



Saltash Town Council

FESTIVALS FUND

A grant for events in Saltash

SALTASH TOWN COUNCIL FESTIVALS FUND

Notes for Applicants

What the Festivals Fund is for

Each year, Saltash Town Council sets aside funding to support events in Saltash intended to strengthen community spirit in the town, to generate a sense of community pride and to raise the economic profile of the town. We hope to continue to support events in future years if the annual budget permits.

What sort of events we want to support

The Town Council would hope to provide funding for

- regular events in the town calendar
- specific one-off events

Funding guidelines and who can apply

There is no specific grant ceiling, but applicants are expected to show what the grant will be spent on, supported by cost estimates. The Town Council will also expect to know the sources of additional funding that the applicant expects to contribute to the event costs. For a specific one-off event, any unspent surplus should be repaid to the Town Council.

Applications are open to all community organisations, but the Town Council will not consider company or private commercial ventures.

How to apply

A simple application form is available from the office of the Town Clerk. Applications must give a minimum six weeks notice before monies can be allocated to events, and will be dealt with on a first-come, first-served basis. The Fund cannot be replenished during the ensuing financial year.

How applications will be considered

A panel of Saltash Town Councillors (minimum of three) will initially consider completed applications, and their decisions will usually be ratified at the next Full Council Meeting. The Committee reserves the right to offer partial funding against applications. Amongst considerations will be:

- Previous record of managing successful events
- Evidence of good financial management (annual reports and accounts)
- Benefits for Saltash in terms of civic pride, economic spending in the Town, increased numbers of visitors, PR and publicity for the Town etc

Saltash Town Council will make a funding offer to successful applicants, who will then have two months to accept the grant on the terms offered.

SALTASH TOWN COUNCIL FESTIVAL FUND APPLICATION FORM

1. Name of Organisation			
2. Contact Name			
3. Contact Address			
4. Telephone numbers	Day :	Evening :	
5. Email address			
6. Name of Event			
7. Date(s)			
8. Description of Event			
9. Amount of funding Requested <i>(Itemise expenditure up to level sought)</i> Continue if necessary on separate sheet if necessary	Item	Cost	£
10. When is the funding required ?			

11. To whom have you applied/intend to apply for other grants related to this application?	
12. Attached - previous year's report / accounts <i>(Delete as appropriate, or explain if not attached)</i>	

Signed

Date

CHECKLIST

Please note, prior to submission of your application, please ensure that you have enclosed and complied with the following:

- | | |
|---------------------------------------|--------------------------|
| Signed and completed application form | <input type="checkbox"/> |
| Bank account details | <input type="checkbox"/> |
| Copy of full audited accounts | <input type="checkbox"/> |
| Estimates/quotes (project specific) | <input type="checkbox"/> |
| Registered charity/company number | |

I hereby submit my application and confirm that I have enclosed the above:

Signed

Date

If you have not submitted any of the above, your application will not be considered and will be returned to you.

CONDITIONS OF GRANT

Saltash Town Council may withhold further payments of the grant and will be entitled to reclaim from you amounts already paid if any of the following events occur:

1. Any of the terms and conditions of this agreement are not complied with.
2. Any information given to Saltash Town Council either in the application or at any time and concerning the approved project is found to be incorrect.
3. There has been any financial impropriety by you or anyone connected with the project.
4. You fail to provide information regarding the project within the timescales prescribed in this letter or in any other communication to you.
5. The grant paid has not been used towards the completion of the approved project.
6. You or anyone connected with the project become subject to a bankruptcy order, or in the case of a company go into liquidation whether compulsory or otherwise.
7. Any payment of grant has been made to you in error.

REPORTING PROCEDURES

On completion of the project you will provide Saltash Town Council with the details of your finished project. (This can be in the form of photos or a letter.)

OTHER CONDITIONS

You agree to co-operate in publicising Saltash Town Council and the Festival Fund.

ACCEPTANCE OF THIS OFFER

Acceptance of the terms and conditions of this offer will be indicated by you signing and returning one copy of this letter to Saltash Town Council. The offer remains open for a period of two months from the date of this letter. If acceptance does not take place within this period, the offer will lapse and Saltash Town Council will be under no obligation to provide any grant assistance.

This letter should not be construed as giving any consents required for carrying out the project. Sponsoring organisations and other interested parties must ensure that they have the necessary authority (legislative or otherwise) for the activities proposed. All persons must comply with the law for the time being in force in the United Kingdom, and in particular must:

1. Take all necessary steps to secure the health, safety and welfare of all persons involved in the project.
2. Not unlawfully discriminate against any persons on the grounds of sex or race. The Commission for Racial Equality and the Equal Opportunities Commission have issued.

3. Codes of Practice giving guidance on the law and equal opportunities good practice in employment.

For and on behalf of Saltash Town Council

..... Date

For and on behalf of Organisation/Group

..... Date