



Saltash Town Council



Grant Application Form

APPLYING FOR:

(Tick one box)

Community Chest Grant

Festival Fund Grant

DATE APPLICATION SUBMITTED:

28th February 2022

Contact Name:	Tracey Hayton
Position:	Committee Member
Organisation:	Saltash Fair Committee
Contact Address:	c/o 4 Fore Street Saltash PL12 6JL
Telephone Number:	
E-mail:	mayfairsaltash@googlemail.com
Status of Organisation:	Constituted committee of volunteers
Charity/Company number (if applicable)	N/A
What geographical area does your organisation cover?	Saltash
How long has your organisation been in existence?	Since 22 nd July 1980

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>	The May Fair had to be cancelled in 2020 and 2021 due to the Covid pandemic, but the May Fair committee managed to organise a similar event called SaltFest in July 2021, for which funding was received.			
	2021	SaltFest 2021	£1,477.75	Y
	2019	Saltash May Fair 2019	£1,922	Y
	2018	Saltash May Fair 2018	£900	Y
	2017	Saltash May Fair 2017	£2,000	Y
<p>Please list the aims and objectives of your organization</p>	<p>Aims as stated in the May Fair Constitution:</p> <ul style="list-style-type: none"> • The aim of the Committee 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. • 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. <p>Other Aims:</p> <p>To offer a weekend event in the town centre that is free admission, and involves a range of local performers, musicians, traders and charities.</p> <p>Saltash May Fair has joined the “Festival Vision 2025” initiative, working towards an environmentally sustainable festival. We aim to reduce waste wherever and whenever possible, reducing the amount of single use plastics, remove plastic straws and cutlery. We will work with audiences to positively influence travel choices to reduce travel-related emissions.</p> <p>We are keen for May Fair 2022 to be a platform to support young people after months of Covid. As such, we will continue to engage with Saltash Community School, especially their Ambassadors, offering them diverse experiences in organising an event and engaging with the community. Additionally, this year we are collaborating with the Saltash Town Youth Council to set up a ‘Youth Village’ in Victoria Gardens on 7th May, showcasing the opportunities that Saltash has to offer young people.</p> <p>The main aim, however, is to deliver an event that brings the Saltash community together and promotes community cohesion.</p>			

What are the main activities of your organization?	<p>The Saltash May Fair Committee comprises volunteers, local to Saltash, who organise the Saltash May Fair, and other one-off major festivals such as SaltFest.</p> <p>The volunteers on the committee engage in fundraising, and look to maintain an account credit to carry forward each year, to cover any financial issues that might arise.</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?	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	7 th May 2022
	Finish Date	8 th May 2022
	Total Cost	£ 12680
	Grant Applied For	£ 2976.72

Project title:	Saltash May Fair
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<p>Description of project (please continue on a separate sheet if necessary):</p>	<p>In recent years, Saltash May Fair has been a 1-day community festival, with a street market on Fore Street, free entertainment and two stages, providing a platform for local community groups as well as for more professional entertainment.</p> <p>This year, we are collaborating with the Tamar Trotters to introduce a Healthy Sunday and make the event a 2-day festival. A climbing wall will be set up in Longstone Park, and various activities promoting a healthy lifestyle will be delivered alongside a Half Marathon, a 5k race and a Fun Run.</p> <p>The Committee was not able to organise May Fair in 2020 or 2021 due to Covid, but managed to organise a similar event called SaltFest once restrictions had eased in July 2021. This was a great success, and some SaltFest elements will be incorporated into this year's May Fair, such as music on the stage in Longstone Park until 8pm.</p> <p>Community engagement is encouraged through a variety of ways:</p> <ul style="list-style-type: none"> • Local businesses and charities are invited to set up stalls to sell goods and raise awareness. • Free spaces (deposit scheme) are offered to businesses who have a shopfront in the town centre • Local groups are able to showcase their talent across the two stages <p>Highlights of the 2-day Festival include:</p> <ul style="list-style-type: none"> • A Youth Village in Victoria Gardens (Saturday 7th) • A Parade of Youth (Saturday 7th) • A dog show (Saturday 7th) • Free music in Longstone Park until 8pm (Saturday 7th) • Half Marathon, 5K and Fun Run (Sunday 8th) • Outdoor climbing wall and promotion of healthy lifestyles (Sunday 8th) <p>All of this helps to celebrate community, and promote community cohesion.</p>
<p>Where will the project take place?</p>	<p>Longstone Park, Victoria Gardens, Fore Street</p>

<p>Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)</p>	<p>The event expects to attract around 5,000 visitors from Saltash and the surrounding areas.</p> <p>The person who won first prize In the SaltFest raffle lives in Gunnislake, and the person winning second prize lives in Plymouth. This alone demonstrates the wide geographical appeal of the Saltash May Fair.</p> <p>It also has an inter-generational appeal, catering to various age groups and interests.</p> <p>The May Fair has a positive impact on local businesses, brings visitors to Saltash, and promotes our town to a wider audience.</p> <p>Visitors (Approx. 5,000) Local charities (Approx. 50) Local business taking a stall (Approx. 70)</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 extremely well attended. It has consistently attracted extremely positive feedback from local shops, businesses, the community and visitors. Additionally, the community needs to have a chance to come together and celebrate after the lifting of Covid restrictions.</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>The May Fair enjoys the support of local businesses, charities, community groups, and volunteers.</p> <p>Saltash Chamber of Commerce, Cornwall Council and Saltash Town Council have all supported the event significantly in the past.</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>We ran a feedback survey after the last May Fair, and will run a similar survey this time. We will use visitor numbers as another measure to judge the success.</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>The May Fair will be held on the first weekend of May. Paperwork for road closures has already been submitted, along with risk assessments.</p> <p>Raffle tickets will go on sale in the beginning of March.</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.</p> <p>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, it is also sent to the Local Event Safety Advisory Group.</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>	<p>Staging and Sound £3,000 Entertainment £2,500 Licenses and Insurance £600 Raffle printing £100 Medical £850 Security £350 Waste Management £200 Traffic Management £1,750 Event Management £1,750 Volunteer expenses £200 Marketing & Publicity £350 Transport £180 Toilets, barriers £300 Climbing Wall £550 Total costs £12,680</p> <p>STC grant will be used to cover:</p> <ul style="list-style-type: none"> • Hire of toilets and barriers • Stage and sound on Longstone Park • Publicity in the Saltash Observer
<p>How will you promote STC once application and project are complete?</p>	<p>Saltash Town Council will be promoted in editorial pieces as well as through social media, including our FB page, which has nearly 1,500 followers.</p>

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)
Business Sponsorship	£1000		Too early for confirmation
Stall Bookings	£3000	✓	Too early for confirmation, but seems a reasonable assumption based on previous years
Fundraising	£1500 (Raffle etc.)		Raffle tickets will go on sale in March
Cornwall Council Community Chest Fund	£550	✓	
Awards For All	£2000	✓	

Please confirm the bank account your project is using is in the project's name/organization name	No. We are using the bank account of the Chamber of Commerce until a new account has been set up for the Fair Committee.
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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)	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)	<p>Please find attached quotes for:</p> <ul style="list-style-type: none"> • Large Stage and Sound (£2,603.50) • Toilets and barriers (£273.22) • Advertising in the Observer (£100) <p>TOTAL : £2976.72</p>

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

The Saltash Fair Committee bank account that was held with HSBC was closed by HSBC in November 2021. We are currently in the process of setting up a new bank account with NatWest.

In the interim, Fair Committee money is in a bank account held by the Saltash Chamber of Commerce.

I have attached a photo of the cheque we received from HSBC in November 2021 for the closing balance of £2847.98

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):	Tracey Hayton		
Position(s):	Committee Member		
Date:	27 th February 2022		