

SALTASH SECTION 106 FUNDING DEPLOYMENT PANEL
APPLICATION FORM

A. Overview

1. Name & Address of Organisation: SALTASH CHAMBER OF COMMERCE
2. Title of Project: SALTFEST AND CHRISTMAS FESTIVALS
3. Brief description of project: Subject to the easing of the present lockdown restrictions, to have two events in Fore Street/Longstone Park to encourage the community to visit Fore Street and have a fun day out. The Saltfest to be held on the 30th July and the Christmas Festival to be held on the 4th December.
4. Total Funding requested: £13,490
5. Dates/instalments that funding is required: First instalment of 50% to be as soon as possible the second instalment of 50% to be in September. In both cases to enable booking of street entertainers etc.
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of my knowledge, and understand that false or inaccurate information on the form may result in funding being refused or withdrawn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 : SARAH MARTIN

Date:

C. About the applicant organisation:-

1. Brief description of aims of organisation: SALTASH CHAMBER OF COMMERCE

2. Status of organisation:-

Charity Public Body Community Organisation

CIC Other

3. Date founded: 1950

4. Project contact name: SARAH MARTIN

Position: CHAIRMAN

Contact tel.: 07717 442879

E-mail: chair@saltashchamber.co.uk

5. Senior contact name: HILARY FRANK

Position: CHAMBER MEMBER

Contact tel.: 07964 270145

E-mail: hilary.frank@btinternet.com

6. Please give a brief description of other projects delivered by the organisation: Christmas festivals since 2017 and Mayfair and Window Wanderland 2020.

7. In the event that your organisation ceased to exist, what would happen to its resources and assets? They would be taken over by Saltash Heritage.

D1. About the Project/Project Element

1. Title of Project/Project Element: SALTFEST AND CHRISTMAS FESTIVALS

1. The festivals are aimed at creating the community/social environment in and around Fore Street which prevailed prior to Covid by having entertainment and other activities to encourage the PL12 into Fore Street within social distancing rules that apply at the time.

2. Both festivals will provide a fun day to the whole of Saltash and beyond offering live music, family entertainment and a large Street Market. In the case of the Christmas Festival this will also include the Lantern Parade and fireworks.
3.
 - i)
 - a. Promoting footfall in the town centre.
 - b. Provide a platform to showcase town centre businesses.
 - c. Promote the image of a vibrant town centre.
 - ii)
 - iii)
 - a. Enables charities/community groups to set up stalls to promote their activities and raise funds.
 - b. Fosters a sense of community cohesion.
 - c. In particular the events attract younger families into the town, which is a profile of the community which, in many cases, do not or rarely come into Fore Street.
 - d. Secures social media/press coverage which helps to promote Fore Street businesses indirectly.
4. Many hours of preparation and planning by a small team including liaising with schools (re. Lantern Parade) retailers, charities and community groups. On the day, in excess of 75 hours of volunteer time including the Chamber members, local cadets, primary school teachers etc.
5. We already have had confirmed £1500 from STC festival fund re. SaltFest and will be making a similar application for the Christmas Festival. The Lantern Parade within the Christmas Festival has been fully sponsored as have the prizes for the fundraising raffle which we expect to raise £2000. The commercial stalls should provide an income of £1000 per festival.
6. We are looking at all opportunities for post Covid funding and will make applications accordingly which will either enable us to enhance the festivals or return some of the monies received through S.106.

7. SALTFEST EXPENDITURE

Description	Cost £	Type
Storage	350	Storage
Artwork	150	Advertising
Event Management	1,625.05	Hire and Services
Medical	1,300	Hire and Services
Traditional Marketing	75.25	Advertising
Security	500	Insurance & Licences
Staffing and Volunteers	200	Hire and Services
Waste Management	225	Hire and Services
Traffic Management	1,500	Hire and Services
Saltash Town Band (Parade & Perform)	150	Entertainment
SCC Stage	100	Entertainment
Fore Street Stage Sound	480	Entertainment
Live Music LSP	1,800	Entertainment
Longstone Stage & Sound	1,668	Entertainment
Event Licence	21	Insurance & Licences
COVID measures	150	Expenses
Toilets	111	Hire and Services
Raffle 3 rd Prize	50	Entertainment
Raffle 2 nd Prize	100	Entertainment
Raffle 1 st Prize	150	To be employed
Raffle ticket printing	70	Entertainment
Insurance	500	Insurance & Licences
Advertising	177.75	Saltash Observer
TOTAL	11,553.05	

CHRISTMAS FESTIVAL EXPENDITURE

Description	Cost £	Type
Artwork	150	Advertising
Event Management	1,625.05	Hire and Services
Medical	1,300	Hire and Services
Traditional Marketing	75.25	Advertising
Security	500	Insurance & Licences
Staffing and Volunteers	200	Hire and Services
Waste Management	225	Hire and Services
Traffic Management	1,500	Hire and Services
Saltash Town Band (Parade & Perform)	150	Entertainment
SCC Stage	100	Entertainment
Fore Street Stage Sound	480	Entertainment
Live Music FS	100	Entertainment
Live Music LSP	1,800	Entertainment
Event Licence	21	Insurance & Licences
COVID measures	150	Expenses
Toilets	111	Hire and Services
Insurances	500	Insurance & Licences
Advertising	177.75	Saltash Observer
TOTAL	9,235.05	

8. Total costs requested from Section 106 Funding:

Total cost	£20,788.10	£20,788.10
Less Sponsorship (to date)	£2,300	

Less Festival Fund (granted)	£1,499
Less Festival Fund (to be applied for)	£1,499
Less stall income	£2,000

£7,298

£7,298

£13,490.10

9. If approved, when would the project begin? ASAP – remainder by 1/11/21

10. When would the project be complete? 4th December 2021

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

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

If yes, please give details: To purchase once event is set to go ahead.

13. 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.

14. 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.

15. Do you require any further permission(s) for this work, including planning permission? If so, please indicate the permissions required and current stage: No

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

A. Maintaining social distancing – existing signage and regular messaging through speaker system.

B. Public Liability issues – covered in insurance policy

E. Project Management

1. Project Managers name: SARAH MARTIN

Position: CHAIRMAN

Contact tel.: 07717 442879

E-mail: chair@saltashchamber.co.uk

2. Breakdown of Project Management Costs : NIL

Item	Cost	Source of cost (inc. estimate).	Included in Section D estimates?
Total			

F. Total Costs requested from Section 106 Funding -£13,490 ex VAT

G. Treatment of Value Added Tax –

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