



Saltash Town Council



Grant Application Form

APPLYING FOR:

(Tick one box)

Community Chest Grant ☐

Festival Fund Grant ☒

DATE APPLICATION SUBMITTED:

27th August 2026

Contact Name:	[REDACTED]
Position:	Chair of Christmas Festival Organising Committee, Saltash Chamber of Commerce
Organisation:	Saltash Chamber of Commerce
Contact Address:	[REDACTED]
Telephone Number:	[REDACTED]
E-mail:	[REDACTED]
Status of Organisation:	Chamber of Commerce
Charity/Company number (if applicable)	N/A
What geographical area does your organisation cover?	Saltash
How long has your organisation been in existence?	Since 1950

1. Organisation Background

Have you applied for a grant from Saltash Town Council within the last 5 Years? (Please list – continue on a separate sheet if necessary)	Date Applied	Project	Amount Applied for	Successful Y/N			
	2025	Saltash Christmas Festival	£2,500	Yes £2,500			
	2024	Saltash Christmas Festival	£2,500	Yes £2,500			
	2023	Saltash Christmas Festival	£1,500	Yes £1,500			
	2022	Saltash Christmas Festival	£1,500	Yes £1,500			
	2021	No application made to Town Council					
Please list the aims and objectives of your organization	Aims of the Chamber: - to further and protect the interests of traders/professionals within Saltash and District, and of Chamber members in particular. - to discuss any matter affecting the interests of members. - to take actions to support and promote the welfare of the general body of traders and professions. - to promote measures for the economic advancement of the town of Saltash and District. - to be proactive with other organisations within Saltash and District to enable the promotion/enhancement of members' interests. - to keep members up to date on matters that could potentially have an impact on their trade or business. Aims of the Christmas Festival: To deliver a Christmas event in the town centre that is free admission, and involves a range of local traders, charities, community groups and schools, boosting footfall, promoting the retail heart of the town, providing opportunities for creative art in schools and promoting community cohesion and pride.						
What are the main activities of your organisation?	The Chamber's Christmas Festival Committee has responsibility for organising and delivering the town's annual Christmas Festival and Lantern Parade.						

	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

Project	Start Date	Saturday 5 th Dec 2026
	Finish Date	Saturday 5 th Dec 2026
	Total Cost	£ 8,967
	Grant Applied For	£2,500

Project title	Saltash Christmas Festival and Lantern Parade Saturday 5 th December 2026
Description of project	Saltash Christmas Festival is an annual event held in the town centre on the first Saturday of December. Organised by a volunteer committee within Saltash Chamber of Commerce, it is free to attend and brings together residents, schools, community groups, charities and local businesses for a day of festive activities. The festival encourages people to visit and spend time in Saltash town centre, supports local traders and provides opportunities for charities and community groups to raise funds and promote their work. Planned Features of 2026 Festival: • A Street Market on Fore Street • Children's rides and a carousel • Santas on Bikes • A Santa Fun Run across the Tamar Bridge and back (thanks to collaboration with the Tamar Trotters) • A Treasure Hunt (thanks to Redeemer Church and town centre retailers) • A Festive Fancy Dress Competition for dogs • An outdoor Carol Service (hosted by Redeemer Church) • A Lantern Parade (involving local primary schools, Saltash Community School and Fountain Head House School) • A fireworks display

Where will it take place?	Fore Street, Saltash
Who will benefit from the project? (What groups will benefit and approx. how many people will benefit in total)	The festival will benefit approximately 4,000–5,000 residents and visitors, together with local businesses, charities, schools and community organisations. Around 30 charities and community groups and approximately 40 local businesses are expected to benefit from opportunities to take a stall, raise funds, promote their activities or sell products. Town-centre retailers will benefit from increased footfall, while local children and young people will have opportunities to take part in creative lantern-making workshops and the Lantern Parade. Because admission is free, the festival provides a community celebration that is open to everyone, including families who may otherwise find the cost of seasonal activities difficult to meet.
What evidence do you have that this project is required?	Saltash Christmas Festival has been held in its current format for more than ten years and regularly attracts several thousand visitors. Demand is demonstrated by strong attendance and the participation of local schools, businesses, charities and community groups. Demand from stallholders remains strong, despite adverse weather forcing the cancellation of the street market for the past two years. The willingness of local organisations, including Tamar Trotters, Redeemer Church and Saltash Scrapstore, to support different elements also demonstrates the event's value to the town.
What support have you received for this project? (Please tell us about any expressions of support you've received from outside your organisation)	The Christmas Festival enjoys the support of local businesses, charities, community groups, volunteers and schools. Specific support for this year's event includes: • A total of £750 in sponsorship from local businesses already committed • Commitment from primary schools to take part in the lantern workshops • Commitment from local youth groups to volunteer at the event • Commitment from Tamar Trotters to deliver the Santa Fun Run
How will the project be managed and how will you measure its success?	The festival will be managed by a volunteer committee within Saltash Chamber of Commerce, supported by Diverse Events, a local not-for-profit community interest company with experience of delivering events in Saltash. Success will be assessed through: • Estimated visitor numbers • The number of local businesses, charities and community groups taking part • The number of schools, children and families participating in the lantern workshops and parade • Feedback from traders, stallholders, volunteers and visitors

	- Funds raised through the event and by participating charities - The safe delivery of the festival in accordance with the event management plan and risk assessments
Please give the timescale and key milestones for your project, including a start and finish date.	Aug – Sept: Confirm the festival programme, seek sponsorship and funding, and submit road-closure paperwork etc. Sept – Oct : Confirm stallholders, event contractors, medical provision, traffic management and participating community organisations. Oct – Nov: Promote the festival, launch raffle and complete event management planning Nov – early Dec: Deliver lantern workshops and finalise arrangements for the Parade Saturday 5th December 2026: Deliver Saltash Christmas Festival
What arrangements do you have in place to ensure safeguarding of children and /or young people and/or vulnerable people?	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 the police, fire and ambulance services, as well as to Cornwall Council's Licensing, Streetworks and Events Departments. If the Events Department deems it necessary, the event plan is also sent to the Local Event Safety Advisory Group.

3. How you will pay for your project.

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)	<table> <tr><td>Licences and Insurance</td><td>£650</td></tr> <tr><td>Security</td><td>£173</td></tr> <tr><td>Printing (posters, leaflet)</td><td>£55</td></tr> <tr><td>Medical</td><td>£489</td></tr> <tr><td>Traffic Management</td><td>£1,500</td></tr> <tr><td>Event Management</td><td>£2,350</td></tr> <tr><td>Marketing & Publicity</td><td>£400</td></tr> <tr><td>Barriers & fire trolley</td><td>£150</td></tr> <tr><td>Fireworks</td><td>£950</td></tr> <tr><td>Lantern Parade</td><td>£2000</td></tr> <tr><td>Treasure Hunt</td><td>£250</td></tr> <tr><td>Total costs:</td><td>£8,967</td></tr> </table> STC grant will be used to help cover essential safety and compliance costs such as: - Medical £488.63 - Insurance £555.83 - Traffic Management £1500 (Quotes for these attached.)	Licences and Insurance	£650	Security	£173	Printing (posters, leaflet)	£55	Medical	£489	Traffic Management	£1,500	Event Management	£2,350	Marketing & Publicity	£400	Barriers & fire trolley	£150	Fireworks	£950	Lantern Parade	£2000	Treasure Hunt	£250	Total costs:	£8,967
Licences and Insurance	£650																								
Security	£173																								
Printing (posters, leaflet)	£55																								
Medical	£489																								
Traffic Management	£1,500																								
Event Management	£2,350																								
Marketing & Publicity	£400																								
Barriers & fire trolley	£150																								
Fireworks	£950																								
Lantern Parade	£2000																								
Treasure Hunt	£250																								
Total costs:	£8,967																								
How will you promote STC once application and project are complete?	Saltash Town Council will be promoted in editorial pieces and flyers as well as through social media, including our FB page, which has over 2,000 followers.																								

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)
Business Sponsorship	£750	✓	✓
Stall Bookings	£2000	£1250 as of 27th August	Assumption based on previous years
Online Raffle	£900	Sales will open mid-October.	Assumption based on previous years.
Fundraising throughout the year	£300	✓	£150 already raised
Scrapstore (for Lantern Parade)	£2000	✓	
Donation from the proceeds of the Santa Fun Run	Approx. £500		Assumption based on previous years

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

4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organisation's most recent bank statements (mandatory)	To follow
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	To follow
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	
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	✓
Other (please list)	

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

Our accountant is currently preparing the statement, which should be with us in the next week.

We do not take out insurance until the day before the event, in case adverse weather conditions mean we have to cancel the Festival.

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.

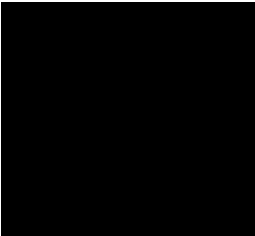
I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

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):	Chamber Member, Chair, Chamber of Commerce Christmas Festival Committee		
Date:	27 th August 2026		

Your account statement

Issue date: 14 May 2026

Write to us at: PO Box 1000, Andover, BX1 1LT

Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)

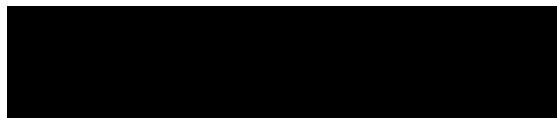
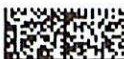
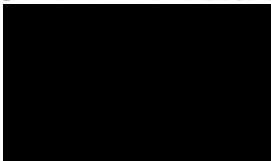
Visit us online: www.lloydsbank.com

Your branch: DIRECT BUSINESS



010792 PD0EA04-20260515-00482-001311

SALTASH CHAMBER OF COMMERCE



39300 C



COMM INSTANT (04B)

Our records indicate that your business is eligible for FSCS deposit protection.
Further details can be found on the Useful Information page.

Account summary

Balance On 30 Mar 2026	£1,911.16
Total Paid In	£1.65
Total Paid Out	£0.00
Balance On 11 May 2026	£1,912.81

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
30 Mar 26		STATEMENT OPENING BALANCE			1,911.16
09 Apr 26		INTEREST (GROSS)	0.81		1,911.97
11 May 26		INTEREST (GROSS)	0.84		1,912.81
11 May 26		STATEMENT CLOSING BALANCE	1.65	0.00	1,912.81

POEF043100000

100901079200010003

CONSTITUTION

SALTASH AND DISTRICT CHAMBER OF COMMERCE

As approved at the Annual General
Meeting dated 1st October 2012

Hon. Secretary

6. The Committee have the power to request any Member to resign or terminate any Membership without explanation upon the vote of not less than two thirds of the whole

Committee. At the discretion of the Committee upon termination of the Membership under this Rule the subscription paid for the current year and may be returned to the Member wholly or in part (determined by the Committee)

7. Upon nomination by two Members, a general Meeting may elect any Member who has

rendered the Club exceptional service to be an Honorary Member. Such Member shall

be exempt from the Membership subscriptions.

8. The management of the Chamber shall be controlled by a Committee made up of Chairman, Vice Chairman, Hon. Secretary, Hon. Treasurer, Membership Secretary and a Committee of up to seven full members representing the traders, professions and

associations in the area with power to co-opt. Four shall form a quorum over which at least two shall be the Chairman, Vice Chairman, Hon. Secretary or Hon. Treasurer.

9. All officers and all Members of the Committee shall retire annually but shall be eligible

for re-election

10. The Annual General Meeting of the Association shall be held not earlier than the First

day of October nor later than the Thirtieth day of October in every year to transact the following business:-

(a) To receive a report by the Chairman as to the state of the Association's affairs and of the past year's activities

- (b) To consider and approve and adopt a statement of the Association's accounts for the preceding financial year
 - (c) To elect a Chairman and Vice Chairman
 - (d) To elect the Honorary Secretary and Honorary Treasurer and Members of the Committee
 - (e) To appoint the Auditors
 - (f) To consider resolutions requiring the approval of the Members in General Meeting
 - (g) To deal with any special matter that the Committee desires to bring before the Members
 - (h) To determine the amount of the Annual Subscription
 - (i) To agree any changes to the Constitution
11. If any officer of the Association is unable to complete his/her term of office the Committee may appoint a Member to serve in his/her place but any officer so appointed shall retire at the next Annual General Meeting but may stand for re-election
12. Ordinary Meetings will be held on the first Monday of each month or other such day as determined by the committee. The committee will meet after the ordinary meeting if necessary.
13. Nominations for Chairman Vice Chairman Hon. Secretary and Hon. Treasurer together with any resolutions to be discussed at the Annual General Meeting must be submitted in writing to the Hon. Secretary not less than ten days prior to the date of the Annual General Meeting. The nominations must include written confirmation by the nominees that they are prepared to stand for election
14. The Hon. Secretary shall maintain a true record of all proceedings at each/every Meeting and by way of e-mail communicate such minutes to members and conduct

1. The Association shall be named the Saltash and District Chamber of Commerce.

2. The aim of the Association shall be:-

- (a) To promote the feeling of goodwill between traders/professionals generally
- (b) To further and protect the interest of traders/professionals within the Saltash and District, and of members in particular
- (c) To discuss any matter affecting the interests of such traders etc. and to take such action thereon whether local or Parliamentary or otherwise as may be conducive to the welfare of the general body of traders and professions etc.
- (d) To promote by all possible means any measure for the advancement of the general interests of the town of Saltash and District
- (e) To be proactive with other organisations which exist within Saltash and District that enable the promotion/enhancement of members interests
- (e) To provide a facility for promotion of trade within Saltash and District
- (f) To keep members up to date on matters that potentially will have an impact on their trade/business

3. MEMBERSHIP

(a) FULL MEMBERSHIP - Entitles members to access all facilities of the

Chamber as shall be determined at time to time

by the Committee and to be able to vote at all/any meetings of the Association

(b) ASSOCIATE MEMBERSHIP - Entitles members to limited facilities of the

Chamber as shall be determined at time to time

by the Committee and will have no voting power

at any/all meetings of the Association nor will

be eligible to be a member of the Committee

(c) Membership shall be open to any individual, company, partnership, association or professional practice which carries out trade, business or professional representation in the town and/or its surrounding district or represents either in part or in whole the business interests of Saltash and the surrounding district. Application shall be made for membership on the requisite form prescribed by the Committee from time to time and give such undertakings as may be required by them from time to time. Such application must be proposed and seconded by two members of the Association and such application discussed and voted upon by the Committee hereinafter referred to no later than the second Committee Meeting after the receipt of such application.

The Committee may reject any application without explanation.

4. The Membership subscription shall be such amount as is fixed by the Association from

time to time at its Annual General Meeting, or such other general meeting that is called

to consider such, subject as follows:-

(a) The subscription shall be payable on the First day of November in each year

(b) Subscriptions of Members joining at or after the Annual General Meeting in the year shall cover Membership from the First day of November to the following year

(c) Members whose subscriptions have not been paid by the First day of January shall after having been given a further twenty one days written notice shall cease to be

Members

(d) Those whose Membership has lapsed may rejoin during the same year without loss

of continuity on payment of a rejoining fee which shall be determined from time to time by the Committee

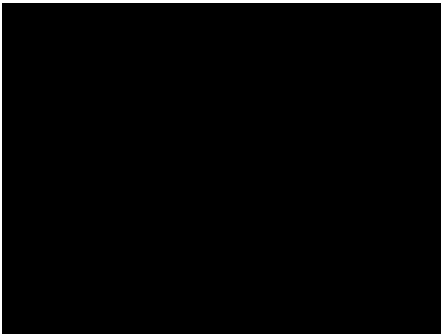
5. A Member wishing to withdraw from the Association shall give written notice to the

which may be regarded as being to the detriment of another member of the Association

20 Changes to this Constitution can be made at the Annual general meeting or at an Extraordinary General Meeting if required

21. If the Chamber should enter dissolution then any assets should be either vested in a like minded organisation to continue the aims of the Chamber Of Commerce, or with Saltash Heritage to maintain the History of the Chamber of Commerce.

This CONSTITUTION was agreed at the Annual General Meeting dated 1st October 2012



Invoice number: SCF26
Quote date: 24-08-26
Due date N/A

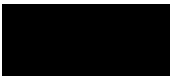
Saltash Christmas Festival Committee
Saltash Chamber of Commerce
Saltash
PL12

Description

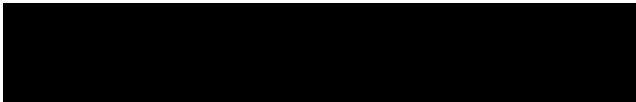
Saltash Christmas Festival 2026 – Custom Quote

- Site survey	£10.00
- Closure	£50.00
- Traffic management plan	£75.00
- Advance notice signage	£25.00
- No waiting cones	£180.00
- Traffic cones	£55.00
- Diversion signs	£45.00
- Diverted traffic signs	£30.00
- Road closed signs	£30.00
- Road ahead closed signs	£40.00
- Temporary obstruction signs	£30.00
- Sandbags	£20.00
- Staffing	£600.00
- Storage & miscellaneous costs	£30.00
- Slipway Closure	£280.00

Total £1500.00

Thank you for choosing 

Please do not hesitate to contact us if you require more information.



Your Quotation

Here is your quotation. If you wish to accept the quotation, confirm you have read our Terms and Conditions and Policy Details below and then press the **Continue button**.

To edit your information please press the [back](#) button, change your details and re-submit.

[Go Back](#)

Total Payable (Single Period Policy) £555.83	
Insurance Provider Covéa Insurance	
The premiums shown are based on current rates and are valid for this quote only.	
Turnover Max. £30,000	
Number of Visitors 5000	
Public Liability (compulsory) £5,000,000	
Employers Liability (optional) £10,000,000	
Number of Employees 8	
Property Cover (optional) £5,000	
Single Article Limit £4,000	
Marquee - Property Damage (optional) Not Required	
Public Liability Excess £250.00 This excess is not applicable to the Public Liability personal injury section.	
Employers Liability Excess N/A This excess is not applicable to the Employees Liability section.	
Property Excess £250.00	
Money Excess	
Stock Excess	
Gazebo Excess	

[Live Chat](#)

£500.00
This excess is not applicable to the Public Liability personal injury section.

Period of Insurance
Period of Insurance stated in the Schedule and any subsequent period for which We have accepted a renewal premium.

Gazebo Requirements
In respect of Section 1: Public Liability

If You use a Gazebo during Your Event this item must not be left erected overnight and at all other times it must have secure straps fitted over each corner and securely pegged to the ground in addition to their normal fixings.

The Policy Excess is increased to £500 in respect of damage caused by a Gazebo

The above amount includes:

Insurance Premium Tax (IPT)
£58.48

Policy Fee
£10.00

Start Date of Event: 05/12/2026

End Date of Event: 05/12/2026

 Please confirm you have read the following documents:

 Not Confirmed

Terms and Conditions

 Not Confirmed

Policy Documentation

 Not Confirmed

Policy Summary

 Not Confirmed

Insurance Act

 Not Confirmed

Notice to Policyholder

Continue >

2026 events

26 January 2026 at 10:41

Event	Date	2025	2026	Difference	Notes
Saltash Christmas Festival	05-Dec	£460.97	£488.63	£27.66	



Saltash and District
Chamber of Commerce and Industry



Saltash Town Council Grant Reporting Form

Name of Organisation: Saltash Chamber of Commerce, Christmas Festival 2025	
Amount Awarded £2500	Festival Fund

How has the award contributed to the success of your event?

The award played a vital role in enabling the festival to remain a free, inclusive and well-managed community event, attracting visitors into the town centre, supporting local businesses and delivering a positive community experience at the heart of the festive season.

The funding directly supported the firework display as well as essential operational costs, including medical cover, insurance and traffic management. These elements are fundamental to delivering a large public event safely and professionally, allowing residents and visitors to enjoy the festival with confidence.

The festival is organised and delivered by a very small team of Chamber of Commerce volunteers, with total costs of approximately £9,000. The Town Council’s contribution significantly reduced the level of fundraising required and helped ease the pressure on the volunteers, enabling the team to focus more time and energy on event delivery, coordination and community engagement.

The importance of the grant was especially evident this year when forecasts of strong winds forced the cancellation of the street market element of the festival. The market would normally generate around £2,000 in income, and its loss created an unexpected financial shortfall. The Town Council’s funding provided essential financial resilience, ensuring the festival could still proceed rather than being cancelled altogether.

Without the planned market, we cancelled the road closure on Fore Street, meaning the Lantern Parade and fireworks display had to be relocated to the Waterside at short notice. Although the display was not held in the town centre, families gathered along the waterfront to enjoy the fireworks with the Brunel and Tamar Bridges as backdrop, creating a memorable highlight and ensuring the festival retained a strong celebratory finale despite difficult circumstances.

In addition, the practical support provided by the Town Council in collecting lanterns from schools made a meaningful contribution to the success of the Lantern Parade, supporting school participation and helping maintain strong community involvement at the heart of the festival.

The continued support of Saltash Town Council plays an important role in ensuring the long-term sustainability of the Christmas Festival.

Our thanks also go to the Mayor, Councillor Rachel Bullock, for her enthusiastic engagement in the event, presenting awards, starting the Santa Fun Run and running in it.





How has the grant from Saltash Town Council been promoted?

Provide examples where possible such as screenshots of social media posts or banners.

The poster design featured the logo of Saltash Town Council along with the logos of the Chamber of Commerce and Scrapstore.

This design was also used for leaflets.

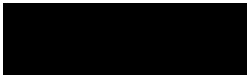




A sample of the FB posts
thanking Saltash Town Council.



Signed:



Dated: 21st February 2026