

90.

SALTASH TOWN COUNCIL FESTIVAL FUND APPLICATION FORM

1. Name of Organisation	Saltash May Fair
2. Contact Names	Jo Baskott and Hilary Frank
3. Contact Address	
4. Telephone numbers	
5. Email address	
6. Name of Event	Saltash May Fair
7. Date(s)	4 th May 2019
8. Description of Event	<p>Saltash May Fair is a 1-day Festival for the Saltash community and surrounding areas, with an estimated footfall of around 5,000 over the course of the day. It offers an outdoor market, and a range of community-based entertainment, including free music and maypole dances. All of this helps to generate a sense of community pride, boost spending within the town, and serves as great PR for Saltash.</p> <p>The volunteers who organised the May Fair in 2016, 2017 and 2018 stood down earlier this year. At a time when retailers throughout the UK are struggling, volunteers from the Chamber of Commerce have stepped forward to organise the May Fair in 2019, keen to use the event as a vehicle to boost footfall in to the Town Centre and raise the town's economic profile. The new team of volunteers has wide experience of organising a range of events in Saltash, including the Regatta, May Fair, Christmas Festival and Kalan Gwav. Several meetings have been held since the new team took over at the EGM in September, and it has been agreed to keep to the successful format created by the most recent editions of the May Fair, with stalls on Fore Street and Longstone Park.</p> <p>Community engagement will be encouraged through a variety of ways:</p> <ul style="list-style-type: none">• The Parade of Youth, giving youth groups the opportunity to parade on Fore Street

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	<ul style="list-style-type: none"> • The Outdoor Market, giving town centre and local retailers the opportunity to sell their goods and promote their businesses, and giving local charities and groups the opportunity to raise funds and promote awareness • There are plenty of opportunities to volunteer in organising the event or helping out during the day, encouraging community cohesion, as well as delivering opportunities for local people to build on their experience of event management, which can be of benefit in future employment • The Time Credits scheme, which will encourage volunteer support • The Dog Show in Victoria Gardens • The 'Unsung Hero' Award 	
9. Amount of funding Requested	Item	Cost
	Stage, PA System, Audio Engineer (Event Services has agreed to provide this at the same cost as 2018 as long as we book and confirm by January)	£1422
	Publicity (e.g. The Observer, Love Saltash, leaflets)	£500
	TOTAL	£1922
10. When is the funding required ?	Most bills will need to be paid in April and May 2019, but it would be a great help in planning the event to have notification of any amount awarded from Festivals Fund as soon as possible. This will enable us to book and confirm services.	
11. To whom have you applied/intend to apply for other grants related to this application?	We will work hard to ensure best value, but judging by accounts of previous years, expenditure will be in the region of £7,500. Income generated from stalls will be in the region of £3000. In addition to fundraising projects, such as a raffle, we will be seeking sponsorship from local businesses and from organisations such as Cornwall Council and the Arts Council.	
12. Attached - previous year's report / accounts	This is the first year that the new committee will organise the May Fair, but a report received from the previous committee on the income and expenditure is attached.	

Signed: _____

Date: 12th November 2018

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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

12/11/18

.....

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Balances

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Overview of balances

Please select an 'Account number' to view more details on the account balance.

Balances are as at: 02 Oct 2018 14:39:48

Account name	Account type	Sort code	Account number	Balances
				GBP 8868.79
				GBP 1593.84

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For more details on our Business Savings Interest rates please see our [interest rates page](#)

INCOME

Amount	Description	Type
£1,500.00	Stall payments - Diverse Events	Stalls
£75.00	Saltash Q Store Sponsorship	Sponsorship
£150.00	St Mellion Sponsorship	Sponsorship
£250.00	Appleby Westward	Sponsorship
£5.00	Cash payment from stall	Stalls
£350.00	Deposit for van	Hire and Services
£200.00	NTC Sponsorship	Sponsorship
£600.00	Raffle money	Entertainment
£50.00	UKTeck Sponsorship	Sponsorship
£185.00	Stalls on the day	Stalls
£218.13	Raffle money (818.13 taken on the day)	Entertainment
£10.09	Cash donation	Sponsorship
£300.00	Cornwall Councillors	Sponsorship
£1,747.11	Stalls	Stalls
£15.00	Encore Stall	Stalls
£1,550.00	5106	Grant
£900.00	STC Festival Fund	Grant
£454.00	Waitrose Green Tokens Sponsorship	Sponsorship

EXPENDITURE

Amount	Description	Type
£27.73	Storage Aug	Storage
£27.73	Storage Sept	Storage
£27.73	Storage Oct	Storage
£27.73	Storage Nov	Storage
£27.73	Storage Dec	Storage
£27.73	Storage Jan	Storage
£27.73	Storage Feb	Storage
£27.73	Storage March	Storage
£27.73	Storage April	Storage
£40.00	Raffle Licence	Insurance & Licences
£30.00	Charlie Harris	Entertainment
£387.75	First payment to Diverse Events	Hire and Services
£7.99	Money tin - Vera	Stationary
£21.00	Temporary Event Notice	Insurance & Licences
£90.00	ZigZag	Entertainment
£350.00	Deposit for van	Hire and Services
£250.00	SkyMind Studios	Entertainment
£70.00	Mike Pitches Photography	Advertising
£27.73	Storage May	Storage
£33.00	Raffle Books	Entertainment
£62.00	Leaflets	Advertising
£25.00	STC Staging	Entertainment
£1,422.00	Big Stage	Entertainment
£120.00	Rue	Entertainment
£500.00	1st prize Raffle	Entertainment
£200.00	2nd prize raffle	Entertainment
£100.00	3rd prize raffle	Entertainment
£397.84	Insurance	Insurance & Licences
£150.00	Samba Kernow	Entertainment
£145.20	Security	Hire and Services
£72.00	Bins	Hire and Services
£476.85	Second payment to Diverse Events	Hire and Services
£280.00	Medical	Hire and Services
£360.00	Love Saltash	Advertising
£300.00	Saltash Town Band	Entertainment
£50.00	Leaflet artwork	Advertising
£27.73	Storage June	Storage
£27.73	Storage July	Storage
£150.00	Air Cadets	Expenses
£100.00	BBCA	Expenses
£790.00	FTAS Traffic Management	Hire and Services
£273.22	Cormac	Hire and Services

In
£8,559.33

Out
£7,586.61

Diverse Events

Event Services S.W Ltd.
 Unit 4
 The Chicken Shed
 Horningtops
 PL14 3GF
 office@eventservicesonline.com
 01752 829333
 www.eventservicesonline.com
 Registration No. 05002475
 Tax Registration No. 837-1947-00

Invoice: Saltash May Fair 2018

To pay By Bacs:

Invoice Number CI22
Invoice Date 30/04/2018
Your Reference
Due Date 30/04/2018

Delivery Address

Longstone Park Saltash
 Longmeadow Rd
 Saltash
 PL12 6DW

Name	Quantity	Price	Discount	Total
Stage 1	1	525.00		525.00
6kw Outdoor PA system	1	350.00		350.00
Audio Engineer	2	75.00	50.00%	150.00
Delivery	2	20.00		40.00
6KVA Generator & Distro	1	120.00		120.00

6KVA Generator and distribution for small stage price includes fuel

Name	Rate	Goods	Tax	Discount	
					£150.00
VAT Standard	20.00%	1185.00	237.00	Goods total	£1,185.00
				Tax total	£237.00
				Invoice total	£1,422.00