

Saltash Section 106 Funding Deployment Panel

Application Form

A. Overview

1. Name & Address of Organisation _____

Saltash VE75 Committee, 3 Ploughboy Mews, Saltash, PL12 4HG

2. Title of Project _____

Saltash VE75

3. Brief Description of Project _____

To provide a series of commemorative and celebratory events in Saltash to mark the 75th Anniversary of VE Day

4. Total Funding Requested £8,944.00

5. Dates/instalments that funding is Required

asap

6. Please tick to indicate that the following documents have been enclosed

Copy of Accounts (except for public bodies) ✓

Copy of Standing Orders (except for public bodies) ✓

Copy of Insurance for this project (if applicable) ✓

B. Declaration

I confirm that all of the details on this form, including any attachments, are correct to the best of my knowledge, and understand that false or inaccurate information on the form may result in funding being refused or withdrawn

Project Contact

Date

1 November 2019

C. About the applicant organisation

1. Brief description of aims of organisation _____

Friday, 8 May 2020 – A street party the full length of Fore Street, Saltash involving local organisations, youth groups and charities. Entertainment to include military vehicles, swing band, music and speeches of the era, children’s games, gas mask boxes, refugee labels, sweet making workshops, etc. Parade of Standards, Bugler, Last Post, uniformed youth groups march past, 2 minutes’ silence, WW2 poetry readings and story telling, etc.

Saturday, 9 May 2020 – 1940’s Big Band Dance.

Sunday, 10 May 2020 – Play an active part in Saltash’s Civic Service of Remembrance.

2. Status of organisation

Charity Public Body Community Organisation
CIC Other _____

3. Date founded 16 August, 2019

4. Project Contact name

Position _____ Treasurer

Contact tel. _____

Email _____

5. Senior Contact name

Position _____ Publicity Officer

Contact tel. _____

Email _____

6. Please give a brief description of other projects delivered by the organisation; particularly those of a similar nature to the project you are bidding for _____

This is a new Committee, formed solely for the purpose of recognising the 75th anniversary of VE Day. However, the majority of this Committee is made up of members of The Great War Commemorative Events Committee who very successfully organised over 30 community events and projects including pebble

memorial, poetry book, poppy carpets, plaques, and information boards, etc.

7. In the event that your organisation ceased to exist, what would happen to its resources and assets?

Everything would revert to funders

D. About the Project / Project Element

1. Title of Project / Project Element

Saltash celebrates the 75th Anniversary of VE Day

Description

On Friday, 8 May, Saltash Fore Street will be closed to traffic to enable a street party along its entire length. Tables will be provided and local organisations and charities invited. There will be Parade of Standards, Town Band, Bugler and Piper to honour a 2 minute silence before joining with the nation's proposed "Raise a glass". Church bells will ring. Street entertainers will be present. We will be inviting organisations to display military vehicles and WW2 memorabilia. Competitions will be organised for "best dressed" table and shop-keeper's best dressed window. A sound system will be erected, which will enable war time music and speeches to be heard throughout Fore Street. Saltash Guildhall will host a military model exhibition and the local museum will be open. Workshops for children will include gas-mask boxes and evacuee label making. Children will have the opportunity of learning a simple "drill" routine before being invited to accompany a march through Fore Street to musical accompaniment. Local shops will be encouraged to sell food, etc of the era and hairdressers to offer 1940's hair styles. There will be a swing dance demonstration and tuition, followed by a community dance for all.

On Saturday, 9 May, there will be a 1940's Big Band Dance. In keeping with the music of the era of 1940's - in particular Big Band music - we have chosen The Carlton Big Band. The Band will dress in military uniforms and play music of the WW2 years including Glen Miller, Tommy Dorsey, Duke Ellington and the likes. There will also be a Military Side Drum display, period costumes, hairstyles, food, etc.

On Sunday, 10 May, we will be playing an active part and supporting Saltash's Civic Service – no funding required.

2. Please tick to indicate which priorities your project (element) meets, and explain how it meets them

i) Town Centre Regeneration ✓

This event will highlight Fore Street as being at the very centre of the Town and will bring people back into Fore Street and give them an opportunity to view the Town's organisations as well as shops. We envisage large numbers of locals and out of town visitors, following an extensive publicity campaign. Shopkeepers will be approached, we will work with them and they will be given an opportunity to both participate and benefit from increased footfall. The Committee will engage with all local business outlets including Lower Fore Street.

This traffic-free environment will foster a sense of community and provide an opportunity to appreciate the full scope of the Town Centre and promote Saltash's platform for free parking facilities.

ii) Generation of Employment Space ✓

The events will showcase the Town and its amenities, enabling the shops, cafes, businesses, organisations, etc to promote their services. This we believe will support existing employment, help Town Centre regeneration and boost the local economy. This would be promoted through the media and local shops will be used for WW2 poetry readings, storytelling, workshops, hairstyling of the era, etc – eg Saltash Bookshelf, Scrap Store, 4 Fore Street.

iii) Other Community Benefit ✓

Local organisations will have the opportunity to network in an informal atmosphere and meet with the general public and businesses. It will increase the visibility of any organisation taking part. Saltash's sense of community pride would be enhanced. The event is all inclusive and public participation will be encouraged.

The committee of the WW1 events has attracted unlimited press, radio and TV coverage which has been priceless to Saltash. The WW2 publicity campaign aim to attract the same media attention which again fits within the S106 criteria of regeneration within this very worthy WW2 bid.

3. Details of volunteer time involved in project

We have a committee of 8, together with specialised support from Saltash Heritage, organising the events and preparing publicity material, fundraising, etc. On the day we will receive support from Saltash Rotary and Saltash Lions, the Royal British Legion, as well as all the organisations invited to help with 1940's style games and workshops.

4. Details of other sources/amounts of funding secured _____

5. Details of other sources/amounts of funding pending

Saltash Town Council Community Chest Fund - £1,486.00 – pending
Saltash Rotary Club - £150.00 - pending
Saltash Inner Wheel - £150.00 - pending
Saltash Lions - £100.00 - pending

Breakdown of costs

Item	Cost	Source of cost (including estimate)
Friday, 8 May – Sunday, 10 May 2020 Street Entertainment, Publicity, VAT, Miscellaneous	*£1,886.00	*Applied for - pending
Friday, 8 May – Street Party Swing dance – demonstration, group tuition, etc	£200.00	
Street and table decorations, games equipment	£500.00	
Community workshops – evacuee labels, gas mask boxes, storytelling, WW2 poetry, etc	£700.00	
Sound system	£1,500.00	
Winston Churchill cut-out	£36.00	
Road management cost and transport	£750.00	
First Aid Cover	£300.00	
Insurance - <i>part</i>	£222.00	
Health and Safety Management	£500.00	
Publicity and promotion – flyers, newspapers, banners - <i>part</i>	£700.00	
Street Entertainers and vintage vehicles - <i>part</i>	£1,000.00	
Postage and Stationery - <i>part</i>	£50.00	
Risk Assessment	£100.00	
Saturday, 9 May – 1940's Big Band Dance Military Side Drums	£300.00	
Room Hire - Saltash Social Club	£200.00	
TOTAL	£8,944.00	

6. Total costs requested from Section 106 Funding £7,058.00

7. If approved, when would the project begin? asap

8. When would the project be complete? 10 May 2020

9. What ongoing maintenance would be required, and how would this be funded (including if it is part of the bid)?

Not applicable

10. Do you require insurance for this project? Yes No

If yes, please give details

Public Liability Insurance required for 8 May 2020

11. Does the project require work valued at £2,500 or above from any individual supplier? Yes No

If yes, please note that submitting this form commits you to obtain three quotations for any such piece of work.

12. Does the project require work valued at £25,000 or above from any individual supplier? Yes No

If yes, please note that submitting this form commits you to carry out a full tender process for any such piece of work.

13. Do you require any further permission(s) for this work, including planning permission? If so, please indicate the permissions required and current stage

No

14. Please provide a brief summary of any project risks* and how they will be mitigated:

Risk Item	Severity	Proposed Mitigation
*A full Risk Assessment will be provided		

NOTE: A FURTHER SECTION D SHOULD BE SUBMITTED FOR EACH DISCRETE PROJECT OR PROJECT ELEMENT. Please number as D1, D2 etc.

E. Project Management

1. Project Manager name _____

Position

Chair _____

Contact tel. _____

Email _____

2. Breakdown of Project Management Costs

Item	Cost	Source of cost (inc. estimate).	included in Section D estimates?
Friday, 8 May 2020 - Street Party	£0.00		
Saturday 9 May 2020 – 1940's Big Band Dance	£0.00		
Sunday, 10 May 2020 – play an active part in Saltash's Civic Service of Remembrance	£0.00		
Total	£0.00		

F. Total Costs requested from Section 106 Funding

1. Costs from Section D1 £7,058.00 _____
2. Costs from Section D2 £ _____
3. Costs from Section E £ _____
4. TOTAL COSTS £7,058.00 _____

G. Treatment of Value Added Tax

Please note that the grants under this scheme are provided net of VAT.