

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	SALTASH REGATTA COMMITTEE
2. Contact Name	KAREN LILLEY
3. Contact Address	
4. Telephone numbers	
5. Email address	
6. Name of Event	Saltash Regatta 2019
7. Date(s)	SATURDAY 22nd AND 23rd JUNE 2019
8. Description of Event	<p>Saltash Regatta is a 2 day Waterside festival, based around the Caradon Gig Rowing Championships which offers free entertainment, music, watersports and stalls to the local community and surrounding areas in Devon and Cornwall.</p> <p>Community engagement is encouraged through a variety of ways:</p> <ol style="list-style-type: none"> 1. The Caradon Gig Rowing Championship is held on the River Tamar, attracting gigs from all over Cornwall to compete. 2. Saltash Sailing Club holds a one day Regatta event, with local teams of all ages, from Devon and Cornwall taking part. 3. A children's parade opens the Regatta, where all local schools, organisations, preschools, brownies, rainbows and the local Town band are invited to join this civic parade. 4. Local shops and charities are invited to attend as traders to sell goods and raise awareness. Free pitches are offered to Saltash businesses (non food). 5. Sponsorship is sought from local businesses. 6. The Committee is led by volunteers, local to Saltash. 7. The cardboard raft race attracts local competitors as a fun event. 8. The paint party attracts children and adults to create colour and laughter. 9. Churches Together enjoy an outdoor service on Sunday morning. 10. Strong links with Livewire provides a platform for local musicians to show case

	<p>their talents and boost their potential in the music industry.</p> <p>11. Two stages are used across both days; covering the whole site, using the Saltash Town Council trailer and a hired platform stage.</p> <p>This event offers so much to the community; it showcases Saltash and brings together the community, businesses and stakeholders. It covers two days and is run essentially with volunteers. This year we will again be engaging with the Community Ambassadors, The Pioneers Project and the Royal Navy cadets to help with set up, management and clearing the site. This gives young people volunteering hours and can benefit their future CVs and experiences. We reflect the support we are given in all our marketing, website, Facebook etc, as logos and named supporters.</p>																																																			
<p>9. Amount of funding Requested</p> <p><i>(Itemise expenditure up to level sought)</i></p> <p>Continue if necessary on separate sheet if necessary</p>	<p>£ 2288.40</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Toilet Hire</td> <td style="width: 40%;">Requested by Saltash Town Council</td> <td style="width: 30%; text-align: right;">£828.00</td> </tr> <tr> <td>BUSES</td> <td>Requested by Saltash Town Council</td> <td style="text-align: right;">£530.00</td> </tr> <tr> <td>Medical</td> <td>Requested by Saltash Town Council</td> <td style="text-align: right;">£930.40</td> </tr> <tr> <td>Security</td> <td></td> <td style="text-align: right;">£316.80</td> </tr> <tr> <td>Sand</td> <td></td> <td style="text-align: right;">£439.20</td> </tr> <tr> <td>Entertainment</td> <td></td> <td style="text-align: right;">£3,070.00</td> </tr> <tr> <td>Parade</td> <td></td> <td style="text-align: right;">£62.17</td> </tr> <tr> <td>Cash raffle prize</td> <td></td> <td style="text-align: right;">£50.00</td> </tr> <tr> <td>Sundry - volunteer costs</td> <td></td> <td style="text-align: right;">£396.36</td> </tr> <tr> <td>Road Closure Services</td> <td></td> <td style="text-align: right;">£1,212.50</td> </tr> <tr> <td>Alpha Logic Waste Management</td> <td></td> <td style="text-align: right;">£553.20</td> </tr> <tr> <td>Advertising</td> <td></td> <td style="text-align: right;">£650.98</td> </tr> <tr> <td>STAGES AND SOUND</td> <td></td> <td style="text-align: right;">£1,855.58</td> </tr> <tr> <td>Event Booking Service</td> <td></td> <td style="text-align: right;">£1,098.38</td> </tr> <tr> <td>Make and Take</td> <td></td> <td style="text-align: right;">£350.00</td> </tr> <tr> <td>Donation to Union</td> <td></td> <td style="text-align: right;">£50.00</td> </tr> <tr> <td>Paint Party</td> <td></td> <td style="text-align: right;">£75.00</td> </tr> </table>	Toilet Hire	Requested by Saltash Town Council	£828.00	BUSES	Requested by Saltash Town Council	£530.00	Medical	Requested by Saltash Town Council	£930.40	Security		£316.80	Sand		£439.20	Entertainment		£3,070.00	Parade		£62.17	Cash raffle prize		£50.00	Sundry - volunteer costs		£396.36	Road Closure Services		£1,212.50	Alpha Logic Waste Management		£553.20	Advertising		£650.98	STAGES AND SOUND		£1,855.58	Event Booking Service		£1,098.38	Make and Take		£350.00	Donation to Union		£50.00	Paint Party		£75.00
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<p>10. When is the funding required ?</p>	<p>We require the funding in May 2019, however, a quick decision would enable us to plan the event within budget. It would be beneficial to know in the next 4 weeks if we have been successful.</p>																																																			

<p>11. To whom have you applied/intend to apply for other grants related to this application?</p>	<p>We have approached local businesses to donate to the event and will apply to Cornwall Council Community Chest Fund. We will apply to FEAST. In addition, Waitrose have agreed to support the event and this is generally in the region of £400. We have applied to the Tesco bags scheme and have been successful. This maybe £1000, higher if votes (tokens) go to our cause. The Regatta is supported financially by local traders and charities that are charged a fee to attend the event and have a pitch. The stall bookings account for 50% of our required revenue. We have a volunteer fundraiser who has joined the committee and we hope to get new ideas and energy.</p>
<p>12. Attached - previous year's report / accounts</p>	<p>Evidence is attached.</p>

Signed

Date 8/10/2018

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
- Bank account details
- Copy of full audited accounts
- Estimates/quotes (project specific)

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

Signed

Date 8/10/2018

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 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: Date

Saltash Regatta and Waterside Festival

Report of activities and planned improvements for 2019

Following on from previous successful events; we will continue with a similar format. The event will be free; involve a range of performers, entertainers, music, bands, traders and charity supporters.

This year the parade will start in Fore Street and many local schools will be engaged to participate. The parade will be led by the Saltash Town Band.

We will run a Hoppa bus service providing easy opportunities to visitors visiting the town. The cardboard boat race adds further interest; we were over whelmed with entries last year so plan that this will be well attended. The paint party is a good addition and we have sourced a supplier who is local and can help with the costs.

We are aiming for an eco – friendly event, encouraging recycling and the use of reusable glasses. We are aware of increased visitor numbers and as a consequence; additional medical cover is planned.

Finances

Our aim is to run the Regatta in a prudent manner and we look to maintain an account credit to carry forwards each year. We intend to continue to grow in a steady manner over the coming years, with an intention to become the best riverside event in Devon and Cornwall. Each year the costs increase and we have to manage this. Sponsorship from businesses can be difficult and unreliable; however, we persevere to ensure the event is free. We are looking at the practicality and feasibility of running a fundraising event in the New Year to boost funds.

All our local supporters, including the Town Council are key to this aim, and provide essential support.

Our intention each year is to seek further regional funding to continue our growth. Tesco bags for Life have accepted our bid, so this is a step in the right direction.

We aspire to upgrade our stage, by hiring equipment which will compliment the trailer from Saltash Town Council. This was well received last year, we have sourced a stage for free for 2019, we pay the transportation on this and sound engineering services. Another positive for the future! The event has used two stages for the last few years as we want to ensure community bands are given the opportunity to perform, along with 'paid for' entertainers. It means entertainment will be across the whole site, not just on Waterside Green. Last year, by using the car park, we provided more seating and comfort. It also reduced vehicular activity, as a further positive.

Bank account details:



South West Response

Community Medical & Safety Services

Customer: Saltash regatta Committee

Invoice Number: Quote

Invoice Date: Quote

Invoice Due: Quote

Invoice

Daniel Snaith

Director & Event
Co-ordinator

13 Daleswood Road

Tavistock, Devon

PL19 8HE

07564 833 312

Facebook.com/SWRResponse

SWResponse.com

Job Description: Saltash Regatta 2019

Job Period: 22 and 23 June 2019 09:00 - 17:00

Service/Product	Unit Price (£)	Quantity	Total (£)
First Aider	£176.00	2	£352.00
First Responder	£208.00	1	£208.00
EMT and Response Vehicle	£272.00	1	£272.00
Kit and Administration	£98.40	1	£98.40
BACS Payments to:	Account no.	Sort Code	Total
			£930.40

Thank you for choosing South West Response

Please contact us about other opportunities and quotes

Facebook.com/SWRResponse

www.SWRResponse.com

07564 833 312

BOOKING FORM



ROSEMABER FARM • BREAGE • CORNWALL • TR13 9NE
 TEL: 01736 763338 • FAX: 01736 762399

Date of Enquiry: 05-10-18

Registration No: CB/HP3616RX

VAT No. 337051476

CUSTOMER DETAILS

Name Saltash Regatta
 Address 40 Karen Street, Treaswer,

EVENT DETAILS

Event Saltash Regatta
 Address Jubilee Car Park
Old Ferry Road
Saltash
 Postcode PL12 6BJ

DATE OF EVENT 22nd & 23rd June '19

Building Site Toilet

Disabled Mother & Baby Toilet

Gas Shower

Event Toilet

Disabled Unisex Toilet

Electric Shower

Fresh Flush Toilet

Gent's Urinal Block

Trailer Units

Mains Connected Toilet

Hotwash Unit

Trailers for Portables

ADDITIONAL EXTRAS (e.g. on-site servicing, delivery info etc)

* deliver Friday, collect Monday
 * Sat eve service of above facilities

Please note that any arrangements that have been made with any of our staff must be specified on this form. In addition, units will not be placed more than 3m from a hard road unless previously agreed.

Once delivered and set-up on site, the toilets are the responsibility of the customer until collection.

Directions/map and a site plan showing the exact location of the toilets must be enclosed with the deposit when returning the booking form. Failure to enclose this will incur a £10 surcharge on the final invoice.

Booking Charge: £ 875-00

Discount: £ 185-00

Sub-Total: £ 690-00

VAT @ 20%: £ 138-00

TOTAL DUE £ 828-00

£10 surcharge for no map

If you wish to pay by Credit Card please enter details below:

Card Type: VISA / MASTERCARD / SWITCH / SOLO / OTHER

Card No.

Card Holder

Start Date Expiry Date

Security Code Issue No. (if applicable)

Please debit from my account: **FULL AMOUNT / DEPOSIT**
(delete as appropriate)

Deposit due with booking £ 276-00

Balance due by: 30 / 06 / 19

Please sign below to confirm the above information is correct and return the form to us with your deposit to secure your booking.

SIGNED _____

PRINT _____

Saltash Gateway CIC

4 Fore Street, Saltash

Cornwall PL12 6JL

Tel: 01752 848348

Web: www.communityenterprisespl12.co.uk

Email: hopper@communityenterprisespl12.co.uk



**community
enterprises** PL12

INVOICE

To:
Saltash Regatta

Invoice Date & Tax point: 08/10/2018
Invoice Number: 0
Purchase Order:

Service Details	Unit Price	VAT %	VAT	Total
Saltash Regatta journeys on Saturday 22nd Ji and Sunday 23rd June	£ 530.00	0%	£0.00	£530.00

Payment Details

Direct to:

Subtotal £ 530.00
Total VAT £ -

Total amount due £ **530.00**

By cheque:

Payment should be made as per the agreed terms

Thank you for your business!

VAT No. 277 3442 82

Company Number: 05864014

Community Enterprises PL12 is the trading name of Saltash Gateway Community Interest Company

SALTASH REGATTA
2018

	Opening balance	
	£3,866.01	
Income		
Festival Fund		£2,000.00
Quickstore		£150.00
St Mellion		£50.00
Comm Chest Holley		£502.65
China Fleet		£50.00
Carlton Plastics		£400.00
STALL BOOKINGS		£6,492.06
Computeck		£50.00
Spinnaker		£400.00
Donations		£200.00
Miscellaneous		£10.00
Appleby Westward		£150.00
Cash from Tanning Shop		£50.00
Grant make and take		£350.00
BAR		£600.00
Cash from the Union		£200.00
Raffles		£196.50
Bus collection Sunday		£55.75
Bus Collection Saturday		£87.45
Waitrose- to bank		£553.00
Due in UK Teck		£75.00
Cornwall College		£150.00
<u>Total Income</u>		£12,772.41
		£0.00
Expenditure		£0.00
Toilet Hire		£792.00
BUSES		£480.00
Security		£316.80
Entertainment		£3,070.00
Medical		£640.00
Insurance		£524.19
Parade		£62.17
Cash raffle prize		£50.00
Sundry - volunteer costs		£396.36
Sand		£439.20
Road Closure Services		£1,212.50
Alpha Logic Waste Management		£553.20
Advertising		£650.98
STAGES AND SOUND		£1,855.58
Event Booking Service		£1,098.38
Make and Take		£350.00
Donation to Union		£50.00
Paint Party		£75.00
<u>Total outgoings</u>		£12,616.36

Net profit/(loss)

£156.05

Balance carried forward to
2018

£4,022.06