

Hand Delivered by

15 NOV 2019



Saltash Town Council



Grant Application Form

APPLYING FOR:
(Tick one box)

Community Chest Grant

Festival Fund Grant

DATE APPLICATION SUBMITTED:

15th November 2019

Contact Name:	
Position:	May Fair Committee Member, Vice Chair CIC, Chamber of Commerce Member
Organisation:	Saltash May Fair Committee
Contact Address:	
Telephone Number:	
E-mail:	
Status of Organisation:	Constituted Community Group
Charity/Company number (if applicable)	Charity No: Company No: N/A
What geographical area does your organisation cover?	PL12, Cornwall

How long has your organisation been in existence?	Since the 22 nd July 1980
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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
<p>Have you applied for a grant from Saltash Town Council within the last 5 Years?</p> <p>(Please list – continue on a separate sheet if necessary)</p>	2019	Saltash May Fair 2019	£2255.51	Yes £1922
	2018	Saltash May Fair 2018		Yes £900 (plus £1550 from S106)
	2017	Saltash May Fair 2017		Yes £2000 (plus £2875 from S106)
	2016	Saltash May Fair 2016	£1344.61	Yes £1350.00
	2015	Saltash May Fair 2015	£974.99	Yes £974.99
	<p>Please list the aims and objectives of your organization</p>	<p>Constitutional Aims and Purpose: The aim of the Committee, as stated in our constitution, shall be to continue the revival of the community spirit in Saltash on which attention was focused by the Silver Jubilee of Her Majesty Queen Elizabeth II in 1975.</p> <p>The purpose of the Committee is to provide aid for the local voluntary organisations and charities of Saltash, by means of the provision of a fair to be held normally on a Saturday in Saltash, together with any other events which the Committee shall organise from time to time for the community of Saltash generally.</p>		

Other Aims:

To continue to offer a one-day event in the heart of the town that has free entry, involving a range of performers, entertainers, musicians, traders and charities.

To build up footfall in to the town's retail heart at a time of nationwide economic recession and local economic hardship.

To provide opportunities for schools and youth groups to participate in activities such as the Parade of Youth. We will work to enhance the volunteer stewarding programme we have initiated with Saltash Community School, providing them with volunteering hours and a wealth of diverse experience. Further, we are in discussions with Saltash Town Youth Council about the possibility of running Mission Youth as part of the May Fair celebrations.

To reduce waste where possible, reduce the amount of single use plastics, remove plastic straws and cutlery, and work with audiences to positively influence travel choices and reduce travel-related emissions. To support this aim, Saltash May Fair has joined the "Festival Vision 2025" initiative.

To provide a platform for local community groups and more commercialised groups to showcase their musical and entertainment skills. To support this aim, we will again run two stages – one in Longstone Park and the other across Fore Street. This has the additional benefit of ensuring that the event is spread across Fore Street and Longstone Park.

To enhance the reputation of Saltash as a vibrant town, with a colourful tourism offer.

To deliver an event that allows community cohesion to flourish and offers the residents plentiful leisure opportunities while promoting sports, health and leisure organisations.

<p>What are the main activities of your organisation?</p>	<p>The Saltash May Fair Committee holds a one-day festival across Fore Street, Victoria Gardens, and Longstone Park, offering stalls, free entertainment and music to the local PL12 community as well as to areas further afield in Cornwall and Devon.</p> <p>Community engagement is encouraged through a variety of ways:</p> <ul style="list-style-type: none"> - A Parade of Youth with many Saltash youth groups, schools, and the wider community invited to participate - Local shops and charities are invited to attend as traders to sell goods and raise awareness - Free spaces (deposit scheme) are offered to businesses who have a shopfront in Fore Street or the immediate area - Sponsorship is sought from local businesses - The Committee is led by volunteers, local to Saltash - Local groups are able to showcase their talent across the two stages - Each year an award is presented to the 'Unsung Hero', promoting pride in the community
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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?	N/A
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

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2. Your project

Project	Start Date	02 / 05 / 2020
	Finish Date	02 / 05 / 2020
	Total Cost	£7200 (projected costs based on 2019)
	Grant Applied For	£1499.50

Project title:	Saltash May Fair 2020
Description of project (please continue on a separate sheet if necessary):	<p>Saltash May Fair is a one-day free community festival held in Saltash. Events include: dog show, two stages of entertainment, market stalls for charities and local businesses, a Parade of Youth and a wide range of children's activities. All of the events are free to the public. Sporting clubs, such as the Saltash Boxing Club and Junkyard Skatepark are offered space free of charge to promote their activities.</p> <p>The visitor numbers have grown over the years, estimated at over 5,000 visitors each year.</p>
Where will the project/activity take place?	Longstone Park, Victoria Gardens, Fore Street

Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	<p>The event on average attracts around 5,000 visitors from Saltash and the surrounding areas. This has a positive impact on local businesses and brings visitors to Saltash.</p> <p>Visitors (Approx 5,000) Local charities (Approx 50) Local businesses and stall holders (Approx 100) Youth groups Local community organisations such as SEA, U3A and Dementia Voice PL12</p>
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<p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p>	<p>Saltash May Fair has been staged for many years and has always been well attended, It attracts very positive feedback from local shops, businesses, the community, and visitors.</p> <p>There was a significant number of people signing up to have a Saltash Card at May Fair 2019.</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>Saltash May Fair is supported by Saltash Gateway CIC, local businesses, charities, community groups and volunteers.</p> <p>Saltash Chamber of Commerce, Cornwall Council, Saltash Town Council and local businesses have all supported the event financially over the past years.</p>
<p>How will the project be managed and how will you measure its success?</p>	<p>The event is managed by a volunteer committee, with logistical support by a local not-for-profit Community Interest Company to ensure the event runs safely and meets HSE regulations.</p> <p>The success of the event will be measured by monitoring attendance numbers, and a stakeholder survey will be conducted following the event.</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>The event will take place on the 2nd May 2020. Planning for the event started on 5th May 2019, the day after this year's May Fair.</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>A full event management plan and risk assessments are produced to ensure the event is safe for all, including children, young people, and vulnerable people. This plan is circulated to police, fire, ambulance, licencing, streetworks, and Cornwall Council Events Team. If the events team deem it nesecary it is also sent to the Local Event Safety and Guideance Group.</p>
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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>	<p>We look to maintain an account credit to carry forward each year, should financial issues arise and to enable us to pay deposits as necessary. We feel this is important, especially as the event continues to be run by volunteers despite the fact that it has grown significantly over the years.</p> <p>Below is the budget for the 2020 event. From this application we are requesting a total of £1499.50 to cover:</p> <ul style="list-style-type: none"> • The large stage and sound at Longstone Park • Publicity in The Saltash Observer • Publicity in Love Saltash <table border="1" data-bbox="683 1243 1390 2002"> <thead> <tr> <th>Amount</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>£350.00</td> <td>Storage</td> </tr> <tr> <td>£150.00</td> <td>Artwork</td> </tr> <tr> <td>£1,625.05</td> <td>Event Management</td> </tr> <tr> <td>£70.00</td> <td>OtherMarketing</td> </tr> <tr> <td>£42.00</td> <td>Licencing</td> </tr> <tr> <td>£1,150.00</td> <td>Large Stage & Sound</td> </tr> <tr> <td>£400.00</td> <td>Medical</td> </tr> <tr> <td>£350.00</td> <td>Equipment</td> </tr> <tr> <td>£349.50</td> <td>Publicity in The Saltash Observer & in Love Saltash</td> </tr> <tr> <td>£800.00</td> <td>Street Entertainment</td> </tr> <tr> <td>£400.00</td> <td>Stage Entertainment</td> </tr> <tr> <td>£500.00</td> <td>Raffle</td> </tr> <tr> <td>£250.00</td> <td>Security</td> </tr> <tr> <td>£200.00</td> <td>Staffing and Volunteers</td> </tr> <tr> <td>£150.00</td> <td>Waste Management</td> </tr> <tr> <td>£1,500.00</td> <td>Traffic Management</td> </tr> <tr> <td>£400.00</td> <td>Saltash Town Band (Parade & Perform)</td> </tr> <tr> <td>£280.00</td> <td>Small Stage & Sound</td> </tr> </tbody> </table>	Amount	Description	£350.00	Storage	£150.00	Artwork	£1,625.05	Event Management	£70.00	OtherMarketing	£42.00	Licencing	£1,150.00	Large Stage & Sound	£400.00	Medical	£350.00	Equipment	£349.50	Publicity in The Saltash Observer & in Love Saltash	£800.00	Street Entertainment	£400.00	Stage Entertainment	£500.00	Raffle	£250.00	Security	£200.00	Staffing and Volunteers	£150.00	Waste Management	£1,500.00	Traffic Management	£400.00	Saltash Town Band (Parade & Perform)	£280.00	Small Stage & Sound
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How will you promote STC once application and project are complete?	Saltash Town Council will be promoted on all social media advertising, as well as on printed material.
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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:

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
Saltash Town Council Festival Fund	£1499.50	✓	
Waitrose Community Matters	£300.00	✓	Too early for confirmation
Business Sponsorship	£1000.00	✓	Too early for confirmation
Cornwall Council	£400		Too early for confirmation
Stall Bookings	£3500.00	✓	Too early for confirmation, currently have £385.05
Fundraising	£1000.00	✓	Too early for confirmation

Please confirm the bank account your project is using is in the project's name/organisation name	
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4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organisation's most recent bank statements (mandatory)	✓
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	To follow Chamber ✓
A letter head showing the organisation'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	To follow ✓
If your organisation has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council	To follow ✓
Other (please list)	Please find attached quotes for: <ul style="list-style-type: none"> - Large stage & sound - Saltash Observer advert - Love Saltash advert

If any of the above documents have not been enclosed, please give reasons why in the box below:

Insurance will be covered under the annual policy that has been taken out by the Chamber of Commerce. This insurance was applied for in the second week of November and we will forward the paperwork to the Town Council as soon as it has been received.

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):	COMMITTEE MEMBER	
Date:	15/11/19	