

SAINT IVES TOWN COUNCIL



APPLICATION FOR FINANCIAL ASSISTANCE

COMMUNITY GRANTS OVER £1000

Regarding events to be held in 2024

Please answer all questions which are relevant to your organisation – failure to do so may result in a delay in the determination of your application

PROJECT :

To provide various events throughout the year for the enjoyment of residents and visitors, and by bringing people into the town so that local businesses also benefit.

Contact Details

Q1

Name of organisation making application:

FESTIVAL EVENTS ST IVES (FEST)

Name of contact for this application:

Mrs Gilly Jackson

Position held in organisation:

chairman

Contact Address:

[Redacted Address]

Telephone:

[Redacted Telephone]

Email:

[Redacted Email]

About your organisation

Q2

What type of organisation are you? (tick (✓) relevant category)

Registered Charity:

Voluntary Organisation:

Company Limited by Guarantee:

Other – Please specify:

yes

Charity Registration Number:

Company Number:

Q3	<p>Briefly describe your organisation.</p> <p>Describe your organisation, including how many members/users you have, whether there is a subscription fee and the usual activities/services you provide.</p> <p>If you are a new organisation, describe the services/activities you plan to provide.</p> <p>FEST is a not-for-profit group of volunteers (since 2009), with no subscription fee. For 2024 we will build on the success of our most popular annual events such as the eight Music on The Waits concerts held each Sunday afternoon throughout July and August which are increasing popular, with audience numbers regularly over 100, supporting the well-being of the older generation, but having upped our game with performers also attract a younger audience.; We will continue with our outside concert Picnic in the Park, an afternoon family event for picnics with music and free sports games for children, held in Warners Park in June. We promote our riverside town, by supporting the immensely successful bi-annual Illuminated Boat Parade, the next one will be held on October 14th 2023. Plus our ArtsFEST exhibition for various media. We supported the Bandstand on the Waits by raising funds at a self-funding Quiz evening in 2022. The Bandstand benefits our Music on the Waits concerts with its beautiful river backdrop.</p> <p>We also arrange for Santa to arrive by 'snow boat' with his chief Snowman, accompanied by 'reindeer' sea scouts and local canoe club all in kayaks. Santa then goes onto his Grotto in the Corn Exchange.</p> <p>We support the St Ives Snowman Festival, with the Snowman Trail, in the town from November up to Christmas, which aims to bring families into the town at this vital time for the retail and hospitality economy.</p> <p>In 2023 in conjunction with the Old Riverport Retail Group's Snowman Festival we have planned a new event this year: SANTAS SNOW FEST - December 16 & 17th to include Santas Grotto where each visiting child receives a gift; with craft tables and a large Snowglobe; in the St Ives Corn Exchange. This event will be a big draw and we plan to continue for 2024.</p> <p>FEST are able to work with, and draw support from, various other groups in the town including St Ives Rotary Club, The St Ives Civic Society, GOBA (Great Ouse Boating Association), The Methodist Church, The St Ives Corn Exchange (including ACE Friends of St Ives Corn Exchange), The Town Team, the Sea Scouts, and Scouts and The Norris Museum, The St Ives Snowman Festival group. We work with local businesses for sponsorship.</p>
ne	<p>If you are a branch of a larger organisation, please state which one:</p> <p>No</p>
Q5	<p>Does your organisation have any of the follow? Please state which one and provide a copy with your application</p>

Constitution	yes	Memorandum of Association?	yes
Terms of Reference		Governing Document	

Q6 What is your primary source of funding?

Grant from St Ives Town Council
Sponsorship from local businesses
Public donations

Details of the project or activity you are planning

Q7 Describe the projects/activity you plan to use this grant for

i) Try to be specific about what you will do and how you will do it.

2023 events: 8 Music on the Waits (MOW) concerts. Picnic in the Park, ArtsFEST, Santa arriving by boat, Santa By Boat with *Santas Snow FES*t event including Santas Grotto.

We liaise with the SAG group, SITC, HDC for licences and Health & Safety. FES

t instigate and do all the publicity and PR, having updated our logo and branding this year. Our website is hosted FOC by a local business.

For MOW concerts FES

t book the performers, liaise with the Methodist Church and the Norris Museum for venue, seating and teas. We organise Marquees (FOC by local Marquee Company), book exhibitors and manage ArtsFEST which includes an 'invitation only' preview evening.

We plan and organise Santa By Boat, design and build our own Grotto (fresh every year). We decorate the Corn Exchange for Christmas.

For Picnic in the Park, we plan, advertise and organise the event ourselves from start to finish, including taking out 'bad weather insurance'.

ii) Please state how you have identified this need and how the project will benefit the people of St Ives, together with the estimated time span. If you are seeking continuation funding for this project, please provide evidence for this continued need.

We organise and run various free annual events throughout the year for residents and visitors, for the enjoyment of all ages, and to help promote the town so that local businesses benefit from increased footfall and awareness.

iii) How many people from St Ives do you expect to benefit directly from your project or activity?

We aim to provide events for people of all ages, with various music tastes. Our ArtsFEST exhibition has a variety of media on display. The Grotto is for children, with approx. 600 children seeing Santa (at no charge), Music on the Waits afternoon concerts are popular with a varying age range, mainly older, with an average audience of 100 attending each concert. Picnic in the Park is for all, including families.

00 What criteria will be used to measure the success of the project and how many people from St Ives do you expect to benefit from it?

Popularity of attendance
Repeat demand
Feedback
Continued and new business sponsors
New supporters and committee members

Health & Safety

Q9 What, if any, special safety issues are related to your project/activity?

Please provide the following information:

- i) What kind of insurance does your organisation have?
Comprehensive public liability up to £5M for any one event
Cover for product and pollution liability
Bad weather insurance for applicable events
- ii) Do the leaders have the relevant qualifications and/or experience?
Yes, our committee has experience in event management, design, sales and marketing, financial management, local knowledge of town and surrounding area, networking skills, social media skills plus Health & Safety experience in community events.
- iii) What policies does your organisation have in place (i.e. Health and Safety, Child Protection/Safeguarding, Working with vulnerable adults, Equal Opportunities etc.)? *You may be required to submit copies of your policies*
We provide a Health & Safety document and Risk Assessment for each event. St Johns' Ambulance attend Picnic in the Park, we have trained marshals and 2 members of our committee are Defibrillator use trained. We liaise with our local police, and fire brigade where appropriate. Our events are open to all, with parking for the disabled where necessary – at Picnic in the Park for example. We follow local and national guidelines regarding safeguarding against Coronavirus.

Funding of your project

Q10 Previous Applications

If you have applied for and received funding from St Ives Town Council in the past please provide details of the amount, the year and briefly what the funding was used for.

Year	Project description	Amount given (£)
2023	Music on the Waits concerts, Picnic in the Park, ArtsFEST, Santa arrives by boat, Santa's Grotto.	

Q11

Project Funding

Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).

Tell us the amount of grant requested [REDACTED] and provide a detailed breakdown as to how you have reached this figure

Project Expenditure Please list all items of expenditure for your project	Amount of Project
8 Music on The Waits concerts	[REDACTED]
Town concerts including Picnic in the Park	[REDACTED]
ArtsFEST	[REDACTED]
Santa Arrives by Boat, Santas Grotto	[REDACTED]
Equipment, and overhead costs, including marketing, asset renewals	[REDACTED]
Total	[REDACTED]
Project Income Please list how the project shall be funded	
Own funds, public donations, sponsorship, exhibitors fees	[REDACTED]
	£
	£
	£
	£
What is the difference? This should be the same as the amount of Grant you are applying for	[REDACTED]

Q12

Covering a Shortfall

If the Town Council makes an offer less than the amount requested, how will that impact on the Project and how will you cover the shortfall?

FEST will then need to consider reducing the size/number of events we can organise.

Q13

Sustainability

What plans do you have in place to ensure that your organisation becomes more sustainable and less reliant on grant funding, particularly from the Town Council? Our committee members always seek out new avenues of sponsorship, and as well as own experiences, we rely on volunteer support and further experience wherever we can.

Your Accounts

Q14 Please provide the following details from your most recent annual accounts

██████████	██████████
██████████████████	██████████
██████████	██
██████████████████████████████	██████████

Please provide a copy of your most recent annual accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.

Account Details

Q15 Please give us your bank or building society account details

You can only apply for grant if you have a bank/building society account in the name of your organisation. We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. These people should not be related.

Account name:

FESTIVAL EVENTS ST IVES (Fest)

Bank name:

██████████████████

Building Society address:

██

Who are the signatories and what position do they hold in your organisation?

Name	Positon
Gilly Jackson	chairman
Veronica Roberts	Treasurer
Paula Luter	Committee member

Any Other Information

Q16 Any other information which you consider to be relevant to your application.

FEST are able to make provision for two years running expenses, for storage/insurance etc and work with the following community groups in St Ives:
 The Rotary Club of St Ives, St Ives Town Football Club, Explorer Scouts and Sea Scouts, St Ives Rowing Club, Huntingdon Canoe Club, The St Ives Corn Exchange, The Methodist Church, The Old Riverport Retail Group, The Free Church, ACE Friends of St Ives Corn Exchange, Great Ouse Boating Association, St Ives Electric Riverboat Company, the Town Team, The St Ives Civic Society.

Declarations

Q17 Declaration

Please give details of a senior member of your organisation.

For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **(This must not be the main contact name in Q1).**

*I confirm, on behalf of **Festival Events St Ives (FEST)**:*

That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.

I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.

Post held in organisation: **Treasurer**

Mrs Veronica Roberts

Organisation address:

[REDACTED]

Telephone;

[REDACTED]

Signed: Date:

Q18 Signature of Person Completing the Application

This must be the signature of the person named in Q1 as the main contact and **not be the same person who has signed in Q17**

I confirm that, to the best of my knowledge and belief, all the information in this application from is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed: Date:

Checklist

- | | |
|---|-----|
| 1. Have you answered every question? | yes |
| 2. Have all signatures been completed? | yes |
| 3. Have you included a copy of your governing document? | yes |
| 4. Have you included copies of your latest meeting and AGM minutes? | yes |
| 5. Have you included a copy of your most recent accounts? | yes |
| 6. Have you included a copy of your most recent bank statement? | yes |
| 7. Please state any supporting documents you are submitting: | |
| Public Liability | |
| MOU | |



Chairmans' Report

Resume from the last AGM held in July 2021 to date, 26th October 22.

COVID still had a big influence on FES^t events. Certainly 2021 there was a lot of uncertainty about holding meetings, confidence on holding events and public attendance, with the emphasis on Health & Safety. The vaccination programme helped ease all of this.

FES^t supported the **ILLUMINATED Boat Parade** on 16 October 2021, which was led by Gilly, but under the Town Team 'umbrella group' with a Halloween theme, and was a huge success. Amazing display from boat entries, and families were pleased to be able to get out. Not without stresses though, so committee member Andy Start will lead in 2023.

FES^t welcomed new committee members Judith Barnes, Sue Harris, and Beccy Chapman. Excellent! Sue agreed to take on Health & Safety/Risk Assessment responsibility for our events – a vital role.

2021

ArtsFES^t, both preview evening and public day went off very well, despite some reservations regarding COVID.

Santa, with Frosty arrived By Boat, with flotilla of 'reindeer', to a large crowd, with scout guard of honour and met by the Mayor & Macebearer. **The Amazine Grotto** masterminded by Pat was held in the newly renovated Riverport Café, held slightly later which despite some initial concerns worked well, although we were not able to accommodate local charity café concessions. However due to increasing COVID concerns the Grotto was only held for 4 instead of 6 session, losing last weekend.

2022

Our main event, **Picnic in the Park June 19th** was led by Amanda, supported by everyone, and by Sue for H & S, especially important now. It was a brilliant very well attended event. One of our best, despite a few issues with suppliers.

'July only' concerts for **Music on the Waits**, a highlight was the season was a concert from tenor James Schouten. Support came through from the Norris Museum for use of chairs.

Beccy put forward the idea for a Quiz to support the proposed Jubilee Bandstand for the Quiz which Beccy led in October – very successfully. Sold out, and raised over [REDACTED] the, now memorial, Bandstand.

Gilly Jackson October 2022



The Constitution of **FEST**

This constitution was raised and approved at a Special Committee Meeting (SCM) of FEST on Thursday 14th May 2009.

Alterations to this constitution can only be made at an AGM or SCM where the full committee has been notified at least 7 days beforehand and a minimum of 4 committee members sit and vote at such meetings.

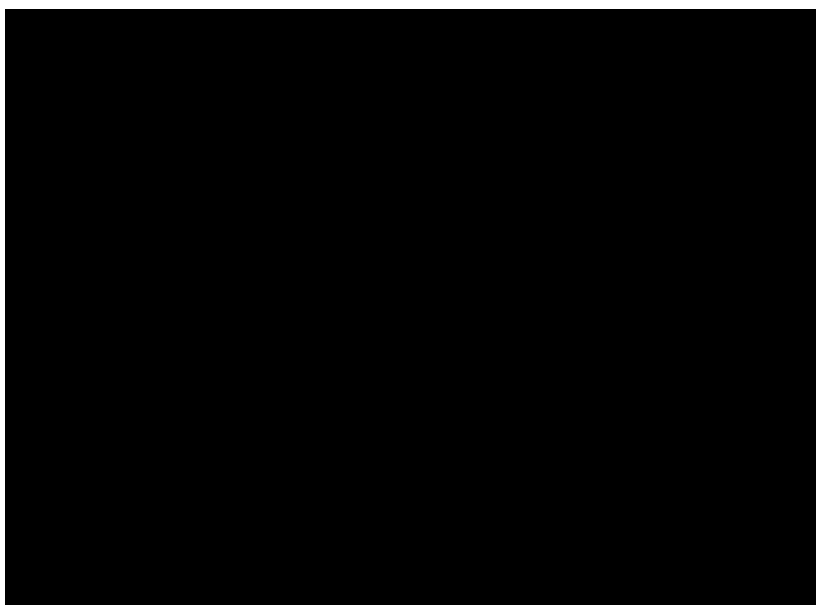
1. **The Name:** Festival Events St Ives is also known as FEST.
2. **Status:** Not profit voluntary organization.
3. **Address:** [REDACTED]
4. **Structure:** Committee having a Chair, Secretary and Treasurer, and at least 2 other working volunteers; who are to be duly elected at the AGM.
Numerous Friends and helpers for each event as required.
5. **Committee:** Manage the running of FEST and the Events organized.
 - i. To record minutes of each meeting.
 - ii. To keep accounts of all activities.
 - iii. To apply for Grants
 - iv. To ensure the Equal Opportunity Policy (EOP) is adhered to.
 - v. To Ensure a Risk assessment is in place for each event.
 - vi. To ensure a financial viability study has been made for each event.
6. **Objectives:** To organize a variety of events of for the people of St Ives such as:
 - i. Concerts
 - ii. Arts & Crafts Exhibitions
 - iii. Riverside Gala for family entertainment and corporate unity.
 - iv. Partnership events with 'Local Good Causes'
7. **Conduct:** To work within our EOP and to provide our written policy to every member and participating partners
 - i. Our aim is that all events will be independently sustainable
 - ii. To ensure FESTs financial stability
 - iii. To keep accounts for each event.
 - iv. To make accounts available to any Partner of an event.
 - v. To carry out Risk Assessments for each event.
 - vi. To ensure that Liability Insurance is in force for all events
8. **Funding:** By way of grants applications, Local corporate sponsorship, tickets sales, and donations.
9. **Assets:** Money assets will be held in a Building Society account requiring 2 signatures for withdrawal or small amounts (£250 max) in a petty cash box.
Non money assets to be recorded and stored as best can be arranged.
10. **Cessation:** Any assets left will be distributed to the good causes we have worked with and or the organizations that have provided FEST with grants. i.e. Riverside Gala Surplus to be returned to the St Ives Town Council.
The completed & final general and event accounts will be made available to the committee to assist them in their decision making.

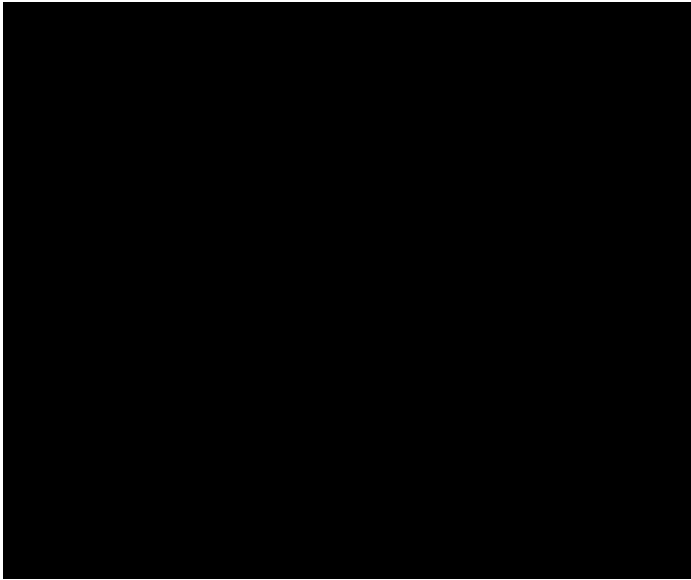
Signed by.....
Gilly Jackson Chairman - FEST

Date.....

FESSt Accounts for 2022

From 01/01/22 to 31/12/22







- **FEST Annual General Meeting 26th October 2022**

Venue: Private meeting room Golden Lion Hotel

Present: - Gilly, Ronnie, Pat, Judith, Paula, Pam, Sue, Rachel

Apologies: - Amanda, Beccy

Gilly was sorry to announce that Amanda is no longer able to continue as a member of FEST due to her workload and family commitments. All are sorry to lose her from the group but fully understand her reasons. Thank you to Amanda for all her support, including leading the very success Picnic in the Park 2022.

Rachel will also need to reduce her involvement for the same reasons but will continue to give support with Facebook and Santa's Grotto book purchases and wrapping, appreciated by the committee. Gilly said how important our website still is, especially for sponsors to see. The loss of two younger members is a blow and will need consideration.

FINANCIAL REPORT

Ronnie presented the figures for the year. Funds are very healthy due to the reduced number of events during the pandemic, as reflected in our application to SITC for 2023. The application has been submitted to Council today and suggests a reduction to £6,350 with a suggested reduction of £1,000 pounds each year for the *hopefully agreed* period of 4 years. It will still be necessary to match fund with sponsorship and donations.

It was noted that CX may not charge us for the hire of the hall for ARTsFEST next year as we will be included in their bid for an arts grant.

The annual insurance has been agreed at the same cost as 2021 to 2022.

The Quiz evening returned [REDACTED] that will be paid to the Town Team in support of the Queen Elizabeth II memorial bandstand.

CHAIRMANS' REPORT

Gilly read out her report, copy attached.

ELECTION OF OFFICERS

Amanda's resignation was accepted

All other officers will remain the same:

Chair	Gilly
Finance	Ronnie
Minutes	Pam

The AGM part of the meeting was closed.

Current plan:

Santa arrives by boat 3rd December: Mayor, Macebearer aware, also Chief Snowman, 'water reindeer', scouts guard of honour. Town Clerk has been invited to join the welcoming party. Gilly, Pat and Ronnie at Quay for Santa's arrival and Gilly will lead at Grotto. We do not have a confirmed Santa for this day yet, however Chris Morgan is on standby!

Grotto first 3 weekend in December :

Venue is the Riverport Café as last year. timing extened, now 2 pm to 4.30 pm

All members please try to recruit helpers and advise Gilly. Gilly will draw up a rota for Santas and elves.

Rachel will order more registration cards with the same design as last year. Sue to advise on H &S.

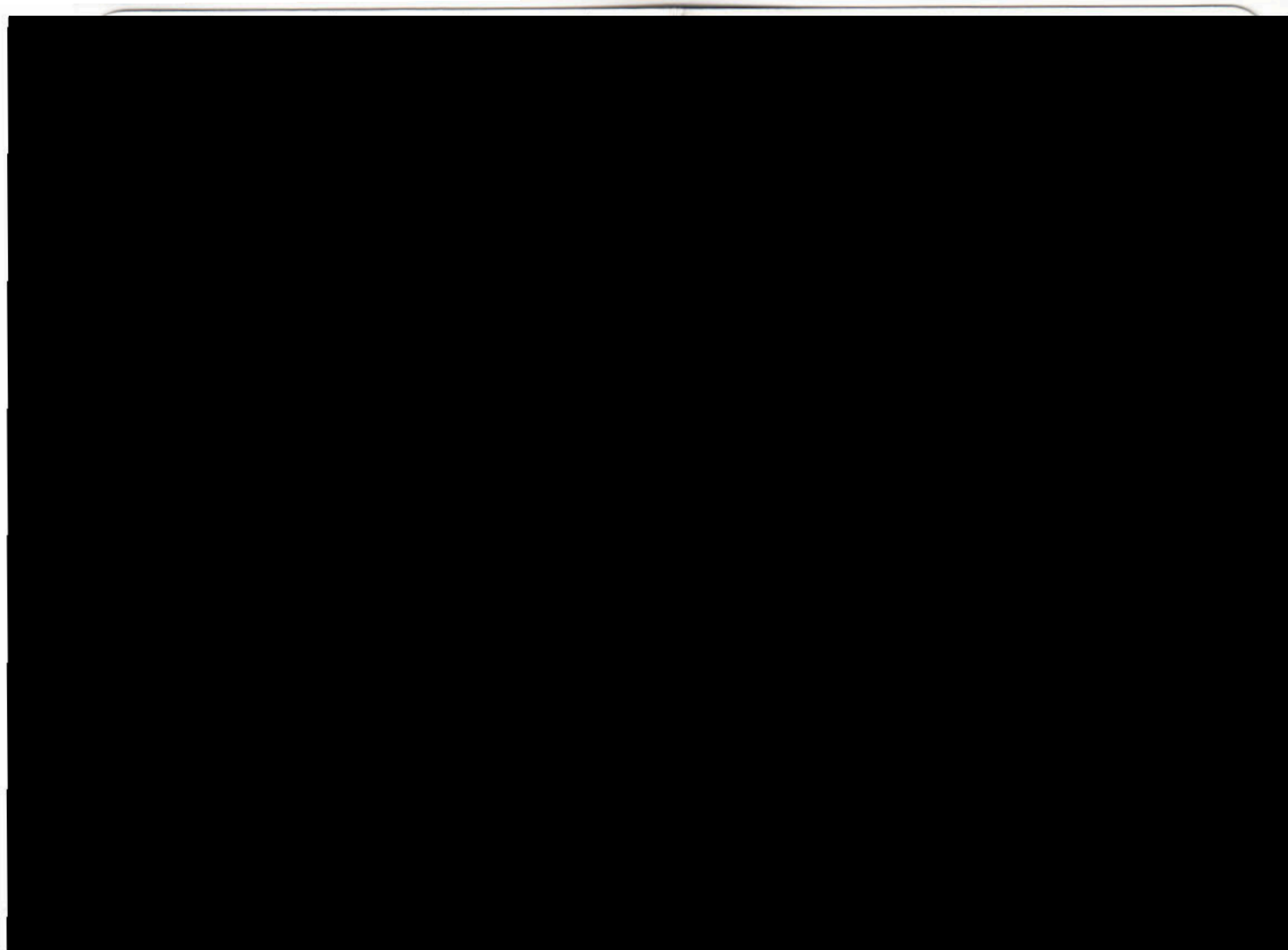
- **PICNIC IN THE PARK 2023**

Gilly to lead. It was felt the date should avoid Father's Day for onc - helpful for supporters availability as well as visitors. Re beer tent supliers, Gilly, with Sue, to meet with Filing Station as suggested by Amanda.

- **Advert on former Poundstretcher Wall.** The town team will replace two and offered one to FES for Christmas events. (and one to Snowman Festival). Cost [REDACTED] Gilly agreed as good cost effective advertising in town.

Meeting closed.

Next meeting TBA



FEST Committee Meeting 7th September 2023

Present :- Gilly, Pam, Paula, Ronnie, Pat, Rachel, Judith, Beccy

Quiz

It is late to organise for October, do we move to November or look at other options eg Bingo as there are a lot of quizzes held in the town.

Beccy to consider suitable dates.

No decision

ARTsFEST

Charter Hall is booked for 8th and 9th December. Pat would like the green FEST logo advertising, does not want any change to catalogue design but we will need quotes if current printer no longer available.

Discussion on the direction for ARTsFEST – sales opportunity or exhibition for artists. Validity of sponsor evening, mostly friends, few sponsors attend, need to examine costs re benefit. Proposal to artists to give a discount of 5% on the sponsor evening to encourage sponsor attendance. Discuss for next year

Can we vary the exhibitors and perhaps ask one artist to work at the exhibition with the offer of a bigger space. Judith will ask an artist she knows if it would be of interest.

10 artists booked so far at [REDACTED] per space?

XMAS EVENT

Santa will arrive by boat as usual and will open the new event “SANTA’S SNOW FEST

The Charter Hall is booked and there will be a snow globe? Provided by SITC in support of the Snowman Festival who will be partners for the event.

The logistics will be key to the smooth running of this event :-

Lay out of hall to provide queuing for Santa’s Grotto and Snow Globe also craft tables to keep children amused while waiting.

We are split on whether there should be a charge for entry suggested [REDACTED] per child but this is not in keeping with our policy of free events for St Ives.

COSTS

Normal incidentals for grotto building, materials for craft making, printing of flyers, posters and banners, no charge for Charter Hall

Microphone will be needed

Ticket system, will draw tickets work? If tickets are to be purchased would that be on line in advance or at the door.

Mayor to be at Quay and open the event at CX photo opportunity for Hunts Post, Riverporter.

Grotto Build

This will be very tight, a few hours on the eve of the event (hall in use) and start at 7am on Saturday morning. Pat to organise helpers for build. Gilly (with help – volunteer please) to organise rota for each day.

Pam will ask *Giggs and McGrath* if they will sponsor again

Music on the Waits

Very successful event with great audiences and record donations. Being upfront about donations worked, so we should be more proactive at all events

ADVERTISING AND PROMOTION

There is a very short amount of time to get artwork for leaflets, posters, banners and editorial together with a deadline for the St Ives Now! magazine. Pam to check with Gilly James, Gilly to send her Snow dome, Santa arriving by boat and Santa's grotto photographs asap.

Debbie Cartwright has offered to join the committee and take minutes

Official opening of the bandstand on Sunday 10th September at 11.50am all encouraged to attend.

NEXT MEETING Monday September 25th at 8pm at the Golden Lion



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D22D8V02AAL

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*2*****

To Whom It May Concern

Our Reference:

Name of Insured:

Festival Events St Ives - FEST

This is to confirm that Festival Events St Ives - FEST have in force with this Company until the policy expiry on 31 August 2023 insurance incorporating the following essential features:

Policy Number:

Renewal Date:

01 September 2023

Limits of Indemnity:

Public Liability:

Products Liability:

Pollution Liability:

Professional

Services Extension:

Zurich Insurance PLC A public limited company incorporated in Ireland. Registration No. 13460. Registered Office: Zurich House, Ballsbridge Park, Dublin 4, Ireland UK Branch registered in England and Wales Registration No. BR7985. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance plc is authorised and regulated by the Central Bank of Ireland. Authorised by the Prudential Regulation Authority and with deemed variation of permission. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details of the Temporary Permissions Regime, which allows EEA-based firms to operate in the UK for a limited period while seeking full authorisation, are available on the Financial Conduct Authority's website. Our FCA Firm Reference Number is 203093.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

Excess:

Public Liability:

Products Liability:

Pollution Liability:

Professional Services Extension:

Indemnity to Principals:

Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

Full Policy:

The policy documents should be referred to for details of full cover.

Yours sincerely

SAINT IVES TOWN COUNCIL



APPLICATION FOR FINANCIAL ASSISTANCE COMMUNITY GRANTS OVER £1000

Please answer all questions which are relevant to your organisation – failure to do so may result in a delay in the determination of your application

PROJECT : (In no more than 25 words) **St Ives Carnival & Music Festival 2024**
An annual 3 day event held for the community of all ages which is free entry

AMOUNT REQUESTED: [REDACTED]

Contact Details

Q1	Name of organisation making application:	St Ives Carnival & Music Festival CIO
	Name of contact for this application: (title, first name and surname)	Mrs Daniella Sydenham-Reed
	Position held in organisation:	Chair
	Contact Address:	[REDACTED]
	Telephone: [REDACTED]	Email: Stivescarnivalandmusicfestival@gmail.com

About your organisation

Q2	What type of organisation are you? (tick (✓) relevant category)	
Registered Charity:		Charity Registration Number:
Voluntary Organisation:	X	
Company Limited by Guarantee:		Company Number:
Other – Please specify:		

Q3 Briefly describe your organisation.
 Describe your organisation, including how many members/users you have, whether there is a subscription fee and the usual activities/services you provide.
 If you are a new organisation, describe the services/activities you plan to provide.
 We are a committee of 5 volunteers. Throughout the year we raise funds and plan the annual three day event for the local community. The event is free to enter and includes the outdoor cinema evening, Proms in the Park, carnival day and then culminates in the music festival on the final day. Throughout the weekend there are stalls, food vendors, exhibitions, activities, funfair, performances, live music and displays.

Q4 If you are a branch of a larger organisation, please state which one:
 N/A

Q5 Does your organisation have any of the follow? Please state which one and provide a copy with your application

Constitution	No	Memorandum of Association?	No
Terms of Reference	No	Governing Document	No

Q6 What is your primary source of funding?
 All funding comes from grants, sponsorship from local businesses, donations from the public, raffle income, events in the run up to the weekend and fees from stall holders and food/drink vendors

Details of the project or activity you are planning

Q7 Describe the projects/activity you plan to use this grant for

i) Try to be specific about what you will do and how you will do it.
 Over the 3 days, we aim to bring together the local community providing entertainment and activities for all ages of those living within St Ives and the surrounding areas. This will be achieved through engaging with local community groups, raising the profile of local performers and artists, promoting small businesses and showcasing the talents of a variety of local talent groups.

ii) Please state how you have identified this need and how the project will benefit the people of St Ives, together with the estimated time span. If you are seeking continuation funding for this project, please provide evidence for this continued need.
 This event would not be possible without the support of our local community and businesses who get involved by offering their services or by performing on stage. This event raises the profile of St Ives and encourages others from further afield to attend. We ensure we provide entertainment for all ages creating a family friendly event enjoyed by all. We are proud that we have been able to continue with this as a free entry event, however, with the increase in the cost of living and general business expenses we are finding it more challenging to secure this funding which means the grant from the Town Council is needed more than ever.

iii) How many people from St Ives do you expect to benefit directly from your project or activity?

The event is open to everybody in St Ives, there are no restrictions to who can attend

Q8 What criteria will be used to measure the success of the project and how many people from St Ives do you expect to benefit from it?

The feedback received over the weekend via social media comments/tags and word of mouth. We will also ask for a feature in the Hunts Post. We plan on creating a post event survey asking members of the public for their feedback on what went well and any suggestions for improvement for future years.

A reach of around 10,000 people over the 3 days

Health & Safety

Q9 What, if any, special safety issues are related to your project/activity?

Please provide the following information:

i) What kind of insurance does your organisation have?

We take out comprehensive event insurance through a specialist event insurer, 2023 was insured through Hiscox

ii) Do the leaders have the relevant qualifications and/or experience?

We are the same committee who organised the 2023 event. All have different skills, qualifications and experience to make for a well rounded team. We use external providers to provide the appropriate level of skills required such as Medics, Fire Safety Leads and Safeguarding Lead.

iii) What policies does your organisation have in place (i.e. Health and Safety, Child Protection/Safeguarding, Working with vulnerable adults, Equal Opportunities etc.)? You may be required to submit copies of your policies

As part of the Event Management Plan process, we have policies in place for: Safeguarding, Bomb Threat Protocols, Suspicious Packages, Event Risk Assessment.

We can provide all of the above if requested

Funding of your project

Q10 Previous Applications

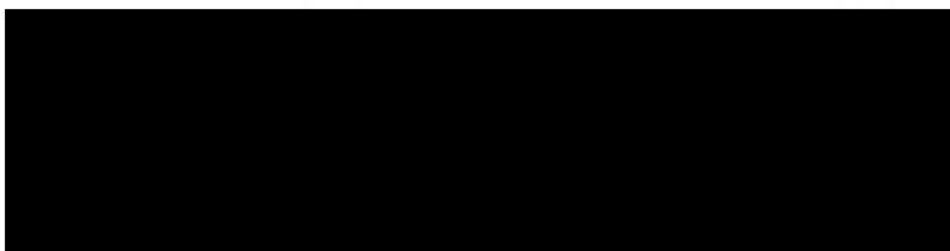
If you have applied for and received funding from St Ives Town Council in the past please provide details of the amount, the year and briefly what the funding was used for.

Year	Project Description	Amount given (£)
2023	St Ives Carnival & Music Festival 2023	
2022	St Ives Carnival & Music Festival 2022	
2021	St Ives Carnival & Music Festival 2021	

Q11	Project Funding	
	Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).	
	Tell us the amount of grant requested £..... and provide a detailed breakdown as to how you have reached this figure	
	Project Expenditure Please list all items of expenditure for your project	Amount of Project
	Hire of Evolution Dome and sound equipment	
	Security	
	Screen hire	
	Event Insurance	
	other (incl film licence, toilets, medical provision, skip hire, artists etc)	
	Total	
	Project Income Please list how the project shall be funded	
	Sponsorship received in 2023	
	Stall Holders/Food & drinks vendors, Fair, attractions 2023	
	Raffle & Donations 2023	
	Grant from Council 2023	
Balance from 2022 event		
What is the difference? This should be the same as the amount of Grant you are applying for		
Q12	Covering a Shortfall	
	<p>If the Town Council makes an offer less than the amount requested, how will that impact on the Project and how will you cover the shortfall?</p> <p>We rely on the support of local businesses offering services for free, reduced or through sponsorship. We also heavily rely on members of the public donating money over the weekend. This means the amount we receive is changeable each year. The grant from the Town Council is used on our biggest expenses such as the hire of the Dome and event insurance. The rest of the money raised will be used for entertainment and hiring services (toilets, skips and medical cover). If we do not receive the requested amount, we may have to reduce the variety of entertainment we are offering and may need to be scaled back.</p>	
Q13	Sustainability	
	<p>What plans do you have in place to ensure that your organisation becomes more sustainable and less reliant on grant funding, particularly from the Town Council?</p> <p>We are building rapport with local companies regarding ongoing sponsorship or use of their equipment in return for promoting their businesses at the event. Booking more stalls. As the event grows so does peoples faith in the event and more want to be involved in making it happen. We are looking to become a CIO so we can apply for other grants and also allow us to claim some VAT back from supplier invoices. We are also looking into offering additional sponsorship packages via an event programme where we can sell advertising space</p>	

Your Accounts

Q14 Please provide the following details from your most recent annual accounts



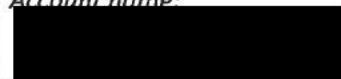
Please provide a copy of your most recent annual accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.

Account Details

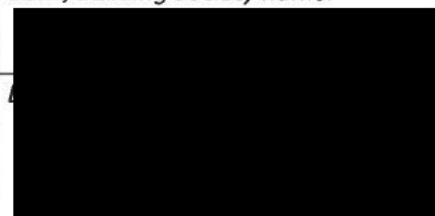
Q15 Please give us your bank or building society account details

You can only apply for grant if you have a bank/building society account in the name of your organisation. We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. These people should not be related.

Account name:



Bank/Building Society name:



Who are the signatories and what position do they hold in your organisation?

Name	Positon
Emma Parker	Treasurer
Craig Smith	Second approver

Any Other Information

Q16 Any other information which you consider to be relevant to your application.

This year we are considering bringing back the Parade on the Saturday Carnival day which was last held in 2019. We have requested additional funds this year to contribute to the extra cost of the road closures required to support the parade through town and event insurance.

We are able to provide an excel spreadsheet for our accounts for 2023 and copies of bank statements. We do not have an accountant and do not use any accounting software.

We are in the process of applying to become a Charitable Incorporated Organisation.

Declarations

Q17 Declaration

Please give details of a senior member of your organisation.

For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **(This must not be the main contact name in Q1).**

I confirm, on behalf of St Ives Carnival & Music Festival (insert name of organisation):

That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.

I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.

Post held in organisation: Treasurer

Title Miss First Name: Emma Surname: Parker

Organisation address:

N/A - we don't have an office address

Postcode:

Telephone: 

Signed: Emma Parker Date: 24/09/23

Q18 Signature of Person Completing the Application

This must be the signature of the person named in Q1 as the main contact and **not be the same person who has signed in Q17**

I confirm that, to the best of my knowledge and belief, all the information in this application from is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed: Daniella Sydenham-Reed Date: 24/09/23

Checklist

1. Have you answered every question? ☐
2. Have all signatures been completed? ☐
3. Have you included a copy of your governing document? ☐
4. Have you included copies of your latest meeting and AGM minutes? ☐
5. Have you included a copy of your most recent accounts? ☐
6. Have you included a copy of your most recent bank statement? ☐
7. Please state any supporting documents you are submitting: ☐

