide the building for free as long as the activities provided are for free, however we need to apply for grant funding to support the volunteers and the activities.

The Friends of Hednesford Park won the Queens Award for Voluntary Organisations in June 2020 and pride ourselves in the work we do with local schools and vulnerable people. We are the umbrella organisation for Cannock Chase Mental Health Hub, we are Dementia Friendly, we recycle what we can and involve our young people in the natural environment and the importance of being an active part of your community.

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

We provide a wide range of free activities for the most vulnerable, support their confidence and support them either into work or doing something positive for their community. By being involved they are more physically active, make positive safe friendships and support and engage a network within the community. For example with the Mental Health Hub, we befriend people that come to us and let them know of all the other different voluntary groups within the community and provide support for individuals to find activities and people that are right for them. This reduces the costs on the NHS and help our community to help each other.

We ask for young people that are struggling at school or the young people that have learning difficulties. Some of our volunteers have been with us since attending Forest School sessions through Hednesford Valley High School and now attend as a young adults in work experience. They are supporting our park by providing projects that the park keepers do not have time to do and add features that other parks are not able to provide because the District Council do not have the resources of funding or manpower to provide.

We support National Campaigns and take part in community projects that help to promote local organisations, on social media and during our activities. For example we always support Hednesford Library's Summer Reading Challenge with story walks and a free reward activity for completers. We support the Christmas Light Switch on and Hednesford Festival with free activities.

## SECTION 3

To be completed by Community Grant applicants

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### PROJECT

Please explain your project (max 200 words)

We have been supporting the Bumblebee Conservation Trust Bee Walks for the past 3 years by carrying out monthly walks from March to October. We monitor the identity of the bees and the flowers they visit. Due to climate change, pesticides and the way we farm for human consumption we have lost 97% of our wildflower meadows. The bees travel great distances to collect pollen, and we need more flowers to provide pit stops to support the bees as they travel to find the best spots. We already collect seeds and do what we can in propagating plants, however we would appreciate support in volunteer resources: trowels, gloves, high viz vests, compost for growing seeds in trays, buckets, spring bulbs, tomato plants seeds and perennial shrubs that support Hednesford Pollinators by extending the flowering season. We also wish to purchase a solar powered watering systems to help water the seeds and plants in the protected beds in the signal box garden, on the pavilion balcony and the back of the tennis courts. We are now experiencing long periods of drought from Easter to late September and the watering of plants to keep them alive is preventing us from getting on with a lot of other work we need to be doing. The solar powered watering systems will particularly help us at weekends.

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

We will purchase the resources as soon as we receive the grant.

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 residents will benefit from the bulbs we plant along the roadside on the A460 down the rest of the park from where the daffodils finish. The park users will benefit from the colour of flowers in park

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

Queen Bumblebees need all the help they can get, they are on their own early spring and have to collect as much pollen as they can to set up a nest and themselves until the workers emerge, they can not fly in wet weather and need the dry days to get food for themselves as well as making a nest and supporting the grubs.

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

We wear through tools and gloves with the number of volunteers we support each year. The schools rotate the children we receive. The volunteers and community that take part in the activities will benefit from what they learn and do. Hednesford will benefit from a better understanding of the role of insects, the role of different species in the biodiversity of our environment and the role of diversity.

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?

We propagate where we can, learn about the plants we purchase and learn how to support their reproduction. Having the solar powered water feeders will free our time to concentrate on education of our community, other grant funding and propagation.

## SECTION 4

**To be completed by all applicants.**

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### 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)

Solar powered water irrigation system £40 x 3 Total £120  
Gloves x 15pair £30  
Trowels x 10 £60  
High Viz Vests x 20 £40  
Compost £40  
Black Flexitubs x 3 £20  
Tomato Plants x £20  
Crocus Bulbs in bulk Sack of 100 £30 x 5 (£150)  
6 x winter heather plants £20  
6 x hellebore winter Christmas rose £30

Total = £490

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

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6 x hellebore winter Christmas rose £30  
Total = £490

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 grant fund from other organisations when we can, so that we replace different things by different organisations. For example we already have tools and gardening resources, but we need to provide gloves for example in different sizes. Tools get worn and broken. Different funding provides laminate sheets to provide the story walks. The district council provides paper and printing. Funders provide pens etc.

Have you received any grants from us previously?  Yes  No

If YES please state the date and amount.

£250 to support replacement pads for the Defibrillator 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)

**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)

Signature (if under 18 a guardian must sign on

Lynn C.E. Evans

REDACTED

Date

28.2.2026

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 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 1

[REDACTED]

Name (please print)

[Kelvin Stephens]

Name (please print)

[Lynn C.E. Evans]

Date

[28.02.2026]

Date

[28.02.2026]

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

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