



# Saltash Town Council



## Grant Application Form

**APPLYING FOR:**  
(Tick one box)

Community Chest

Grant

Festival Fund Grant

X

**DATE APPLICATION SUBMITTED:**

25/04/2024

<b>Contact Name:</b>	[REDACTED]
<b>Position:</b>	Chair
<b>Organisation:</b>	Saltash Regatta CIC
<b>Contact Address:</b>	[REDACTED]
<b>Telephone Number:</b>	[REDACTED]
<b>E-mail:</b>	[REDACTED]
<b>Status of Organisation:</b>	Community Interest Company
<b>Charity/Company number (if applicable)</b>	Charity No:  Company No: 15657081
<b>What geographical area does your organisation cover?</b>	Saltash , Cornwall

<b>How long has your organisation been in existence?</b>	Over 23 years, the current committee has been in place for 9 years.
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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

<b>Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>?</b>  (Please list – continue on a separate sheet if necessary)	Date Applied	Project	Amount Applied for	Successful Y/N
	1/4/2023	Saltash Regatta	£3000	Yes
	13/4/2022	Saltash Regatta	£2943	Yes
	3/08/2021	Saltash Regatta	£2929.43	Yes
	11/11/2019	Saltash Regatta	£ 2985.20	Yes
	15/10/2018	Saltash Regatta	£2320	Yes
	21/3/2017	Saltash Regatta	£2000	Yes
	20/2/2016	Saltash Regatta	£1742	Yes
<b>Please list the aims and objectives of your organisation</b>	<p>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.</p> <p>The Gig rowers will return on Saturday 14<sup>th</sup> July and the Saltash Rowing Club will be using the Tamar and Brunel Green on Sunday. Community engagement is usually high; with all schools invited to join the children’s parade. Transport to the event is provided by CEPL12.</p> <p>We will again run a Hoppa bus service providing easy opportunities to visitors visiting the town. We will also be open-minded to any new transport initiatives, following the Easter transport trial, 2024.</p> <p>The cardboard boat race creates great interest and attracts many businesses and spectators. We will run this again in 2024.</p>			

	<p>Our aim is to run the regatta in a prudent manner and we look to maintain an account credit to carry forwards each year. Last year was the highest priced event for many years, as a direct result of all costs increasing and sponsorship reducing. We are keen to be more sustainable and have made progress already to reduce costs. We are not running a crowdfunder this year but will review this annually to avoid community fatigue! We were also disappointed with the lack of match funding we applied for.</p> <p>Our commitment to banning single use plastic is high and we have made great progress in become more ecofriendly.</p> <p>All our local supporters are key and provide essential support.</p> <p>Our intention each year is to seek further funding to continue our growth.</p> <p>We upgraded our bar area last year, with under cover options. This will be larger again this year. The main stage on Waterside Green will showcase talent from the area and paid acts.</p> <p>This stage will complement the trailer from Saltash Chamber of Commerce.</p> <p>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.</p> <p>This year we are aiming to create a child-friendly space on Jubilee green. It means entertainment will be across the whole site, not just on Waterside Green.</p> <p>Another development is that we are now a CIC.</p>
	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

## 2. Your project

<b>Project</b>	<b>Start Date</b>	Saturday 14 <sup>th</sup> July 2024
	<b>Finish Date</b>	Sunday 15 <sup>th</sup> July 2024
	<b>Total Cost</b>	£18,284.94
	<b>Grant Applied For</b>	£ 4998.22

<b>Project title:</b>	Saltash Regatta and Waterside Festival
<b>Description of project</b> (please continue on a separate sheet if necessary):	<p>This event is a free Waterside festival with water events on the Tamar. 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 Saltash Environmental Action, to keep our area tidy.</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. We engage with the community in the following ways:</p> <ol style="list-style-type: none"> <li>1. A children's parade, led by the Civic participants, opens the Regatta, where all local schools, 4rganizes4ons, preschools, brownies, rainbows and the local Town band are invited to join this colourful parade.</li> <li>2. Sponsorship is sought from local businesses.</li> <li>3. The Committee is led by volunteers, local to Saltash.</li> <li>4. The cardboard boat race attracts local competitors as a fun event.</li> <li>5. The paint party attracts children and adults to create colour and laughter.</li> <li>6. Churches Together enjoy an outdoor service on Sunday morning.</li> <li>7. Strong links with Livewire provides a platform for local musicians to show case their talents and boost their potential in the music industry.</li> <li>8. Two stages are used across both days; covering the whole site, using the Saltash Chamber of Commerce trailer and a hired platform stage.</li> </ol> <p>The committee 4rganizes the full event, booking traders, advertising, maintaining safety, setting up and clearing away the event and all associated administration. Fundraising is a large part of the event, again</p>

	<p>managed by volunteers. We are supported by Diverse events who ensure we are compliant and manage all stall bookings.</p>	
<p><b>Where will the project/ activity take place?</b></p>	<p>Brunel, Jubilee and Waterside Greens</p>	

<p><b>Who will benefit from the project?</b> (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><b>What evidence do you have that this project is required?</b> (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><b>What support have you received for this project?</b> (Please tell us about any expressions of support you have received from outside your organisation Consultation with Community)</p>	<p>We seek financial support from Cornwall Councillors and funding from local businesses. We will sell raffle tickets with cash prizes.</p>
<p><b>How will the project be managed and how will you measure its success?</b></p>	<p>The event is being managed by volunteers from the Saltash regatta committee, working with Diverse events for stall bookings.</p> <p>The success will be measured in attendance and feedback.</p>

<p><b>Please give the timescale and key milestones for your project, including a start date and finish date.</b></p>	<p>It is essential that we are fully funded by July 2024.</p>
<p><b>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)</b></p>	<p>A full event management plan and risk assessments are being produced to ensure the event is safe for all, including children, young people and vulnerable people.</p> <p>This plan will be circulated to police, fire, ambulance, licencing, streetworks, and Cornwall Council Events Team.</p> <p>If the events team deems it necessary it will also be sent to the Local Event Safety and Guidance Group.</p>

### 3. How you will pay for your project.

<p><b>What will the money be spent on?</b> (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	<table border="1"> <tr><td>£650.24</td><td>Insurance</td></tr> <tr><td>£1,600.00</td><td>Stage Jubilee and sound</td></tr> <tr><td>£1,500.00</td><td>Medical</td></tr> <tr><td>£200.00</td><td>Observer</td></tr> <tr><td>£1,490.90</td><td>Toilets</td></tr> <tr><td>£2,000.00</td><td>Security</td></tr> <tr><td>£100.00</td><td>Tamar Trash</td></tr> <tr><td>£112.50</td><td>Artwork</td></tr> <tr><td>£1,385.22</td><td>Traffic (This bid)</td></tr> <tr><td>£150.00</td><td>Mike Pitches</td></tr> <tr><td>£21.00</td><td>Temporary Events Notice</td></tr> <tr><td>£55.00</td><td>Licence for Car Park(This bid)</td></tr> <tr><td>£3,208.00</td><td>Event Management(This bid)</td></tr> <tr><td>£190.00</td><td>Paint party</td></tr> <tr><td>£90.00</td><td>trailer stage union</td></tr> <tr><td>£200.00</td><td>raffle winner first prize</td></tr> <tr><td>£100.00</td><td>Raffle second prize</td></tr> <tr><td>£150.00</td><td>Bulldog Media</td></tr> <tr><td>£200.00</td><td>Ellen</td></tr> <tr><td>£100.00</td><td>Roxie</td></tr> <tr><td>£200.00</td><td>livewire</td></tr> <tr><td>£350.00</td><td>Layla</td></tr> </table>	£650.24	Insurance	£1,600.00	Stage Jubilee and sound	£1,500.00	Medical	£200.00	Observer	£1,490.90	Toilets	£2,000.00	Security	£100.00	Tamar Trash	£112.50	Artwork	£1,385.22	Traffic (This bid)	£150.00	Mike Pitches	£21.00	Temporary Events Notice	£55.00	Licence for Car Park(This bid)	£3,208.00	Event Management(This bid)	£190.00	Paint party	£90.00	trailer stage union	£200.00	raffle winner first prize	£100.00	Raffle second prize	£150.00	Bulldog Media	£200.00	Ellen	£100.00	Roxie	£200.00	livewire	£350.00	Layla
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	£350.00	The Wireless
	£350.00	Grooveyard
	£200.00	Simon and John
	£400.00	All about Iris
	£300.00	Sultans
	£465.00	Emazdad
	£350.00	The Morzim
	£350.00	Saltash Town band(This bid)
	£300.00	Riptide
	£100.00	Banners
	£200.00	Facebook posts
	£54.00	stickers for signs
	£10.00	toilet rolls
	£39.68	Cardboard boat trophies
	£350.00	food tab West Coast
	£63.40	Expenses (DE)
	£350.00	creative people
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 editorial content.	

**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)
Sponsorship through South West Surfacing Specialists	3000	✓	✓
Cornwall Council	£500	✓	Verbally only

Local businesses	£3000	✓	
Stall bookings	£7500	✓	Bookings have generated £5500 so far and are still open.

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

	<b>Enclosed</b> (please tick)
<b>A copy of your organisation's most recent bank statements</b> (mandatory)	✓
<b>Copies of all <u>relevant</u> Employer's, Building &amp; Public Liability Insurance Certificates &amp; Title Deeds if appropriate</b> (mandatory)	This is issued just before the event.
<b>A letter head showing the organisation's address and contact details</b>	✓
<b>A copy of your constitution and articles of association</b> (or similar documents if the above do not exist, showing the organization's status)	✓
<b>A copy of your organisation's latest set of accounting statements</b> (if any exist)	✓
<b>Copies of any letters of support for your project</b>	✓



<b>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</b>	✓
<b>Other</b> (please list)	

If any of the above documents have not been enclosed, please give reasons

<p>We always get our insurance document just before the event, attached is the quote.</p> <p>.</p>
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why in the box below:

## 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.

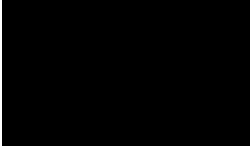
Please be aware that the decision as to whether you have been successful in your application will be communicated to you shortly after the relevant Council meeting.

<b>Signed:</b>			
<b>Print Name(s):</b>			
<b>Position(s):</b>	Saltash regatta Chair		
<b>Date:</b>	25/4/2024		

INCOME 2023				EXPENDITURE 2023				
Date	Amount paid	Description	Type	Who paid	Date	Amount	Description	Type
	£4,390.30	IN BANK AT START	Bank Charges	paid	17/05/23	£100.00		Other
21/08/23	£5,484.07		Stalls	paid	09/06/23	£765.68		Insurance & Licences
crowdfunder	£3,000.00		Sponsorship / Fundraising	paid	12/06/23	£456.10		Advertising
paid 4/8/2023	£600.00		Stalls	paid	27/07/23	£2,000.00		Hire and Services
paid 4/8/2023	£500.00		Sponsorship / Fundraising	paid	27/07/23	£1,500.00		Hire and Services
banked 18/8	£250.00		Sponsorship / Fundraising	Cash from Grove	29/07/23	£200.00		Entertainment
banked 18/8	£100.00		Sponsorship / Fundraising	paid	31/07/23	£425.00		Entertainment
Crowdfunder returns	£300.00		Sponsorship / Fundraising	paid	31/07/23	£1,929.60		Hire and Services
Crowdfunder	£300.00		Sponsorship / Fundraising	paid	31/07/23	£200.00		Entertainment
Crowdfunder	£3,000.00		Sponsorship / Fundraising	paid	31/07/23	£150.00		Entertainment
crowdfunder	£250.00		Sponsorship / Fundraising	paid	31/07/23	£100.00		Entertainment
banked 18/8	£130.00		Entertainment	paid	31/07/23	£100.00		Hire and Services
banked 18/8	£165.00		Entertainment	paid	01/08/23	£112.50		Advertising
	£1,285.72	Crowdfunder balance	Sponsorship / Fundraising	paid	01/08/23	£350.00		Entertainment
P and B carpentry crowdfunder	£250.00			paid	02/08/23	£200.00		Entertainment
				paid	02/08/23	£150.00		Advertising
				paid	02/08/23	£75.34		Advertising
				paid	02/08/23	£54.00		Advertising
				paid	02/08/23	£10.00		Other
				paid	02/08/23	£50.00		Admin
				paid	02/08/23	£400.00		Entertainment
				paid	02/08/23	£400.00		Entertainment
				paid	02/08/23	£190.00		Entertainment
				paid	02/08/23	£21.00		Insurance & Licences
				paid	02/08/23	£55.00		Insurance & Licences
				paid	02/08/23	£23.00		Fundraising
				paid	02/08/23	£23.00		Sponsorship / Fundraising
				paid	02/08/23	£23.00		Sponsorship / Fundraising
				paid	02/08/23	£23.00		Sponsorship / Fundraising
		Income	£15,614.79	paid	02/08/23	£23.00		Sponsorship / Fundraising
		Expenditure	£17,968.52	paid	02/08/23	£39.68		Entertainment
		Profit and Loss	-£2,353.73	paid	02/08/23	£63.40		Expenses
				paid	02/08/23	£3,090.99		Hire and Services
				paid	02/08/23	£100.00		Entertainment
				paid	05/08/23	£250.00		Expenses
				paid	05/08/23	£200.00		Entertainment
				paid	07/08/23	£200.00		Entertainment
				paid	07/08/23	£300.00		Entertainment
				paid	11/08/23	£108.15		Expenses
				paid	29/08/23	£300.00		Entertainment
				paid	11/08/23	£50.00		Entertainment
				paid	11/08/23	£1,794.86		Hire and Services
				paid	17/01/24	£1,385.22		Hire and Services



Saltash regatta



Your Account

Sort Code  
Account Number

## TREASURERS ACCOUNT

01 February 2024 to 29 February 2024

Money In	£500.00	Balance on 01 February 2024	£1,339.99
Money Out	£0.00	Balance on 29 February 2024	£1,839.99

## Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
06 Feb 24		FPI	150.00		1,489.99
13 Feb 24		FPI	350.00		1,839.99

## Transaction types

<b>BGC</b> Bank Giro Credit	<b>BP</b> Bill Payments	<b>CHG</b> Charge	<b>CHQ</b> Cheque
<b>COR</b> Correction	<b>CPT</b> Cashpoint	<b>DD</b> Direct Debit	<b>DEB</b> Debit Card
<b>DEP</b> Deposit	<b>FEE</b> Fixed Service	<b>FPI</b> Faster Payment In	<b>FPO</b> Faster Payment Out
<b>MPI</b> Mobile Payment In	<b>MPO</b> Mobile Payment Out	<b>PAY</b> Payment	<b>SO</b> Standing Order
<b>TFR</b> Transfer			



Saltash regatta

Your Account

Sort Code  
Account Number

## TREASURERS ACCOUNT

01 April 2024 to 25 April 2024

Money In	£0.00	Balance on 01 April 2024	£1,839.99
Money Out	£150.00	Balance on 25 April 2024	£1,689.99

## Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
25 Apr 24		FPO		150.00	1,689.99

## Transaction types

<b>BGC</b> Bank Giro Credit	<b>BP</b> Bill Payments	<b>CHG</b> Charge	<b>CHQ</b> Cheque
<b>COR</b> Correction	<b>CPT</b> Cashpoint	<b>DD</b> Direct Debit	<b>DEB</b> Debit Card
<b>DEP</b> Deposit	<b>FEE</b> Fixed Service	<b>FPI</b> Faster Payment In	<b>FPO</b> Faster Payment Out
<b>MPI</b> Mobile Payment In	<b>MPO</b> Mobile Payment Out	<b>PAY</b> Payment	<b>SO</b> Standing Order
<b>TFR</b> Transfer			



**CERTIFICATE OF INCORPORATION  
OF A  
COMMUNITY INTEREST COMPANY**

Company Number **15657081**

The Registrar of Companies for England and Wales, hereby certifies that

**SALTASH REGATTA CIC**

is this day incorporated under the Companies Act 2006 as a Community Interest Company; is a private company, that the company is limited by guarantee, and the situation of its registered office is in England and Wales.

Given at Companies House, Cardiff, on **18th April 2024**.

The above information was communicated by electronic means and authenticated by the  
Registrar of Companies under section 1115 of the Companies Act 2006



Companies House



THE OFFICIAL SEAL OF THE  
REGISTRAR OF COMPANIES



Saltash Regatta Committee

[info@saltashregatta.co.uk](mailto:info@saltashregatta.co.uk)

25/04/2024

Chairs update

██████████ Chair and ██████████ (Diverse Events CIC) along with the volunteers organising the annual Regatta and Waterside Festival would like to share that the actual event was a great success last year and we are working hard for 2024.

Sponsorship was sourced in the main from Saltash Town Council, which we were extremely grateful for, in addition to the Crowdfunder and South West Surfacing Specialists LTD. Financial contributions were also gained from Cornwall Councilors, Carlton Plastics, the Sue Hooper Charitable Foundation, Grove Nurseries Boarding Kennels, Infinite, and a small number of businesses locally. This is ongoing for 2024.

What will change this year is that we have just (25/4/2024) engaged a media company who are local, for a small fee, to help us to spread the word about the event and our sponsors. We will be using social media platforms, such as Facebook and Instagram to thank our supporters, including Saltash Town Council.

The company will help us with all marketing needs and update our website. We have budget for coverage in the Saltash Observer. Our programme of events will have the sponsors logos displayed.

We will use Mike Pitches to take professional photos to facilitate this ongoing media coverage.

We could not have run this event without the financial support received by Saltash Town Council and hope to be able to credit them at every opportunity with our new helping hand!

Yours Sincerely

██████████

**Saltash Gateway CIC**

4 Foxe Street Saltash  
Cornwall PL12 6JL  
Tel: 01752 948948  
Web: [www.communityenterprisespl12.co.uk](http://www.communityenterprisespl12.co.uk)  
Email: [napper@communityenterprisespl12.co.uk](mailto:napper@communityenterprisespl12.co.uk)



22/04/2024

Saltash Regatta 2024

Letter of support

To Whom It May Concern

We have been supporters of this event for many years and we shall continue to offer our full backing to the successful running of the event. We provide transport to visitors of the event and have helped to ferry the gig rowers and members of the public from various locations in Saltash, over both days. We will support in a similar way this year, following relevant guidelines and working within the capacity we can manage. Karen Lilley always talks to us about what the Regatta needs and we are prepared for this year.

We fully support the event; it is great for the community and brings trade to our town at the same time.

Regards

  
Hub & Transport Manager Community Enterprises PL12





**Invoice**

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To: Saltash Regatta

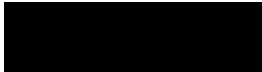
Please remit to: Saltash Town Band



28/07/23

Name of Event: Saltash Regatta - Civic parade  
Event Date: 29/07/23  
Amount Owed: £300.00

Thank you for inviting us to take part again this year.



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**Remittance Advice**

Ref Invoice

127

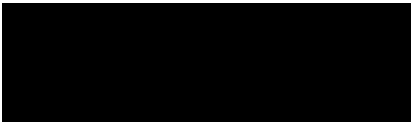
**Saltash Regatta - Civic parade**

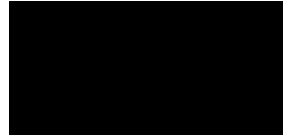
**£300.00**

Please make cheques payable to – Saltash Town Band  
Please return with payment, many thanks.

**BACS**

Account Name: Saltash Town Band





## Saltash Regatta

## ESTIMATE EST-SR-24

16 March 2024

QUANTITY	DETAILS	UNIT PRICE (£)	NET SUBTOTAL (£)
2 Products	3m x 3m gazebo	70.00	140.00
Product	6m x 4m gazebo	125.00	125.00
4 Products	12x radio hire	30.00	120.00
2 Products	Lighting hire	10.00	20.00
Product	4x 40w Full range 100V line horn speakers	130.00	130.00
Product	Behringer XENYX X1222USB 12 Channel Analog Mixer	15.00	15.00
Product	KAM KWM1920 Wireless Microphones	20.00	20.00
Discount	100% discount on hire	-570.00	-570.00
Product	Consumables (cable ties / hazard tape / etc)	35.00	35.00
50:00 Hours	Pre event admin	25.00	1,250.00
Service	Event staffing	2,223.00	2,223.00
Discount	Discount on hours	-300.00	-300.00

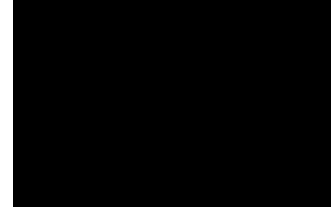
**GBP Total £3,208.00**

### Other Information

Company Registration Number: 12099647



FTaSGROUP

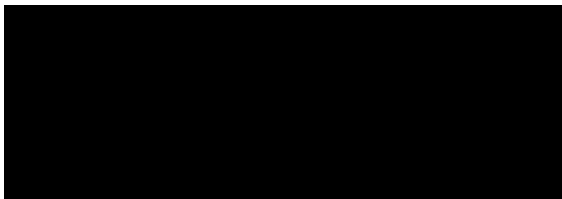


info@diverse-events.com

Invoice number: QUOTE-SR  
Invoice date: N/A  
Due date: N/A

Invoice To:  
Saltash Regatta Committee  
Saltash  
PL12

Description	Total
Saltash Regatta 2024 – Custom Quote	
	<b>Total £1385.22</b>



Thank you for choosing FTaSGROUP.  
Please do not hesitate to contact us if you require assistance.