



# Saltash Town Council



## Grant Application Form

**APPLYING FOR:** Community Chest Grant   
 (Tick one box)  
 Festival Fund Grant

**DATE APPLICATION SUBMITTED:**

<b>Contact Name:</b>	Jo Baskott
<b>Position:</b>	Committee Member
<b>Organisation:</b>	Saltash Fair Committee
<b>Contact Address:</b>	c/o 4 Fore Street Saltash PL12 6JL
<b>Telephone Number:</b>	
<b>E-mail:</b>	mayfairsaltash@googlemail.com
<b>Status of Organisation:</b>	Constituted Committee of volunteers
<b>Charity/Company number (if applicable)</b>	N/A
<b>What geographical area does your organisation cover?</b>	Saltash
<b>How long has your organisation been in existence?</b>	Since 22 <sup>nd</sup> 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><b>Have you applied for a grant from Saltash Town Council within the last 5 Years?</b></p> <p>(Please list – continue on a separate sheet if necessary)</p>	<p>The May Fair Committee is applying to Saltash Town Council for funding for the 2022 May Fair. We have received funding in the past for May Fair, as shown below, but this application is for a one-off event to mark the Queen’s Platinum Jubilee.</p>			
	2019	Saltash May Fair 2019	£1,922	Y
	2018	Saltash May Fair 2018	£900	Y
	2017	Saltash May Fair 2017	£2000	Y
<p><b>Please list the aims and objectives of your organisation</b></p>	<p>The May Fair Constitution states: ‘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.’</p> <p>The main aim of the Big Jubilee Lunch is to ensure that residents have the opportunity to celebrate both the Queen’s Platinum Jubilee and the incredible community spirit that has kept us strong throughout lockdowns.</p> <p>Saltash May Fair Committee has joined the “Festival Vision 2025” initiative, working towards an environmentally sustainable event. We intend to work with Saltash Scrapstore to reduce waste wherever possible, reduce the amount of single use plastics, plastic straws and plastic cutlery, and work with to positively influence travel choices and reduce travel-related emissions.</p>			
<p><b>What are the main activities of your organisation?</b></p>	<p>The Saltash May Fair Committee holds an annual weekend festival across Fore Street, Victoria Gardens, and Longstone Park. It offers a street market, free entertainment and music to the local community and surrounding areas in Devon and Cornwall.</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>			

	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>	Sunday 5 <sup>th</sup> June 2022
	<b>Finish Date</b>	Sunday 5 <sup>th</sup> June 2022
	<b>Total Cost</b>	£ 4131.80
	<b>Grant Applied For</b>	£ 1500 <i>(towards the cost of the road closure)</i>

<b>Project title:</b>	Big Jubilee Lunch on Fore Street
<b>Description of project</b> (please continue on a separate sheet if necessary):	<p>Her Majesty, Queen Elizabeth II, will be celebrating her Platinum Jubilee this year. The May Fair Committee is keen for Saltash to be able to join with other communities across the nation in hosting a Big Jubilee Lunch, one of the official events of the celebrations.</p> <p>Various venues were considered, including Longstone Park, but looking at historical photos of past Jubilee celebrations in Saltash, and considering the national and historical significance of the occasion, it was agreed that the best venue would be Fore Street, despite the extra costs incurred through a road closure.</p> <p>We are keen to ensure there will be plenty of ways for fun community engagement, including art workshops to make 'Garden Party' hats and decorations. We are also planning on distributing seeds for red, white and blue flowers to schools, which can be used as table decorations on the day.</p> <p>We intend to work with Scrapstore to recycle and reuse materials to make items like tablecloths and games for children (e.g. beanbags)</p>

<b>Where will the project/activity take place?</b>	On Fore Street. The road will be closed to traffic, and we will set up 100 tables to enable people a street party to be held.
--	---

<b>Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)</b>	<p>The Jubilee Big Lunch on Fore Street will strengthen community cohesion and raise the profile of the town as a whole. It will benefit:</p> <ul style="list-style-type: none"> <li>• Residents, especially those who want to take part in a street party but are not able to close off the road in front of their house</li> <li>• Businesses, who will be able to sponsor a table that they can then offer to loyal customers, staff or donate to their nominated 'local heroes'.</li> </ul>
<b>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</b>	<p>The Big Jubilee Lunch is one of the official events selected by the Queen and Buckingham Palace to mark the Platinum Jubilee.</p> <p>From the Platinum Jubilee website: 'Every year since the idea began in 2009, The Big Lunch has encouraged communities to celebrate their connections and get to know each other a little better. Following the success of the first Big Jubilee Lunch, to celebrate Her Majesty's Diamond Jubilee in 2021, The Big Lunch will bring the Jubilee celebrations into the heart of every community again in 2022.'</p>
<b>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation, Consultation with Community)</b>	<p>We have had preliminary discussions with various local groups, including the Saltash Chamber of Commerce, Community Enterprises PL12 and The Core Youth and Community Centre, who have all been extremely receptive to the event.</p>
<b>How will the project be managed and how will you measure its success?</b>	<p>The event is being managed by volunteers from the May Fair committee, who have a wealth of experience in organising events such as the May Fair and Saltash Christmas Festival.</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>The Big Jubilee Lunch will take place on the 5<sup>th</sup> June 2021.</p> <p>We are currently finalising the details of:</p> <ul style="list-style-type: none"> <li>* the application for a road closure to be submitted to Cornwall Council along with risk assessments</li> <li>* Community Engagement Projects</li> <li>* Ticketing system to manage bookings. While we are hoping some businesses will sponsor tables, the majority of tables will be free. We still need to manage all bookings, though, to give us an idea of numbers to help inform safety measures.</li> <li>* Grant applications to various funding bodies, including the Let's Create Jubilee Fund and the Tresorys Kernow fund.</li> </ul>
<p><b>What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people</b> (applicable only if your project involves working with this client group)</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 is circulated to the police, fire and ambulance services, as well as to Cornwall Council's Licensing, Streetworks and Events Departments.</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>	<p><b>Road Closure</b> £1669</p> <p><b>Hire of Tables</b> £600</p> <p><b>Tablecloths, table decorations etc.</b> £150</p> <p><b>Community Engagement Projects</b> £350</p> <p><b>Entertainment</b> £500</p> <p><b>Publicity and Ticket Management</b> £200</p> <p><b>Medical Cover</b> £180</p> <p><b>Insurance</b> £482.80</p> <p><b>TOTAL COSTS:</b> £4,131.80</p> <p>We would like to ask Saltash Town Council for £1500 towards the cost of the road closure. (Quote attached.)</p>
<p>How will you promote STC once application and project are complete?</p>	<p>Saltash Town Council will be promoted on all social media advertising, as well as editorial content.</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:**

<b>Organisation</b>	<b>Contribution Sought (£)</b>	<b>Applied</b> (please tick as appropriate)	<b>Granted</b> (please tick as appropriate)
Sponsorship through offering businesses the chance to 'sponsor' a table.	Estimated 10 tables at £50 each: £500.00		Too early for confirmation (bookings have not gone live yet)
Cornwall Council (Publicity and Medical Cover)	£380	✓	
Tresorys Kernow (Community engagement projects to create decorations)	£500		
Let's Create Jubilee Fund (Entertainment)	£500		
Saltash May Fair (Insurance)	£482.80	✓	✓
<b>NB :</b> Any shortfall in funding will be covered by funds of the Saltash Fair Committee. Any surplus will be put towards organising next year's May Fair.			

<b>Please confirm the bank account your project is using is in the project's name/organisation name</b>	No
---	----

#### 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)	To follow
<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)	Quote for road closure

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.

<b>Signed:</b>			
<b>Print Name(s):</b>	<b>Jo Baskott</b>		
<b>Position(s):</b>	<b>May Fair Committee Member</b>		
<b>Date:</b>			