

97



Saltash Town Council



Grant Application Form

APPLYING FOR:
(Tick one box)

Community Chest

Grant

Festival Fund Grant

X ✓

DATE APPLICATION SUBMITTED:

11 November 2019 ✓

Contact Name:	Karen Lilley ✓
Position:	Chairman ✓
Organisation:	Saltash Regatta ✓
Contact Address:	
Telephone Number:	
E-mail:	
Status of Organization:	Community Organisation ✓
Charity/Company number (if applicable)	Charity No: N/A
	Company No: N/A

14 NOV 2019

What geographical area does your organization cover?	Saltash , Cornwall ✓
How long has your organization been in existence?	Over 20 years, current committee has been in place for 7 years. ✓

Please note that it may be asked to attend a meeting of the Policy and Resources Committee to answer questions on your application.

1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
Have you applied for a grant from Saltash Town Council within the last 5 Years? (Please list – continue on a separate sheet if necessary)	15/10/2018	Saltash Regatta	2320	Yes ✓
	21/3/2017	Saltash Regatta	2000	Yes
	20/2/2016	Saltash Regatta	1742	Yes ✓
	2015	Saltash Regatta	1512 ✓	Yes
	2014 ✓	Saltash Regatta	1470 ✓	Yes ✓

Please list the aims and objectives of your organization

The aims of the committee are to continue to offer this two day Waterside event for free; involving a range of performers, entertainers, musicians, bands, traders and charity supporters.

Community engagement is high; with all schools invited to join the children's parade. Transport to the event is provided.

We will again run a Hoppa bus service providing easy opportunities to visitors visiting the town. The cardboard boat race has great interest and attracts many businesses and spectators.

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. Our commitment to banning single use plastic is high and we have made great progress in become more ecofriendly.

All our local supporters are key to this aim, and provide essential support.

Our intention each year is to seek further regional funding to continue our growth. We raise funding from sponsors including Tesco and Waitrose, and through selling reusable cups. This year we plan to introduce a wristband to sell to raise funds.

We have upgraded our stage in previous years, by hiring equipment which complements the trailer from Saltash Town Council. 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.

	<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 and a new youth group, the Pioneers, to help with set up, management and clearing the site. This gives young people volunteering hours and can benefit their future CVs and experiences.</p> <p>We reflect the support we are given in our entire marketing, website, Facebook etc, as logos and named supporters. The over arching aim is to ensure this event continues and can try to make a small profit to carry forwards.</p>
<p>What are the main activities of your organization?</p>	<p>The Saltash Regatta committee runs a 2 day Waterside festival, based around the Caradon Gig Rowing Championships which offers free entertainment, music, water sports 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

	<p>as a fun event.</p> <p>8. The paint party attracts children and adults to create colour and laughter.</p> <p>9. Churches Together enjoy an outdoor service on Sunday morning.</p> <p>10. Strong links with Livewire provides a platform for local musicians to show case 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>The committee organises the full event, booking traders, advertising, maintaining safety, setting up and clearing away the event and all associated administration.</p>
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	Yes / No or N/A
Are you part of a religious group?	No ✓
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	No ✓
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	N/A ✓
If application is from an education, health or social service establishment – do you work in partnership with other groups?	N/A
If application is from an education, health or social service establishment – is project in addition to statutory services?	N/A ✓

2. Your project

Project	Start Date	13 / 06 / 2020
	Finish Date	14 / 06 / 2020

14 NOV 2019

Total Cost	£ 17465 /
Grant Applied For	£ 2985.20 /

Project title:	Saltash Regatta 2020 /
Description of project (please continue on a separate sheet if necessary):	<p>Saltash Regatta is one of the most colourful events held in Cornwall and, certainly for South East Cornwall, is the most popular annual regatta. Gig racing, hosted by Saltash-based Caradon Pilot Gig Club, is run to the highest standard.</p> <p>On the river there is sailing, canoeing and wild swimming, as well as the very popular cardboard boat race.</p> <p>Saltash Regatta is not just about water sports; there is so much more ashore to keep everyone in the family happy and entertained; bands of all types, street entertainers and children's rides and entertainment. A wide range of market stalls and food vendors will cater to suit all tastes and budgets, alongside some quirky and interesting craft stalls.</p>
Where will the project/activity take place?	Jubilee Green Car Park, Old Ferry Road, Waterside Green and Brunel Green. /

<p>Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)</p>	<p>The event attracts on average 10,000 visitors from Saltash and surrounding areas over two days. This impacts on local businesses and brings visitors to the area.</p>
<p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p>	<p>It is an event that has run for over one hundred years; is well attended and attracts very positive feedback.</p>
<p>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)</p>	<p>We are well supported by local businesses, schools and charities. Larger organisations such as St Austell Brewery and Tesco have offered us financial support in the past and we intend this for the future.</p>
<p>How will the project be managed and how will you measure its success?</p>	<p>Numbers of visitors and feedback.</p>

<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>It is essential that we are in a position to start making payments from May 2020.</p>
<p>What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people (applicable only if your project involves working with this client group)</p>	<p>We risk assess activities, provide medical cover, security and use volunteers who have been fully inducted. Children and vulnerable adults will not be our sole responsibility at any point, but safety is an overarching principle and factor.</p>

3. How you will pay for your project.

<p>What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	<table> <tr><td>£1,538.11</td><td>Event Management</td></tr> <tr><td>£2,000.00</td><td>Traffic Management</td></tr> <tr><td>£380.00</td><td>Billy Wiz – Children’s entertainer</td></tr> <tr><td>£1,000.00</td><td>Sound</td></tr> <tr><td>£1,000.00</td><td>Staging – This funding</td></tr> <tr><td>£703.20</td><td>Insurance – This funding</td></tr> <tr><td>£1,250.00</td><td>Cups for resale</td></tr> <tr><td>£1,000.00</td><td>Medical cover</td></tr> <tr><td>£350.00</td><td>Traditional Marketing</td></tr> <tr><td>£100.00</td><td>Leaflets</td></tr> <tr><td>£150.00</td><td>Artwork</td></tr> <tr><td>£200.00</td><td>Misc Marketing</td></tr> <tr><td>£500.00</td><td>Volunteers</td></tr> <tr><td>£100.00</td><td>Paint Party</td></tr> <tr><td>£1032.00</td><td>Toilets – This funding</td></tr> <tr><td>£40.00</td><td>Trophies</td></tr> </table>	£1,538.11	Event Management	£2,000.00	Traffic Management	£380.00	Billy Wiz – Children’s entertainer	£1,000.00	Sound	£1,000.00	Staging – This funding	£703.20	Insurance – This funding	£1,250.00	Cups for resale	£1,000.00	Medical cover	£350.00	Traditional Marketing	£100.00	Leaflets	£150.00	Artwork	£200.00	Misc Marketing	£500.00	Volunteers	£100.00	Paint Party	£1032.00	Toilets – This funding	£40.00	Trophies
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	£550.00 Buses £50.00 Electric to The Union £2,825.00 Musical Entertainment £250.00 Saltash Town Band - This funding £175.00 Samba Kernow £700.00 Sand £750.00 Security £550.00 Bins £150.00 Premises License £350.00 Wristbands - 1000
How will you promote STC once application and project are complete?	Saltash town Council will be promoted a sour biggest sponsor on all marketing, social media, programmes and radio advertising. ✓

Saltash Town Council considers Match Funding is extremely important. Please list any applications you have made for funding from other organisations in the table below:

Organization	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
Tesco Bags for Life	£1000	Yes	Unknown(too early)
St Austell Brewery	£1200	Yes	Unknown(too early)
Local businesses	£3500	Yes	Unknown(too early)
Stall bookings	£7500	Yes	Unknown(too early)
Sale of cups	£1500	Yes	Unknown(too early)

14 NOV 2019

Fundraising (bucket shaking /bus collection/ sale of wristbands)	£1500	Planned	Unknown(too early)
Waitrose	£ 450	Planned	Unknown(too early)
Community Chest Fund via Saltash waterside Residents association for Sand	£700	Planned	Unknown

Please confirm the bank account your project is using is in the project's name/organization name

4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organization's most recent bank statements (mandatory)	✓
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	✓
A letter head showing the organization's address and contact details	✓

A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)	✓
A copy of your organization's latest set of accounting statements (if any exist)	✓
Copies of any letters of support for your project	? e
If your organization has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council	✓
Other (please list)	Quotes for toilets, Insurance, and Saltash Town band are enclosed – the stage quote is not currently available, I can not risk waiting any longer for this but last years invoice is enclosed as an indicator, we have asked for sound on the same quote this year. I am also missing the cancellation insurance quote but have included evidence from last years policy.

If any of the above documents have not been enclosed, please give reasons why in the box below: (I have noted in box above as this box can not be typed in).

14 NOV 2019

5. Declaration by the applicant

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

I/we confirm that a risk assessment will be completed prior to an event granted funding by the Town Council.

I/we accept the following:

- (i) that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;
- (ii) that any grant offered will be used only for the purposes set out in this application;
- (iii) that we will provide reports on progress at the request of the Town Council;
- (iv) the support of the Town Council will be publicised;
- (v) that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to the Town Council on demand.

Please be aware that the decision as to whether you have been successful in your application will be communicated to you shortly after the relevant Council meeting.

Signed:		
Print Name(s):		
Position(s):	CHAIR	
Date:	13/11/19	