

Shropshire Grassroots Grants Scheme

Supplementary Questions: Application for Salary Costs

This form should be completed if you are applying to us for help to fund a paid member of staff.

Employing a member of staff is a significant undertaking for any voluntary group and carries a number of responsibilities and liabilities for the management group. The following questions will help our grant panel to understand more about how our group have prepared for the employment of a member of staff.

1. **Is this an application for a new or existing post?** *(please tick the appropriate box)*

- Funding a new post
- Funding the continuation of an existing post
- Funding additional hours on top of an existing post

2. **If a new post, has the management committee approved the post?** *(please attach a copy of the appropriate management committee minutes or a letter from the Chair confirming this)*

- Yes
- No
- N/A - not a new post
(go to q4)

3. **If a new post, describe how you plan to recruit the employee** (eg how you will advertise the vacancy and ensure open recruitment practices)

4. **If an existing post, how has it been funded to date?**

5. **Describe the experience that the management committee have of recruiting, managing and appointing staff, and their awareness of personnel and employment procedures** *(eg equal opportunities, discipline, grievance, PAYE, payroll, employer's national insurance contributions, employer's liability insurance, health & safety)*

6. Who will line manage the post and what will be the level of supervision?

7. Where will the post be based?

8. Tell us what the salary is for this post and how you determined the salary (you can give us an hourly rate or a pro rata annual salary, provided you are clear how many hours the employee will be working - eg £7.50 per hour x 5 hours per week x 26 weeks = £975)

(Don't forget to tell us about any employer's national insurance contributions or pension contributions)

9. If this application is successful, do you intend to continue the post after this funding comes to an end?

Yes No

If yes, how do you plan to fund the post?

If you have any queries about this form, please contact the Grassroots Grants team at the Community Council of Shropshire on 01743 360641

Thank you for providing this information. Please return your completed form to Nickie.edwards@shropshire-rcc.org.uk or via post to Grassroots Grants, Community Council of Shropshire, 4 The Creative Quarter, Shrewsbury Business Park, Shrewsbury SY2 6LG.