



Saltash Town Council



Grant Application Form

APPLYING FOR:
(Tick one box)

Community Chest Grant

Festival Fund Grant

DATE APPLICATION SUBMITTED:

16th September 2022

Contact Name:	
Position:	Lead of Christmas Festival Organising Committee, Saltash Chamber of Commerce
Organisation:	Saltash Chamber of Commerce
Contact Address:	
Telephone Number:	
E-mail:	
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

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>	2021	No application made to Town Council		
	2020	No application made to Town Council		
	2019	Saltash Christmas Festival	£1,500	No £0
	2018	No application made to Town Council		
<p>Please list the aims and objectives of your organization</p>	<p>Aims of the Chamber:</p> <ul style="list-style-type: none"> 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. <p>Aims of the Christmas Festival:</p> <p>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.</p> <p>Saltash Christmas Festival 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>What are the main activities of your organisation?</p>	<p>The Chamber's Christmas Festival Committee has responsibility for organising and delivering the town's annual Christmas Festival.</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

Project	Start Date	Saturday 3 rd Dec 2022
	Finish Date	Saturday 3 rd Dec 2022
	Total Cost	£ 9810
	Grant Applied For	£ 1500

Project title:	Saltash Christmas Festival and Lantern Parade Saturday 3 rd December 2022
Description of project (please continue on a separate sheet if necessary):	<p>The Chamber of Commerce took on the mantle of organising the Christmas Festival and Lantern Parade in 2017, and have continued to grow the event ever since.</p> <p>Santas on bikes parking up en route to Children’s Hopsice SW has become a permanent feature, and the Santa Fun Run that was introduced in 2021 looks set to become a permanent fixture thanks to collaboration with the Tamar Trotters. Collaboration with Redeemer Church will see their popular Christmas Treasure Hunt return for another year. We are looking to engage the services of the firebreather who has performed at previous Christmas Festivals, as he has proved popular with the crowds</p> <p>The evening will finish with the much-loved Lantern Parade and crowned with a firework display, as in previous years. Artists have been engaged to deliver workshops in the four Saltash primary schools as well as some local groups.</p> <p>All of this helps to celebrate community and promote community cohesion, as well as bringing people to the town’s retail heart.</p>
Where will it take place?	Fore Street

<p>Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)</p>	<p>The Festival has a positive impact on local businesses, brings visitors to Saltash, promotes our town to a wider audience, and generates community cohesion.</p> <p>Visitors: approx. 5,000 Local charities with a stall: approx. 30 Local business taking a stall: approx. 40</p> <p>Specific groups that will benefit:</p> <ul style="list-style-type: none"> • Town centre retailers through the boost in footfall • Local charities through fundraising opportunities (as well as charity stalls in the street market, Santas on bikes collect for Children's Hospice SouthWest) • Primary schools through lantern art workshops
<p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p>	<p>Saltash Christmas Festival has been staged in its current format for over 10 years, and is always well attended. It has consistently attracted positive feedback from local shops, businesses, the community and visitors.</p> <p>Specific evidence:</p> <ul style="list-style-type: none"> • Thousands of people who attend each year • Surveys from previous Christmas festivals • High numbers of bookings from stall holders
<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 Christmas Festival enjoys the support of local businesses, charities, community groups, volunteers and schools.</p> <p>Specific support for this year's event includes:</p> <ul style="list-style-type: none"> • Offers of sponsorship from local businesses • 35 stalls booked so far (as of 12th Sept.) • 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 a Santa Fun Run • Support from Saltash Air Cadets in the Lantern Parade
<p>How will the project be managed and how will you measure its success?</p>	<p>The event is managed by a volunteer committee within the Saltash Chamber of Commerce, with logistical support provided by a local not-for-profit Community Interest Company to ensure the event runs safely and meets HSE regulations. The volunteers and the CIC have a wealth of experience in delivering events and Festivals in Saltash.</p> <p>We will use visitor numbers as one measure to judge the success of the event.</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>The Saltash Christmas Festival is always held on the first Saturday of December, which this year falls on 3rd December.</p> <p>Paperwork for road closures has already been submitted, along with risk assessments.</p> <p>Raffle tickets will go on sale in October.</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, the event plan is also sent to the Local Event Safety Advisory Group.</p>
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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>Entertainment (stilt walkers etc) £1,000 Licenses and Insurance £675 Raffle printing £50 Medical £550 Traffic Management £1,385 Event Management £1,700 Volunteer expenses £200 Marketing & Publicity £350 Barriers & fire trolley £150 Fireworks £750 Lantern Parade £2000 Santa Fun Run £1000</p> <p>Total costs £9810</p> <p>STC grant will be used to cover:</p> <ul style="list-style-type: none"> • Road Closures • Firebreather (partial) <p><i>NB: We have tried to save on expenditure where possible. For example: instead of live music (which would incur the cost of a sound technician), we hope to use the loudspeakers on Fore Street to play recorded music.</i></p>
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How will you promote STC once application and project are complete?	Saltash Town Council will be promoted in editorial pieces as well as through social media, including our FB page, which has over 2,000 followers.
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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	£1000		Too early for confirmation
Stall Bookings	£1500	✓	Assumption based on previous years
Fundraising	£1000 (Raffle etc.)		Raffle tickets will go on sale in October
Cornwall Council Community Chest Fund	£500		
Scrapstore (for Lantern Parade)	£2000	✓	
Santa Fun Run	Approx. £500		

Please confirm the bank account your project is using is in the project's name/organization name	Yes.
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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	N/A
Other (please list)	Please find attached quotes for: <ul style="list-style-type: none"> • Road Closure (£1385) • Firebreather (£250) TOTAL REQUESTED : £1500 (Full amount of road closure and £115 towards the cost of the firebreather)

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

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):	Committee Member, Chamber of Commerce Festival Committee		
Date:	16th September 2022		