

FINANCE & GENERAL PURPOSES COMMITTEE – 7 JULY 2025**GRANT BUDGET BALANCE 2025/26****Grant Budget Summary for Meeting**

Budget Available for Meeting	Value of Applications Requested	Variance
£17,500	£32,078.50	(£14,578.50)

Background:

Penzance Council agree an annual budget available to award grants to community organisations directly benefiting the residents of the parish and which meet the strategic objectives adopted by the Council. The level of the grant budget is agreed as part of the wider Council budget in January for the forthcoming financial year. For the financial period 1 April 2025 to 31 March 2026, this level was agreed at £70,000 and this amount is split equally between the grant windows available within the year as listed on the Council's website, of which there are four windows and therefore £17,500 is available to each. If the requested applications exceed the available budget, the Committee must agree to either reduce certain grants or not approve grant(s) at all. If there is budget remaining then this is equally split between the remainder of meetings in the year to increase the budget available in those windows.

The order each grant application is numbered on the meeting agenda is the order in which applications were submitted, fully completed and ready for consideration.

Grants Awarded in 2025/26 -

Amount	Recipient	Agreed/Reason
Total:		

FINANCE & GENERAL PURPOSES COMMITTEE – 7 JULY 2025**REPORT FOR DECISION****APPLICATION FOR GRANT – FRIENDS OF PENZANCE BURIAL GROUND
(HEAMOR) CIC**

Our Culture	Our Decision Making	Our Environment	Our Money	Our People	Our Places	Our Resilience & Wellbeing
						
			✓		✓	

Grant Request Summary:

Amount Requested	£4,000.00
Summary of Project	Tree survey and associated safety works to allow burial ground in Heamoor to open to public
Supporting Councillor	Stephen Reynolds
Grants Received in Past 5 Years	None
Has other grant funding been sourced?	No

Recommendation:

A grant, of an amount to be determined, be awarded from the General Grants Budget to Friends of Penzance Burial Ground (Heamoor) CIC for the project: '*Essential Tree Works*'

OR:-

No grant be provided to Friends of Penzance Burial Ground (Heamoor) CIC for the project: '*Essential Tree Works*'.

Background:

The total value of grant requests for consideration at this meeting is greater than the allocated budget of £17,500, therefore it is not possible to award the full asking amounts to all of the applicants, as the budget represents only 54.55% of the total requested, which totals £32,078.50.

It is therefore up to the Committee members to propose the level of grant award for each individual application, up to the amount requested in the application form, as they deem suitable based on which areas will be more of a priority, applications which benefit the most amount of people in the parish and how much they align with the Council's strategic objectives. Taking these factors into account, Members might also feel it appropriate to provide no grant funding at all in some instances.

It should also be noted that, in accordance with the Council's adopted Grants Policy, in instances where projects require additional funding in order to proceed, Penzance Council will not release any approved funds until such time that all other funding is in place/secured, and for a maximum of twelve months from the date of approval.

Cameron Sil
Finance Manager



PENZANCE COUNCIL

Grant Application Form:

Grant Window 28 April 2025 – 26 May 2025

Notes to Applicants

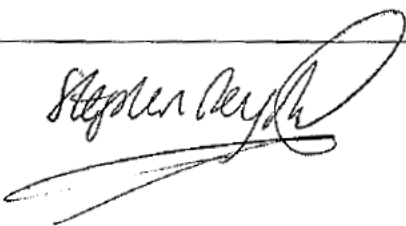
To help us process your application quickly, please:

- Read the Council's Grant Policy carefully to ensure your request is eligible.
- Complete the application **fully** and include the **supporting information** listed below – this will avoid delays in progressing your application
- Let us know if you have any questions before sending in your application
- **Please note you cannot apply outside of the defined grant window dates which are outlined above.**

Checklist for Applicants

If you can tick ALL the boxes below you are eligible to apply for a grant:

- Your project has **not** already started or been completed ☒
- Your organisation has a bank account in its own name with at least two authorised signatories named on the account (grants cannot be paid to individuals) ☒
- Your organisation is non-profit making ☒
- Your project will benefit the people of Penzance Parish ☒
- Your project **does not** have party political links ☒
- Your project is **not** for the purposes of animal welfare ☒
- Your application is **not** to cover salaries or routine administration costs ☒
- Your project **does not** discriminate against groups with protected characteristics as outlined in the Equality Act 2010 ☒

FOR OFFICE USE ONLY: Date Received	/ /
Reference Number	
Applicant Name (Responsible for any award):	
Position:	Treasurer
Organisation:	Friends of Penzance Burial ground (Heamoor) CIC
Organisation's full postal address, including postcode:	
Telephone Number:	
E-mail:	
Status of Organisation:	CIC
Charity/Company Number (if applicable)	Charity No: Company No: 15522679
Are there any Members of Penzance Council on your Committee? (if so, please list them)	No
Supporting Councillor signature (Mandatory):	
What geographical area does your organisation cover?	Heamoor

How long has your organisation been in existence?	Less than one year ☐ Between one and five years ☒ More than five years ☐
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Please be aware for all applications, the applicant must deliver a presentation to the Finance & General Purposes Committee.

1. Organisation Background

Have you ever applied or received a grant from Penzance Council within the last 5 Years? (Please list – continue on a separate sheet if necessary)
Date applied: N/A Project: Amount applied for: Were you successful?:
What are the aims and objectives of your organisation?
The restoration and maintenance of the former burial ground in Heamoor. This involves volunteers from the community in physical work and in local history research. Ultimately the aim is to remove hazards and enable the space to be used as a community memorial garden and a place to scatter/inter ashes for those with a familial link to Heamoor.
What are the main activities of your organisation?
Heavy gardening – the eradication of saplings from the wall, the graves and the paths. Tree and shrub pruning, root removal. Stabilisation of the retaining wall. On-going research into the local links, the history of those interred and the creation of a spreadsheet that will enable genealogists to find family graves. The re-establishment of a tranquil and peaceful, green memorial space.
Please demonstrate your organisation's commitment to equal opportunities (please enclose any relevant policies)
Everybody is welcome to volunteer and we will not tolerate discrimination

	Yes / No or N/A
Is this a retrospective grant application?	No
Are you part of a religious group?	No
If the 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 the 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 the application is from an education, health or social service establishment – do you work in partnership with other groups?	N/A
If the application is from an education, health or social service establishment – is the proposed project in addition to statutory services?	N/A

2. Your project

Start Date (<i>cannot start prior to the approving Council meeting*</i>)	8/7/2025
Finish Date	31/8/2025
Total Cost of Project	£4000++
Grant Applied For	£4000

* All the grant windows and timelines for the current financial year can be found on the Council's website – penzance-tc.gov.uk/grants

Project title:	Essential tree works
Description of project (please continue on a separate sheet if necessary)	A full tree survey (and all associated pruning/felling /chipping works) is legally required before the burial ground can be opened to the general public. Each tree needs to be assessed for health and safety. Informal advice from a tree surgeon indicates that the biggest fir tree requires the removal of some branches. There is a sickly ash tree at the entrance that is directly below and very close to overhead cables. Both trees need the specialist skills of a tree surgeon. To date the volunteers have pruned down to stumps

	about 30 sycamore saplings that had seeded into graves causing considerable damage to the memorials and forcing huge granite coping stones apart. There are 4 sycamore stumps in the main retaining granite wall that have destabilised small areas of that wall and these stumps need professional grinding and/or poisoning and removal work. There is a vast quantity of cut wood already produced by the removal of saplings, pruning of shrubs and branches all of which needs chipping and spreading on the paths.
Where in the Parish will the project/activity take place?	In the Burial Ground on Rock Terrace, Heamoor
Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)	The community living within sight of the BG have expressed tremendous support for the tree work being done. Older people have shared their memories of the BG from before it was locked up 20+ years ago and expressed their wish for it to be opened to the public again – this can only happen if the site is made safe. Those who volunteer gain from working in the fresh air. People seeking their family roots have contacted us and asked for help in locating particular graves in the BG. Potentially every resident of Heamoor will benefit from the BG being brought back into public access as a green and tranquil space and ultimately its use as an ongoing memorial garden will bring comfort to the bereaved. Impossible to quantify but certainly hundreds of people may benefit.
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	The site had been left locked and no maintenance was done for 20+ years. Nobody could access and the sycamores seeded everywhere including into the high surrounding walls and graves causing the big stones to move. Without ongoing control of the trees the walls are at risk of collapse onto the public road. Legally the site requires a tree survey and tree works to be done for the safety of the volunteers and certainly before the public can be allowed to view it.
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)	Many people have stopped to thank us while we work there. Councillors have encouraged us. Facebook updates about our progress get positive support and not just from locals but from people with Cornish connections who have an interest in history. There has been great concern expressed for several years about the state of the site and the damage that would be caused if one of the trees came down so those who live adjacent to the site are delighted that work is being done.

	There has also been a lot of concern that the retaining wall (approx 10 foot high) which borders Church road will collapse with the weight and movement of the self seeded sycamores. We have removed all the top growth but the stumps are sprouting again and need professional treatment. Some drivers who use that road frequently have thanked us for cutting back the shrubs that sprout from the wall and scratch passing vehicles.
How will the project be managed and how will you measure its success?	The cost of the various tree works is the major barrier to enabling public access/use. Once the tree survey and works are done it should be possible to host open days and allow public access in a controlled manner.
Please give the timescale and key milestones for your project, including a start date and finish date.	We want the big tree works to be completed by the end of August so that in the autumn we can focus on the ground under their canopies and know that a branch isn't going to drop.
What arrangements do you have in place to ensure safeguarding of children and young people (applicable only if your project involves working with this client group)	Not applicable at this time
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)	The initial tree survey starts at £240 with an additional £80 for every further hour. There are vast piles of cut sapling branches and slim (upto 10") trunks all over the burial ground and we need to hire a heavy duty but mobile chipper for our retired professional groundskeeper. A week's hire of a suitable chipper on caterpillar tracks is £655 plus delivery and collection. It is not possible to cost the works that will be needed on the large firtrees or the ash tree until after we have paid for the initial tree survey, however an informal opinion from a tree surgeon (Toby Jones) estimated we would be looking at £3000-£4000 of work. The total cost of these works is expected to exceed £4000 however any grant money given will be used to address the critical safety elements first i.e. tree surgery before hire of a chipper and stump removal/poisoning. Once we can allow the public in we can start a fund raising campaign.

Please list any applications you have made for funding from other organisations in the table below:

Organisation	Contribution Sought (£)	Applied? (Yes/No)	Granted? (Yes/no)
None			

3. Further information enclosed Checklist

	Enclosed? (Yes/No)
A copy of your organisation's most recent bank statements (mandatory)	Y
Copies of all <u>relevant</u> Employer, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	Y
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisation's status)	Y
A copy of your organisation's latest set of accounting statements (if any exist)	Y
Copies of any letters of support for your project	Y
The bank account your project is using is in the project's/organisation name with at least 2 authorised signatories required to sign each cheque or online payment	Y
I have read the Privacy Notice at the end of this form and placed an 'x' in the relevant box	Y
Other (please list)	

We don't yet have any accounts made up. This is because we haven't done any fund raising or grant applications to date. The 4 of named directors have contributed equally to the costs of insurance, setting up a CIC and minor admin costs such as the £5 per month bank charge with CAF bank.
We received a one-off donation of £17

4. 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 Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

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) a presentation is required by the applicant(s) to the Council. This will be arranged prior to any meeting by the Council staff.
- (iii) that any grant offered will be used only for the purposes set out in this application and
- (iv) that we will provide reports on progress to Penzance Council and attend the Annual Town meeting (see section 4.1) (if appropriate).
- (v) that should any grant offered, not be used in accordance with the terms and conditions set by Penzance Council, we undertake on behalf of the organisation to repay the outstanding amount to Penzance Council on demand.
- (vi) that I/we will work with the Council's Communications Officer to promote the grant award and will acknowledge the funding provided by Penzance Council in all promotional materials, media coverage & interviews, and on our website(s)/social media channels (if applicable).

Signed:	
Name(s):	Tamara Thomas
Position(s):	Treasurer
Date:	29/4/2025

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 Committee / Council meeting.

5. Privacy Notice

Penzance Council takes your privacy seriously.

A full copy of the Council's Data Protection Policy (including a Privacy Notice) is available to download on the website: www.penzance-tc.gov.uk/download/data-protection-policy/

If you require the Data Protection Policy in a different format, please contact Penzance Council:

Email: info@penzance-tc.gov.uk

Tel: 01736 363405

Please indicate below that you understand how your data will be processed and stored and therefore give your explicit consent for Penzance Council to hold your data in accordance with our Privacy Policy:

Yes ☒ No ☐

Please return your completed form and relevant information to:

Penzance Council

Email: info@penzance-tc.gov.uk

In-person/post: Penlee Centre, Penlee Park, Penzance, TR18 4HE

(if you wish to post an application, you must ensure that it arrives before the grant window deadline, this method is not recommended unless you use guaranteed delivery)

FINANCE & GENERAL PURPOSES COMMITTEE – 7 JULY 2025**REPORT FOR DECISION****APPLICATION FOR GRANT – CITIZENS ADVICE CORNWALL**

Our Culture	Our Decision Making	Our Environment	Our Money	Our People	Our Places	Our Resilience & Wellbeing
						
			✓	✓		✓

Grant Request Summary:

Amount Requested	£3,138.50
Summary of Project	Purchasing IT equipment due to ageing equipment which will no longer be security complaint
Supporting Councillor	Jim McKenna
Grants Received in Past 5 Financial Years	2020/21 – £1,000 , COVID Support 2021/22 – £1,600 , Penzance Office Move
Has other grant funding been sourced?	Yes

Recommendation:

A grant, of an amount to be determined, be awarded from the General Grants Budget to Citizens Advice Cornwall for the project: *'Ensuring Client Data Security (Penzance Office)'*

OR:-

No grant be provided to Citizens Advice Cornwall for the project: *'Ensuring Client Data Security (Penzance Office)'*.

Background:

The total value of grant requests for consideration at this meeting is greater than the allocated budget of £17,500, therefore it is not possible to award the full asking amounts to all of the applicants, as the budget represents only 54.55% of the total requested, which totals £32,078.50.

It is therefore up to the Committee members to propose the level of grant award for each individual application, up to the amount requested in the application form, as they deem suitable based on which areas will be more of a priority, applications which benefit the most amount of people in the parish and how much they align with the Council's strategic objectives. Taking these factors into account, Members might also feel it appropriate to provide no grant funding at all in some instances.

It should also be noted that, in accordance with the Council's adopted Grants Policy, in instances where projects require additional funding in order to proceed, Penzance Council will not release any approved funds until such time that all other funding is in place/secured, and for a maximum of twelve months from the date of approval.

Cameron Sil
Finance Manager



PENZANCE COUNCIL

Grant Application Form:

Grant Window 28 April 2025 – 26 May 2025

Notes to Applicants

To help us process your application quickly, please:

- Read the Council's Grant Policy carefully to ensure your request is eligible.
- Complete the application **fully** and include the **supporting information** listed below – this will avoid delays in progressing your application
- Let us know if you have any questions before sending in your application
- **Please note you cannot apply outside of the defined grant window dates which are outlined above.**

Checklist for Applicants

If you can tick ALL the boxes below you are eligible to apply for a grant:

- Your project has **not** already started or been completed ☒
- Your organisation has a bank account in its own name with at least two authorised signatories named on the account (grants cannot be paid to individuals) ☒
- Your organisation is non-profit making ☒
- Your project will benefit the people of Penzance Parish ☒
- Your project **does not** have party political links ☒
- Your project is **not** for the purposes of animal welfare ☒
- Your application is **not** to cover salaries or routine administration costs ☒
- Your project **does not** discriminate against groups with protected characteristics as outlined in the Equality Act 2010 ☒

FOR OFFICE USE ONLY: Date Received	/ /
Reference Number	
Applicant Name (Responsible for any award):	
Position:	Bid Writing Officer
Organisation:	Citizens Advice Cornwall
Organisation's full postal address, including postcode:	Registered Office: 21 Dean Street, Liskeard, PL14 4AB Penzance Office: YMCA Cornwall, International House, The Orchard, Alverton Road, Penzance, TR18 4TE
Telephone Number:	
E-mail:	
Status of Organisation:	Charity and company limited by guarantee
Charity/Company Number (if applicable)	Charity No: 1096193 Company No: 04409017
Are there any Members of Penzance Council on your Committee? (if so, please list them)	No
Supporting Councillor signature (Mandatory):	Cllr Jim McKenna <i>J.A McKenna</i>
What geographical area does your organisation cover?	Cornwall and Isles of Scilly

How long has your organisation been in existence?	Less than one year ☐ Between one and five years ☐ More than five years ☒
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Please be aware for all applications, the applicant must deliver a presentation to the Finance & General Purposes Committee.

1. Organisation Background

Have you ever applied or received a grant from Penzance Council within the last 5 Years? (Please list – continue on a separate sheet if necessary)
Date applied: 1. Applied 5/1/21 2. Applied 8/12/21 Project: 1. Running Costs 2. Penzance Office Move Amount applied for: 1. £500 2. £1,000 Were you successful?: 1. Yes, awarded £1,000 2. Yes, awarded £1,600.
What are the aims and objectives of your organisation?
Citizens Advice Cornwall is an independent charity, affiliated to, but not funded by, national Citizens Advice. Our aims are: • To provide the help people need to solve the problems they face • To campaign for change – to make society fairer • To train people and organisations in advice first aid and in budgeting/ financial capability to prevent problems arising • To empower people to deal with their own issues as far as possible, providing support if needed.
What are the main activities of your organisation?
Citizens Advice Cornwall is a charity offering free, independent and confidential advice to everyone in Cornwall - including to the most vulnerable and those with nowhere else to turn – to help solve problems and improve lives. Our vital services include quality-accredited advice on welfare benefits, debt, housing, relationship issues, employment and redundancy, consumer, legal issues and more. We provide our advice via the phone, websites and webchat, face-to-face appointments, outreaches and projects. We partner with foodbanks, mental health organisations, Macmillan Cancer and wider networks, reaching far into the community, supporting people who might not otherwise find us.

We also provide targeted training and education to partner organisations and clients. Finally, we use evidence from across our client casework to identify policies and issues which have a negative effect on people's lives more widely and to lobby central and local government, public agencies and business for change.

Please demonstrate your organisation's commitment to equal opportunities
(please enclose any relevant policies)

We have an Equity, Diversity and Inclusion (EDI) Policy, which is reviewed annually, an EDI Action Plan to focus improvements and an EDI Working Group to monitor and develop our work in this area. All volunteers, employees and trustees are trained in EDI and many are highly knowledgeable and passionate about specific aspects of it.

Our clients, volunteers, employees and trustees come from a range of backgrounds, with different life circumstances and unique skills and challenges. A core part of our mission as an organisation is to fight injustice. We value the richness and creativity that diversity brings, and we want to ensure that our organisation, our premises, processes, policies and services enable anyone from our community to gain support or work with us to help others.

	Yes / No or N/A
Is this a retrospective grant application?	No
Are you part of a religious group?	No
If the 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 the 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 the application is from an education, health or social service establishment – do you work in partnership with other groups?	N/A
If the application is from an education, health or social service establishment – is the proposed project in addition to statutory services?	N/A

2. Your project

Start Date <i>(cannot start prior to the approving Council meeting*)</i>	1 August 2025
Finish Date	1 September 2025
Total Cost of Project	£5,183.50 for the Penzance Office (part of a wider project costing £46,982 across Cornwall)
Grant Applied For	£3,138.50

* All the grant windows and timelines for the current financial year can be found on the Council's website – penzance-tc.gov.uk/grants

Project title:	Ensuring Client Data Security (Penzance Office)
Description of project (please continue on a separate sheet if necessary)	We are requesting a grant towards replacing three laptops and ancillary hardware for our Penzance Office, in order to maintain appropriate cyber security for client data - essential to providing our advice service. Last year, we saw over 7,300 clients across Cornwall. This number included 450 clients from Penzance, for whom we secured financial outcomes of over £0.9m, as well as non-financial outcomes. Many clients come with complex issues, requiring multiple appointments to resolve. To provide accurate, relevant and 'joined up' advice, we rely on holding sensitive client data, which requires high levels of cyber security for data protection and funding reasons. We are proud to hold Cyber Essentials Plus accreditation. Microsoft is reducing the level of cyber security supported by older Windows platforms, meaning that from October 2025, we must have Windows 11 installed on all our computers. We have upgraded existing laptops where possible and have secured funding for 18 laptops but still need to replace 31 across Cornwall, five of which are for the volunteers at the Penzance Office. If we fail to replace them all, it will severely limit the number of clients that we can support.
Where in the Parish will the project/activity take place?	The laptops and ancillary hardware will be located in our Penzance Office in International House on Alverton Road.

Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)	We are requesting funding for three of the five laptops and ancillary hardware (docking stations, stands etc) shared by the 12 volunteers linked to our Penzance Office. While our services are available to everyone in Cornwall, our clients tend to be from disadvantaged groups or come to us when they are vulnerable – older people, disabled people, families in financial crisis, people threatened with homelessness and job-loss, and more. Last year, we helped 450 clients from Penzance Civil Parish with 2,449 issues, including debt, benefits, financial capability, housing, employment and family/relationships. We helped our Penzance clients to secure over £551,000 in income gain and £390,000 in debt managed (<i>please see the attached dashboard</i>). Non-financial impacts for these clients included improved health and wellbeing, improved capacity to manage, homelessness averted or delayed, housing tenancy sustained, settled accommodation secured, bailiff's or creditor action stopped, blue badge obtained, complaint or grievance resolved, and immigration status improved. Demand for our services remains high and similar positive benefits are expected in 2025-26 and future years from this project for clients from Penzance Parish.
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	As Councillors will know, Penzance is an area of significant deprivation with three neighbourhoods in the top 10% of deprivation in England, and one (Treneere) in the top 3% (<i>source: Index of Multiple Deprivation</i>). The profile of our Penzance clients in 2024-25 illustrates this disadvantage, for example, 64% being disabled or with a long-term health condition, compared to 40% nationally (<i>NHS Health Survey England, 2021</i>). The ongoing cost-of living and housing crises, and cuts to public services, especially mental health and social care support, result in continued demand for our services, including in the Penzance area. This project will support us in meeting this demand.
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)	We have received expressions of support from other funders in relation to the wider project to replace laptops across Cornwall – mostly recently, from the panel of Howton Solar Farm Fund. This project is essential for the continuation of our advice work about which we receive positive feedback regularly from clients. In our most recent quarterly Client Feedback

	Survey conducted by national Citizens Advice, 89% of our clients surveyed said that we helped them find a way forward and 84% said that we helped them resolve their problem.
How will the project be managed and how will you measure its success?	Our IT Manager is managing the project. Where possible, he is combining funding from grants to 'bulk buy' at a lower price. The laptops and ancillary hardware bought with this grant, if awarded, will be allocated to be used by volunteers working in the Penzance Office. Success will be measured as maintaining our client data security following the Microsoft support downgrade on 14 October 2025 - with sufficient laptops and ancillary hardware running Windows 11 at the Penzance Office to allow our volunteers to continue advising clients.
Please give the timescale and key milestones for your project, including a start date and finish date.	If successful, we will buy the equipment as soon as we receive the grant – ideally by the end of August 2025 as prices are likely to rise prior to the Microsoft support change in mid-October.
What arrangements do you have in place to ensure safeguarding of children and young people (applicable only if your project involves working with this client group)	Our clients are adults, although they occasionally bring children to appointments. We have separate Safeguarding Policies for Children and for Adults. The Safeguarding Lead, Deputy Safeguarding Leads and Trustee Safeguarding Lead have responsibility for ensuring that the policy and associated procedure are followed. All staff, volunteers and trustees complete safeguarding training annually.
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)	Upgraded laptops and ancillary hardware to meet cyber security requirements for holding sensitive client data from October 2025: Laptops x 3 @ £612 each = £1,836 Docking stations x 3 @£150 each = £450 Stands x 3 @£12 each = £36 USB Keys - Bitlocker x 3 @ £5.50 each = £16.50 Storage Trolley for office laptops x 1 = £800 TOTAL = £3,138.50 All prices are inclusive of VAT and assume bulk discounts where used (eg the laptop price quoted is based on a minimum order of five or ten, which we hope to achieve by combining several grants).

Please list any applications you have made for funding from other organisations in the table below:

Organisation	Contribution Sought (£)	Applied? (Yes/No)	Granted? (Yes/no)
FOR THIS PROJECT: Specifically for the Penzance Office: CrossCountry Trains Community Fund	£5,171.50	Yes	No
Specifically for the Saltash Office: Torpoint Town Council Howton Solar Farm Fund	£576 £4,890	Yes Yes	Yes in full Yes in full
For any of our offices: Clothworkers' Foundation Linkinhorne Parish Council Padstow Town Council Looe Town Council Penryn Town Council Ludlow Funding Gateway	£15,000 £100 £612 £1,524 £300 (max.grant) Any amount	Yes Yes Yes Yes Yes Yes	Awarded £7,500 Awarded £40 No Outcome awaited Outcome awaited Outcome awaited
Applications in process to other Town Councils and grant-giving bodies			

3. Further information enclosed Checklist

	Enclosed? (Yes/No)
A copy of your organisation's most recent bank statements (mandatory)	Yes
Copies of all <u>relevant</u> Employer, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	Yes
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisation's status)	Yes
A copy of your organisation's latest set of accounting statements (if any exist)	Yes
Copies of any letters of support for your project	No
The bank account your project is using is in the project's/organisation name with at least 2 authorised signatories required to sign each cheque or online payment	Yes
I have read the Privacy Notice at the end of this form and placed an 'x' in the	Yes

relevant box	
Other (please list) – 1. Key Statistics Dashboard for Penzance Parish, April 2024 to March 2025 2. Equity, Diversity and Inclusion Policy	Yes Yes

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

N/A

4. 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 Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

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) a presentation is required by the applicant(s) to the Council. This will be arranged prior to any meeting by the Council staff.
- (iii) that any grant offered will be used only for the purposes set out in this application and
- (iv) that we will provide reports on progress to Penzance Council and attend the Annual Town meeting (see section 4.1) (if appropriate).
- (v) that should any grant offered, not be used in accordance with the terms and conditions set by Penzance Council, we undertake on behalf of the organisation to repay the outstanding amount to Penzance Council on demand.
- (vi) that I/we will work with the Council's Communications Officer to promote the grant award and will acknowledge the funding provided by Penzance Council in all promotional materials, media coverage & interviews, and on our website(s)/social media channels (if applicable).

Signed:	[REDACTED]
Name(s):	[REDACTED]
Position(s):	BID WRITING OFFICER
Date:	23 May 2025

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 Committee / Council meeting.

5. Privacy Notice

Penzance Council takes your privacy seriously.

A full copy of the Council's Data Protection Policy (including a Privacy Notice) is available to download on the website:

If you require the Data Protection Policy in a different format, please contact Penzance Council:

Email:

Tel: 01736 363405

Please indicate below that you understand how your data will be processed and stored and therefore give your explicit consent for Penzance Council to hold your data in accordance with our Privacy Policy:

Yes ☒ No ☐

Please return your completed form and relevant information to:

Penzance Council

Email:

In-person/post: Penlee Centre, Penlee Park, Penzance, TR18 4HE

(if you wish to post an application, you must ensure that it arrives before the grant window deadline, this method is not recommended unless you use guaranteed delivery)

FINANCE & GENERAL PURPOSES COMMITTEE – 7 JULY 2025**REPORT FOR DECISION****APPLICATION FOR GRANT – WEST CORNWALL WOMENS' AID**

Our Culture	Our Decision Making	Our Environment	Our Money	Our People	Our Places	Our Resilience & Wellbeing
						
			✓		✓	

Grant Request Summary:

Amount Requested	£6,490
Summary of Project	16 Days of Activism against violence of women and girls' events in Penzance
Supporting Councillor	Jane Pugh
Grants Received in Past 5 Financial Years	2024/25 - £3,000 , 16 days of activism (through Hypatia Trust) 2023/24 - £2,950 , 16 days of activism
Has other grant funding been sourced?	Yes

Recommendation:

A grant, of an amount to be determined, be awarded from the General Grants Budget to West Cornwall Womens' Aid for the project: '*16 Days of Activism*'.

OR:-

No grant be provided to West Cornwall Womens' Aid for the project: '*16 Days of Activism*'.

Background:

The total value of grant requests for consideration at this meeting is greater than the allocated budget of £17,500, therefore it is not possible to award the full asking amounts to all of the applicants, as the budget represents only 54.55% of the total requested, which totals £32,078.50.

It is therefore up to the Committee members to propose the level of grant award for each individual application, up to the amount requested in the application form, as they deem suitable based on which areas will be more of a priority, applications which benefit the most amount of people in the parish and how much they align with the Council's strategic objectives. Taking these factors into account, Members might also feel it appropriate to provide no grant funding at all in some instances.

It should also be noted that, in accordance with the Council's adopted Grants Policy, in instances where projects require additional funding in order to proceed, Penzance Council will not release any approved funds until such time that all other funding is in place/secured, and for a maximum of twelve months from the date of approval.

Cameron Sil
Finance Manager



PENZANCE COUNCIL

Grant Application Form:

Grant Window 28 April 2025 – 26 May 2025

Notes to Applicants

To help us process your application quickly, please:

- Read the Council's Grant Policy carefully to ensure your request is eligible.
- Complete the application **fully** and include the **supporting information** listed below – this will avoid delays in progressing your application
- Let us know if you have any questions before sending in your application
- **Please note you cannot apply outside of the defined grant window dates which are outlined above.**

Checklist for Applicants

If you can tick ALL the boxes below you are eligible to apply for a grant:

- Your project has **not** already started or been completed ☒
- Your organisation has a bank account in its own name with at least two authorised signatories named on the account (grants cannot be paid to individuals) ☒
- Your organisation is non-profit making ☒
- Your project will benefit the people of Penzance Parish ☒
- Your project **does not** have party political links ☒
- Your project is **not** for the purposes of animal welfare ☒
- Your application is **not** to cover salaries or routine administration costs ☒
- Your project **does not** discriminate against groups with protected characteristics as outlined in the Equality Act 2010 ☒

FOR OFFICE USE ONLY: Date Received	/ /
Reference Number	
Applicant Name (Responsible for any award):	West Cornwall Women's Aid - [REDACTED]
Position:	Development Manager
Organisation:	West Cornwall Women's Aid
Organisation's full postal address, including postcode:	PO BOX 171 PENZANCE CORNWALL TR19 6JY
Telephone Number:	07967592134
E-mail:	Development@wcwaid.co.uk
Status of Organisation:	Charity
Charity/Company Number (if applicable)	Charity No: 1100329 Company No: 4694786
Are there any Members of Penzance Council on your Committee? (if so, please list them)	Thalia Marrington is a trustee
Supporting Councillor signature (Mandatory):	Jane Pugh is the supporting councillor
What geographical area does your organisation cover?	West Cornwall and the Isles of Scilly

How long has your organisation been in existence?	Less than one year ☐ Between one and five years ☐ More than five years ☒
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Please be aware for all applications, the applicant must deliver a presentation to the Finance & General Purposes Committee.

1. Organisation Background

Have you ever applied or received a grant from Penzance Council within the last 5 Years? (Please list – continue on a separate sheet if necessary)
Date applied: 2023 Project: 16 days Amount applied for: Were you successful?: Yes
What are the aims and objectives of your organisation?
West Cornwall Women's Aid aims to ensure that no victim/survivor of abuse is turned away when they need support, whether it be in relation to current or historic abuse. WCWA aims to reduce the impact of the trauma of Domestic abuse and/or sexual abuse (DASV), or exploitation or trafficking on women and their children and support them to thrive and live free of violence. We do this by delivering a range of services that make up a trauma informed wrap around programme to enable women and children to thrive. We also work with the community to prevent DASV and challenge and change attitudes
What are the main activities of your organisation?
West Cornwall Women's Aid (WCWA) supports women and their children who have experienced domestic abuse, sexual violence, exploitation and/or trafficking. WCWA delivers trauma-informed services to women in the community, offering a wraparound approach with support available before, during and after a woman starts her journey towards empowerment to live a life free from domestic abuse and sexual violence (DASV). The key services offered to women, vital for their recovery, include

counselling, therapeutic groups, refuge, a helpline, community outreach, social activities to build support networks, and groups focused on their physical and mental well-being. WCWA also provides volunteering opportunities for women; practical support with food, clothing, household items; specialist support for housing, homelessness and financial matters; and support to access work and training. These services are delivered by skilled and dedicated workers and volunteers accessed by women on both a long-term and short-term basis, depending on need. WCWA provides support, safety and sanctuary when it is vitally needed, enabling women and their children to rebuild their lives and to thrive.

Please demonstrate your organisation's commitment to equal opportunities
(please enclose any relevant policies)

Our organisation was specifically set up to address violence against women and girls – one aspect of inequity. We recognise the oppression and discrimination that means that there is inequity and inequality for many with protected characteristics, not only women and girls. As an organisation we prioritise reducing inequity
We have attached our equal opportunities policy which demonstrates further our commitment

	Yes / No or N/A
Is this a retrospective grant application?	no
Are you part of a religious group?	no
If the 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?	no
If the 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?	no
If the application is from an education, health or social service establishment – do you work in partnership with other groups?	yes
If the application is from an education, health or social service establishment – is the proposed project in addition to statutory services?	yes

2. Your project

Start Date (<i>cannot start prior to the approving Council meeting*</i>)	1 st August 2025
Finish Date	31 st January 2026

Total Cost of Project	£19912(this is the cash cost of the project – the in-kind element of the project is approximately £28500) – so total cost is £48412
Grant Applied For	£6490

** All the grant windows and timelines for the current financial year can be found on the Council's website – penzance-tc.gov.uk/grants*

Project title:	Penzance 16 days of activism
Description of project (please continue on a separate sheet if necessary)	We are seeking funding towards the 16 days of Activism Events in Penzance. This 16 days of Activism is a high profile community engagement and participation event that brings the community together on the issue of violence against women and girls . Last years programme included A walk along the sea front with a vigil at St Marys church , arts workshops, an open mike night, readings , a book launch personal safety training, poetry workshops, health and well-being(e.g yoga , breathwork ballet), swimming, women in politics talks, community quizzes, an Iranian buffet, a performance of the Vagina Monologues at the Acorn. This year we are planning for an even broader range of activities, happening and events Local business, organisations, community groups and individuals collaborate together to see a diverse appealing high profile mix of events happening and activities. 16 Days of Activism Penzance is a very high profile; putting vital much needed spotlights on the issues of violence against women and girls; it becomes a talked about topic, an issue that people can then show their support for addressing; and it can galvanise people to action in many ways . It brings the community together to show their strength of feeling.
Where in the Parish will the project/activity take place?	Penzance and also surrounding areas

Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)	The community of Penzance and surrounding areas will benefit from engaging in activity that :- brings many from the community together to build connection and bond over shared concerns; educates and informs the community ; and gives the community the chances to show their strength of feeling about the issue of violence against women and girls .The project will be reaching out to the whole community Women ,girls and others will benefit from increased awareness raising and education around stopping violence against women and girls; and everyone will benefit from greater community cohesions and increased connection
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	The independent external evaluation carried out during and after last year's 16 days showed the strong need and demand for this project . Over 15000 people overall were reached with our messaging, communications and events . The 16 days of Activism Penzance 2024 was hugely impactful . Participants reflected that through participating in 16 Days, they were on average 76% more inspired to take action in the future. Most reported feeling 'very confident' to take action with 86% either 'likely' or 'very likely' to transform their inspiration and confidence to take action addressing the issue of violence against women and girls . Over 70% of survey respondents felt very strongly that not only should this be an annual event but that the programme should be extended even further . Nearly all survey respondents agreed that the 16 days programme was a vital programme and an important opportunity to raise awareness, focus on community co-operation and reach out to the wider community on the issue of violence against women and girls. We are happy to share further detail from the evaluation that may be useful

What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)	The event has already received and will continue to receive support from a number of town councillors, organisations and key individuals such as Hypatia Trust , Big Dance Company, Whole Again Communities, Sustainable Penzance, Growing Links,
How will the project be managed and how will you measure its success?	Penzance 16 Days of Activism is a collective of organisations and individuals., The project overall will be managed by West Cornwall Women's Aid – who have experience of managing many projects both of this scale and a much larger scale. The measure of success will be the number of people who participate in events, the number and nature of online and in print engagements and responses to promotion and publicity, the visibility of the materials and the messaging and feedback after events as to participation
Please give the timescale and key milestones for your project, including a start date and finish date.	1st August - start of project <i>August -</i> coordination of 16 days programme Design and promotion plan finalised Messaging and communication agreed <i>September and October</i> Programme finalised Materials and promotion Publicity plan implemented Programme promotion implemented <i>November</i> Messaging and campaigning activity commenced Programme promotion and publicity continuing <i>November 25th to 8th December</i> – programme of over 30 events, happenings and workshops Promotion and publicity ongoing during 16 days

	<i>December and January</i> Internal evaluation report completed and written up Grant management completed 31st January – project completed																														
What arrangements do you have in place to ensure safeguarding of children and young people (applicable only if your project involves working with this client group)	This project does not involve working with children or young people																														
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)	We are seeking funding towards planning, coordination, delivery and promotion of the 16 days . The full 16 days activity is a combination of many organisations and individuals input and work, relying heavily on volunteer time and in-kind support from partners to include businesses, third sector organisations and others We are seeking £6,490 from Penzance Town Council towards the following costs <table> <tr> <td>events and workshops costs</td><td></td></tr> <tr> <td>materials</td><td>300</td></tr> <tr> <td>photography - fees</td><td>400</td></tr> <tr> <td>refreshments</td><td>390</td></tr> <tr> <td>workshop packs - design and content</td><td>800</td></tr> <tr> <td>frames and printing of display content</td><td>650</td></tr> <tr> <td>workshop packs printing</td><td>400</td></tr> <tr> <td></td><td>1990</td></tr> <tr> <td>publicity and promotion</td><td></td></tr> <tr> <td>design 3 day@375</td><td>1125</td></tr> <tr> <td>printing of A5 flyers</td><td>290</td></tr> <tr> <td>printing of A4 and A3 posters</td><td>190</td></tr> <tr> <td>distribution costs</td><td>65</td></tr> <tr> <td>printing of programmes</td><td>330</td></tr> <tr> <td>Total</td><td>2000</td></tr> </table> online promotion and platforms and activity	events and workshops costs		materials	300	photography - fees	400	refreshments	390	workshop packs - design and content	800	frames and printing of display content	650	workshop packs printing	400		1990	publicity and promotion		design 3 day@375	1125	printing of A5 flyers	290	printing of A4 and A3 posters	190	distribution costs	65	printing of programmes	330	Total	2000
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printing of A4 and A3 posters	190																														
distribution costs	65																														
printing of programmes	330																														
Total	2000																														

	facebook adds and posts sponsoring	390
	website costs	450
	campaign design costs	550
	campaign promotion and advertising costs	1110
		2500
	Costs for the remainder of the project are as follows	
	Administration -2000 (own funding)	
	Staffing 3542 (ccf grant)	
	Educational resource development 1390 (ccf grant)	
	In kind costs (28,500)	
	Meetings, planning and follow up based on inkind hours of different agencies, individuals and volunteers in attending meetings , undertaking follow up – at £8,000	
	Venue provision in kind meetings events and workshops and activities £1500	
	Additional admin provided in kind £2,000	
	Coordination £3,000	
	Monitoring and reporting £2,000	
	Workshops, events and activities – leader planning and delivery £12,000	

Please list any applications you have made for funding from other organisations in the table below:

Organisation	Contribution Sought (£)	Applied? (Yes/No)	Granted? (Yes/no)
Cornwall Community Foundation	4,400	yes	yes
Use of own funds	2000	Yes	Yes
We plan to make further applications to others Including Madron War Memorial Fund	1,300	In progress	Not yet

3. Further information enclosed Checklist

	Enclosed? (Yes/No)
A copy of your organisation's most recent bank statements (mandatory)	yes
Copies of all <u>relevant</u> Employer, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	yes
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisation's status)	yes
A copy of your organisation's latest set of accounting statements (if any exist)	Yes
Copies of any letters of support for your project	We can supply these
The bank account your project is using is in the project's/organisation name with at least 2 authorised signatories required to sign each cheque or online payment	Yes
I have read the Privacy Notice at the end of this form and placed an 'x' in the relevant box	yes
Other (please list)	

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

4. 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 Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

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) a presentation is required by the applicant(s) to the Council. This will be arranged prior to any meeting by the Council staff.
- (iii) that any grant offered will be used only for the purposes set out in this application and
- (iv) that we will provide reports on progress to Penzance Council and attend the Annual Town meeting (see section 4.1) (if appropriate).
- (v) that should any grant offered, not be used in accordance with the terms and conditions set by Penzance Council, we undertake on behalf of the organisation to repay the outstanding amount to Penzance Council on demand.
- (vi) that I/we will work with the Council's Communications Officer to promote the grant award and will acknowledge the funding provided by Penzance Council in all promotional materials, media coverage & interviews, and on our website(s)/social media channels (if applicable).

Signed:	[REDACTED]
Name(s):	[REDACTED]
Position(s):	Development Manager
Date:	25/05/2025

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 Committee / Council meeting.

5. Privacy Notice

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If you require the Data Protection Policy in a different format, please contact Penzance Council:

Email: info@penzance-tc.gov.uk

Tel: 01736 363405

Please indicate below that you understand how your data will be processed and stored and therefore give your explicit consent for Penzance Council to hold your data in accordance with our Privacy Policy:

Yes ☒ No ☐

Please return your completed form and relevant information to:

Penzance Council

Email: info@penzance-tc.gov.uk

In-person/post: Penlee Centre, Penlee Park, Penzance, TR18 4HE

(if you wish to post an application, you must ensure that it arrives before the grant window deadline, this method is not recommended unless you use guaranteed delivery)

FINANCE & GENERAL PURPOSES COMMITTEE – 7 JULY 2025**REPORT FOR DECISION****APPLICATION FOR GRANT – YMCA CORNWALL**

Our Culture	Our Decision Making	Our Environment	Our Money	Our People	Our Places	Our Resilience & Wellbeing
						
			✓	✓		✓

Grant Request Summary:

Amount Requested	£7,500
Summary of Project	To build four additional flats for homeless young people
Supporting Councillor	Jim McKenna
Grants Received in Past 5 Financial Years	2024/25 - £5,000 , roof replacement project
Has other grant funding been sourced?	Yes

Recommendation:

A grant, of an amount to be determined, be awarded from the General Grants Budget to YMCA Cornwall for the project: *'Your Help, Their Future'*.

OR:-

No grant be provided to YMCA Cornwall for the project: *'Your Help, Their Future'*.

Background:

The total value of grant requests for consideration at this meeting is greater than the allocated budget of £17,500, therefore it is not possible to award the full asking amounts to all of the applicants, as the budget represents only 54.55% of the total requested, which totals £32,078.50.

It is therefore up to the Committee members to propose the level of grant award for each individual application, up to the amount requested in the application form, as they deem suitable based on which areas will be more of a priority, applications which benefit the most amount of people in the parish and how much they align with the Council's strategic objectives. Taking these factors into account, Members might also feel it appropriate to provide no grant funding at all in some instances.

It should also be noted that, in accordance with the Council's adopted Grants Policy, in instances where projects require additional funding in order to proceed, Penzance Council will not release any approved funds until such time that all other funding is in place/secured, and for a maximum of twelve months from the date of approval.

Cameron Sil
Finance Manager



PENZANCE COUNCIL

Grant Application Form:

Grant Window 28 April 2025 – 26 May 2025

Notes to Applicants

To help us process your application quickly, please:

- Read the Council's Grant Policy carefully to ensure your request is eligible.
- Complete the application **fully** and include the **supporting information** listed below – this will avoid delays in progressing your application
- Let us know if you have any questions before sending in your application
- **Please note you cannot apply outside of the defined grant window dates which are outlined above.**

Checklist for Applicants

If you can tick ALL the boxes below you are eligible to apply for a grant:

- Your project has **not** already started or been completed ☒
- Your organisation has a bank account in its own name with at least two authorised signatories named on the account (grants cannot be paid to individuals) ☒
- Your organisation is non-profit making ☒
- Your project will benefit the people of Penzance Parish ☒
- Your project **does not** have party political links ☒
- Your project is **not** for the purposes of animal welfare ☒
- Your application is **not** to cover salaries or routine administration costs ☒
- Your project **does not** discriminate against groups with protected characteristics as outlined in the Equality Act 2010 ☒

FOR OFFICE USE ONLY: Date Received	/ /
Reference Number	
Applicant Name (Responsible for any award):	
Position:	Chief Executive
Organisation:	YMCA Cornwall
Organisation's full postal address, including postcode:	International House The Orchard Alverton Penzance Cornwall TR184TE
Telephone Number:	
E-mail:	
Status of Organisation:	Registered Charity
Charity/Company Number (if applicable)	Charity no: 1073674
Are there any Members of Penzance Council on your Committee? (if so, please list them)	No
Supporting Councillor signature (Mandatory):	Jim Mckenna
What geographical area does your organisation cover?	Penzance

How long has your organisation been in existence?	Less than one year ☐ Between one and five years ☐ More than five years ☒
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Please be aware for all applications, the applicant must deliver a presentation to the Finance & General Purposes Committee.

1. Organisation Background

Have you ever applied or received a grant from Penzance Council within the last 5 Years? (Please list – continue on a separate sheet if necessary)
Date applied: 25/03/2024 Project: Replace a Roof Amount applied for: £5,000 Were you successful?: Yes
What are the aims and objectives of your organisation?
YMCA Cornwall was established in Penzance over a hundred years ago to help children and young people who were in desperate need. Although methods may have changed, we continue this work today providing housing, learning and help with issues and problems our residents are experiencing with their physical, emotional or mental health.
What are the main activities of your organisation?
At any one time we provide 50 young people with a safe, affordable home and giving them the support they need to build a successful, independent future – our primary aim. We support our residents to develop trust and motivation and access support from external agencies for them to deal with the negative effects of trauma following family breakdown, domestic abuse, neglect and sometimes abandonment. Our programme of support ensures that barriers to progress are resolved, and the instability of each individual's childhood can be addressed. We also provide free Housing Advice to people in the local area and across Cornwall who are experiencing housing-related challenges. This service is open to the community and our residents are young people who are often identified through this service. In the last 12 months we supported 208 residents through this service.

Please demonstrate your organisation's commitment to equal opportunities (please enclose any relevant policies)
We have an equal opportunities policy and this is regularly reviewed and applies whenever we recruit staff or deliver training.

	Yes / No or N/A
Is this a retrospective grant application?	No
Are you part of a religious group?	No
If the 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?	No
If the 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?	No
If the application is from an education, health or social service establishment – do you work in partnership with other groups?	No
If the application is from an education, health or social service establishment – is the proposed project in addition to statutory services?	No

2. Your project

Start Date (<i>cannot start prior to the approving Council meeting*</i>)	1 September 2025
Finish Date	31 January 2025
Total Cost of Project	£250,000
Grant Applied For	£7,500

* All the grant windows and timelines for the current financial year can be found on the Council's website – penzance-tc.gov.uk/grants

Project title:	Your help, their future
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Description of project (please continue on a separate sheet if necessary)	The project will convert two existing spaces on our site in Penzance into four additional flats for homeless young people. 3 of these units will be in the main YMCA building and one in our Appletree building (please note this unit is awaiting confirmation of approval for change of use from Cornwall Council). The project is in direct response to our large and increasing accommodation waiting list, which today stands at 46 young people, 10 of whom are under 18 years old.
Where in the Parish will the project/activity take place?	Penzance
Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)	YMCA Cornwall provides supported housing for 50 young people from across Cornwall who are homeless or at risk of homelessness. The young people will be the main beneficiaries as some will have been rough sleeping or “sofa surfing” since being evicted from their home or who are escaping violence. All our residents have experienced poverty and social disadvantage and have become excluded and marginalised in the community. At present, approximately 60% of our residents are from the Penzance area and around 40% of those on our waiting list are from Penzance and surrounding villages.
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	In the last 12 months, we supported 92 residents with accommodation and our current waiting list is 46 which evidences the need amongst young people for affordable, secure housing in our area. Research from the Ministry for Housing, Local Government and Communities (2024) has revealed that every 8 minutes in England and Wales another young person aged 16-24 is at risk of homelessness.
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)	The total estimated cost of the project is £250k. To date we have secured funding of £93k, comprising a donation of £70k from the Duke of Cornwall's Charitable Foundation and £23k funding from Cadent Gas. We are also using our strong links with the Penzance business community and in discussions with several leading local building trades and builders' merchants to support the project with in-kind materials (£45k) and labour (£20k). We have also allocated £10k from our own budget. We have recently hired a fundraising consultant and communications manager who have worked with the

	leadership team to develop a strong pipeline of potential funders and activities to help us achieve the remaining £92k, including: • Local funding through town and parish councils served by YMCA Cornwall and local community funders such as the Rotary Club • Support from independent trusts and foundations with a local or national focus on young people and/or homelessness • Corporate foundations and donations from relevant businesses, both within Cornwall and nationally (e.g. B&Q) • A programme of community events and activities to engage the local people of Penzance and beyond Although this is a large-scale project, we are confident that we will secure the full funding and in-kind support required.
How will the project be managed and how will you measure its success?	The project will be managed by our Head of Operations, our Chief Executive and members of our Board of Directors. Both the organisation and staff have existing experience managing major renovation projects at this site. Further details on project management for the project can be supplied as needed. We are also ensuring we have expert external support including working closely with an architect who oversaw the planning process and will be closely involved with the conversion of the existing space.
Please give the timescale and key milestones for your project, including a start date and finish date.	Our scheduled start date is September 2025, with a target completion date of January 2026.
What arrangements do you have in place to ensure safeguarding of children and young people (applicable only if your project involves working with this client group)	We have a Safeguarding lead member of staff on site, a Safeguarding policy and regular training sessions for all staff and Directors to ensure up to date qualifications are held by our team.
What will the money be spent on? (Provide a full breakdown	The attached quote outlines the conversion of the space on our site into 4 flats – 3 in the main building and 1 other.

of project cost(s) identifying what cost(s) this grant would be spent on)	The grant from Penzance Town Council would be spent on vital materials and labour that cannot be sourced pro-bono (from external contractors, supported by our in-house maintenance team). The quotation supplied is based on the build for the three flats. After careful consideration, and given the need to create a fourth flat, a decision was made to save on the labour costs of using an external contractor by our in-house team undertaking the work themselves (a saving of £30k), therefore enabling the 4th flat to be included in the project which has kept us to the original budget. An additional factor is that as part of the dance studio conversion we also need to replace the roof on that area which will cost £39,976 (including VAT). Our Head of Operations is currently updating the project plan and costings to reflect these changes, and we can supply a more detailed breakdown in the coming weeks if required.
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Please list any applications you have made for funding from other organisations in the table below:

Organisation	Contribution Sought (£)	Applied? (Yes/No)	Granted? (Yes/no)
Duke of Cornwall's Charitable Foundation	£70,000	YES	YES
Cadent Gas	£23,000	YES	YES
Steele Foundation	£25,000	YES	TBC
Y Housing	£10k	N/A	N/A

3. Further information enclosed Checklist

	Enclosed? (Yes/No)
A copy of your organisation's most recent bank statements (mandatory)	Yes
Copies of all <u>relevant</u> Employer, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	Yes
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisation's status)	Yes
A copy of your organisation's latest set of accounting statements (if any exist)	Yes
Copies of any letters of support for your project	
The bank account your project is using is in the project's/organisation name with at least 2 authorised signatories required to sign each cheque or online payment	Yes
I have read the Privacy Notice at the end of this form and placed an 'x' in the relevant box	Yes

Other (please list) Floor plan of proposed project Contractor's estimate	
---	--

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

4. 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 Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

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) a presentation is required by the applicant(s) to the Council. This will be arranged prior to any meeting by the Council staff.
- (iii) that any grant offered will be used only for the purposes set out in this application and
- (iv) that we will provide reports on progress to Penzance Council and attend the Annual Town meeting (see section 4.1) (if appropriate).
- (v) that should any grant offered, not be used in accordance with the terms and conditions set by Penzance Council, we undertake on behalf of the organisation to repay the outstanding amount to Penzance Council on demand.

- (vi) that I/we will work with the Council's Communications Officer to promote the grant award and will acknowledge the funding provided by Penzance Council in all promotional materials, media coverage & interviews, and on our website(s)/social media channels (if applicable).

Signed:	[REDACTED]
Name(s):	[REDACTED]
Position(s):	Chief Executive Officer
Date:	30 th April 2025

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 Committee / Council meeting.

5. Privacy Notice

Penzance Council takes your privacy seriously.

A full copy of the Council's Data Protection Policy (including a Privacy Notice) is available to download on the website: www.penzance-tc.gov.uk/download/data-protection-policy/

If you require the Data Protection Policy in a different format, please contact Penzance Council:

Email:
info@penzance-tc.gov.uk Tel:
 01736 363405

Please indicate below that you understand how your data will be processed and stored and therefore give your explicit consent for Penzance Council to hold your data in accordance with our Privacy Policy:

FINANCE & GENERAL PURPOSES COMMITTEE – 7 JULY 2025**REPORT FOR DECISION****APPLICATION FOR GRANT – REDWING CONTEMPORARY ART CIC**

Our Culture	Our Decision Making	Our Environment	Our Money	Our People	Our Places	Our Resilience & Wellbeing
						
✓			✓		✓	

Grant Request Summary:

Amount Requested	£5,000
Summary of Project	Contribution to associated legal costs and stamp duties of community asset purchase
Supporting Councillor	Jonathan How
Grants Received in Past 5 Financial Years	None
Has other grant funding been sourced?	Yes

Recommendation:

A grant, of an amount to be determined, be awarded from the General Grants Budget to Redwing Contemporary Art CIC for the project: '*Redwing: Purchase of a Community Asset*', subject to all other funding being secured.

OR:-

No grant be provided to Redwing Contemporary Art CIC for the project: '*Redwing: Purchase of a Community Asset*'.

Background:

The total value of grant requests for consideration at this meeting is greater than the allocated budget of £17,500, therefore it is not possible to award the full asking amounts to all of the applicants, as the budget represents only 54.55% of the total requested, which totals £32,078.50.

It is therefore up to the Committee members to propose the level of grant award for each individual application, up to the amount requested in the application form, as they deem suitable based on which areas will be more of a priority, applications which benefit the most amount of people in the parish and how much they align with the Council's strategic objectives. Taking these factors into account, Members might also feel it appropriate to provide no grant funding at all in some instances.

It should also be noted that, in accordance with the Council's adopted Grants Policy, in instances where projects require additional funding in order to proceed, Penzance Council will not release any approved funds until such time that all other funding is in place/secured, and for a maximum of twelve months from the date of approval.

Cameron Sil
Finance Manager



PENZANCE COUNCIL

Grant Application Form:

Grant Window 28 April 2025 – 26 May 2025

Notes to Applicants

To help us process your application quickly, please:

- Read the Council's Grant Policy carefully to ensure your request is eligible.
- Complete the application **fully** and include the **supporting information** listed below – this will avoid delays in progressing your application
- Let us know if you have any questions before sending in your application
- **Please note you cannot apply outside of the defined grant window dates which are outlined above.**

Checklist for Applicants

If you can tick ALL the boxes below you are eligible to apply for a grant:

- Your project has **not** already started or been completed ☒
- Your organisation has a bank account in its own name with at least two authorised signatories named on the account (grants cannot be paid to individuals) ☒
- Your organisation is non-profit making ☒
- Your project will benefit the people of Penzance Parish ☒
- Your project **does not** have party political links ☒
- Your project is **not** for the purposes of animal welfare ☒
- Your application is **not** to cover salaries or routine administration costs ☒
- Your project **does not** discriminate against groups with protected characteristics as outlined in the Equality Act 2010 ☒

FOR OFFICE USE ONLY: Date Received	/ /
Reference Number	
Applicant Name (Responsible for any award):	
Position:	Director
Organisation:	Redwing Contemporary Art CIC (T/a Redwing Gallery)
Organisation's full postal address, including postcode:	32-33 Alverton Street Penzance Cornwall TR18 2QN
Telephone Number:	
E-mail:	
Status of Organisation:	Community Interest Company, limited by guarantee
Charity/Company Number (if applicable)	Charity No: Company No: 07883580
Are there any Members of Penzance Council on your Committee? (if so, please list them)	James Hardy, Jonathan How and Jan Power have informally been on our Advisory Group.
Supporting Councillor signature (Mandatory):	Jonathan How [Redacted Signature]
What geographical area does your organisation cover?	Penzance
How long has your organisation been in existence?	Less than one year ☐ Between one and five years ☐

How long has your organisation been in existence?	Less than one year ☐ Between one and five years ☐ More than five years ☒
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Please be aware for all applications, the applicant must deliver a presentation to the Finance & General Purposes Committee.

1. Organisation Background

Have you ever applied or received a grant from Penzance Council within the last 5 Years? (Please list – continue on a separate sheet if necessary)
Date applied: Project: Amount applied for: Were you successful?:
What are the aims and objectives of your organisation?
Redwing Contemporary Art CIC, based in Penzance, Cornwall, aims to improve the income and circumstances of artists who experience difficulty engaging with the mainstream art system. It seeks to increase public understanding of the value of art and artists, particularly those from marginalised backgrounds. Redwing provides a safe, inclusive space for community engagement, creative expression, and dialogue, fostering social change through the arts.
What are the main activities of your organisation?
• Art Exhibitions: Showcasing works by outsider, Cornish, and international artists, with a focus on contemporary primitive and outsider art. • Workshops and Classes: Hosting regular sessions such as Latin percussion, Afro-Cuban drumming, sewing, knitting, crochet, and art groups to encourage community participation and skill development. • Community Projects: Operating initiatives like the Penzance Repair Café, Community Larder, and Land for Nature project, which promote sustainability, food accessibility, and environmental stewardship. • Vegan Café: Providing a 100% plant-based café that serves as a social hub for visitors and community members.

- Affordable Studio Spaces: Offering rentable studios for artists to create and collaborate within a supportive environment.

Through these activities, Redwing Gallery aims to create an inclusive space that supports artistic expression and community well-being.

Please demonstrate your organisation's commitment to equal opportunities
(please enclose any relevant policies)

Redwing Gallery is committed to promoting equality, diversity, and inclusion in all aspects of its work. As a community interest company working at the intersection of art, heritage, and social inclusion, we actively seek to create a welcoming and accessible environment for all individuals, regardless of age, disability, gender identity, race, ethnicity, religion or belief, sexual orientation, socio-economic background, or any other protected characteristic.

We believe that everyone should have the opportunity to participate in, contribute to, and benefit from the arts. Our programming is designed to reflect and celebrate the diversity of our community, with particular attention given to including people who are often underrepresented or marginalised—such as those with lived experience of mental health challenges, social isolation, or economic hardship.

We ensure that:

- Our recruitment, volunteering, and partnership practices are inclusive and free from discrimination.
- Our venue is as physically and socially accessible as possible, and we make adjustments to meet the needs of individuals.
- We provide opportunities for underrepresented and outsider artists to showcase their work and develop their practice.
- Our decision-making processes actively include voices from diverse backgrounds.
- We regularly review and update our policies and practices to reflect evolving best practice in equality, diversity, and inclusion.

This commitment is embedded in our governance, operations, and programme delivery, and underpins our mission to support creativity, community, and wellbeing through inclusive and socially engaged arts practice.

	Yes / No or N/A
Is this a retrospective grant application?	No

Are you part of a religious group?	No
If the 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 the 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 the application is from an education, health or social service establishment – do you work in partnership with other groups?	N/A
If the application is from an education, health or social service establishment – is the proposed project in addition to statutory services?	N/A

2. Your project

Start Date (<i>cannot start prior to the approving Council meeting*</i>)	1 st August 2025
Finish Date	19 th December 2025
Total Cost of Project	£325,000
Grant Applied For	£5000

* All the grant windows and timelines for the current financial year can be found on the Council's website – penzance-tc.gov.uk/grants

Project title:	Redwing: Purchase of a Community Asset.
Description of project (please continue on a separate sheet if necessary)	We are seeking £5000 contribution towards buying 32 Alverton Street (former Sir Humphry Davy pub) as a Community Asset.
Where in the Parish will the project/activity take place?	32-33 Alverton Street, Penzance
Who will benefit from the project? (please tell us what	The beneficiaries include socially excluded individuals, artists, local residents, and those seeking community or creative outlets. The

groups will benefit and approximately how many people will benefit in total)	inclusive environment will prioritise wellbeing, helping to address feelings of loneliness while promoting mental health and resilience. 20 to 50 visitors per day are expected to benefit.
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	We have surveyed local residents. Our increasing footfall is evidence of the projects value.
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)	• Testimonials from beneficiaries: “Redwing is for me a safe place to practice art. My mental health and Anxiety are helped by the “Safe Space” provided by Redwing”. K. “Art, friendship, understanding, whoever you be” B Redwing Gallery’s contribution to this community con Penzance is outstanding. They deserve to win an award for all their unfailing kindness, encouragement & jolly hard work. They deliver good thing to the people in spades. I thoroughly recommend them for this funding application. Suzi Stephens (Artist) Letter of support from former MP. and from the Penzance Town Clerk.
How will the project be managed and how will you measure its success?	Redwing Contemporary Art CIC will manage the purchase of 32-33 Alverton Street, Penzance through robust governance and a clear project management framework led by the Director and overseen by the Board. The acquisition process will be supported by professional legal and financial advisors, with regular reporting to funders and stakeholders. The building will be secured as a

	permanent base for inclusive arts, heritage, and community activity, managed in line with community asset principles. Success will be measured by the completion of the purchase within the project timeframe and budget; increased community use of the space; growth in engagement from underrepresented groups; and enhanced financial sustainability through expanded trading and partnership activity. The long-term impact will be seen in the preservation of a valued historic building and the strengthened capacity of Redwing to deliver social, cultural and environmental benefit to the people of Penzance and West Cornwall.
Please give the timescale and key milestones for your project, including a start date and finish date.	The project will run from August to December 2025, with the following key milestones: • August 2025: Project initiation – confirmation of match funding, appointment of legal and professional advisors, and initial stakeholder communications. • September 2025: Legal and financial due diligence, updated building surveys if required, and completion of all preparatory work for acquisition. • October 2025: Exchange of contracts and finalisation of all funding drawdowns. • November 2025: Completion of the purchase and transfer of ownership of 32-33 Alverton Street to Redwing Contemporary Art CIC. • December 2025: Public announcement and

	celebration event, followed by the start of a programme of community-led planning for the building's future use and development. This concise timeline ensures the acquisition is completed within a five-month period, allowing Redwing to move swiftly into the next phase of community-focused activity from early 2026.
What arrangements do you have in place to ensure safeguarding of children and young people (applicable only if your project involves working with this client group)	We request that children are accompanied by a responsible adult.
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)	We are asking for a contribution towards the purchase of 32 Alverton Street as a community asset. A £5,000 contribution from Penzance Town Council would play a valuable role in supporting the successful purchase of 32-33 Alverton Street as a permanent community asset. Below is a full breakdown of how this funding could be allocated to directly support key elements of the acquisition process: Proposed Breakdown of £5,000 Contribution Item Estimated Cost

	Purpose
	Professional Fees (Conveyancing and Advice)
	£2,750
	To cover specialist legal services for the property acquisition, including due diligence, contract negotiation, and the transfer of title.
	Stamp Duty contribution
	£1,000
	Project Coordination and Administration
	£750
	To support the additional staffing time required for managing funding, compliance, liaising with stakeholders, and overseeing delivery.
	Contingency £500
	A small contingency to manage unforeseen costs during the acquisition process (e.g., legal disbursements, additional reports).
	This contribution from Penzance Town Council would enable Redwing Contemporary Art CIC to meet essential professional and community engagement costs that are not always fully covered by capital funders. It would also demonstrate strong local backing for the project, helping to unlock further match funding and reinforcing the building's role as a civic and cultural asset for the town.

Please list any applications you have made for funding from other organisations in the table below:

Organisation	Contribution Sought (£)	Applied? (Yes/No)	Granted? (Yes/no)
UK Government	250,000	Yes	Yes
People's Postcode Local Trust	11,000	Yes	Yes
Private Social Investor loan 10 years @ 2%interest	50,000	Yes	Yes
Crowdfunder	8500	Yes	Yes

3. Further information enclosed Checklist

	Enclosed? (Yes/No)
A copy of your organisation's most recent bank statements (mandatory)	Yes
Copies of all <u>relevant</u> Employer, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	Yes
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisation's status)	Yes
A copy of your organisation's latest set of accounting statements (if any exist)	Yes
Copies of any letters of support for your project	Yes
The bank account your project is using is in the project's/organisation name with at least 2 authorised signatories required to sign each cheque or online payment	Yes
I have read the Privacy Notice at the end of this form and placed an 'x' in the relevant box	Yes
Other (please list)	

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

4. 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 Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

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) a presentation is required by the applicant(s) to the Council. This will be arranged prior to any meeting by the Council staff.
- (iii) that any grant offered will be used only for the purposes set out in this application and
- (iv) that we will provide reports on progress to Penzance Council and attend the Annual Town meeting (see section 4.1) (if appropriate).
- (v) that should any grant offered, not be used in accordance with the terms and conditions set by Penzance Council, we undertake on behalf of the organisation to repay the outstanding amount to Penzance Council on demand.
- (vi) that I/we will work with the Council's Communications Officer to promote the grant award and will acknowledge the funding provided by Penzance Council in all promotional materials, media coverage & interviews, and on our website(s)/social media channels (if applicable).

Signed:	
Name(s):	
Position(s):	Director
Date:	20/05/2025

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 Committee / Council meeting.

5. Privacy Notice

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If you require the Data Protection Policy in a different format, please contact Penzance Council:

Email: info@penzance-tc.gov.uk

Tel: 01736 363405

Please indicate below that you understand how your data will be processed and stored and therefore give your explicit consent for Penzance Council to hold your data in accordance with our Privacy Policy:

Yes ☒ No ☐

Please return your completed form and relevant information to:

Penzance Council

Email: info@penzance-tc.gov.uk

In-person/post: Penlee Centre, Penlee Park, Penzance, TR18 4HE

(if you wish to post an application, you must ensure that it arrives before the grant window deadline, this method is not recommended unless you use guaranteed delivery)

FINANCE & GENERAL PURPOSES COMMITTEE – 7 JULY 2025**REPORT FOR DECISION****APPLICATION FOR GRANT – NANCE PROVISIONS CIC**

Our Culture	Our Decision Making	Our Environment	Our Money	Our People	Our Places	Our Resilience & Wellbeing
						
			✓	✓		✓

Grant Request Summary:

Amount Requested	£3,950
Summary of Project	Purchase of shipping container for secure storage to deliver forest school and bushcraft activities
Supporting Councillor	Stephen Reynolds
Grants Received in Past 5 Financial Years	None
Has other grant funding been sourced?	No

Recommendation:

A grant, of an amount to be determined, be awarded from the General Grants Budget to Nanc Provisions CIC for the project: 'Secure Storage'.

OR:-

No grant be provided to Nanc Provisions CIC for the project: 'Secure Storage'.

Background:

The total value of grant requests for consideration at this meeting is greater than the allocated budget of £17,500, therefore it is not possible to award the full asking amounts to all of the applicants, as the budget represents only 54.55% of the total requested, which totals £32,078.50.

It is therefore up to the Committee members to propose the level of grant award for each individual application, up to the amount requested in the application form, as they deem suitable based on which areas will be more of a priority, applications which benefit the most amount of people in the parish and how much they align with the Council's strategic objectives. Taking these factors into account, Members might also feel it appropriate to provide no grant funding at all in some instances.

It should also be noted that, in accordance with the Council's adopted Grants Policy, in instances where projects require additional funding in order to proceed, Penzance Council will not release any approved funds until such time that all other funding is in place/secured, and for a maximum of twelve months from the date of approval.

Cameron Sil
Finance Manager



PENZANCE COUNCIL

Grant Application Form:

Grant Window 28 April 2025 – 26 May 2025

Notes to Applicants

To help us process your application quickly, please:

- Read the Council's Grant Policy carefully to ensure your request is eligible.
- Complete the application **fully** and include the **supporting information** listed below – this will avoid delays in progressing your application
- Let us know if you have any questions before sending in your application
- **Please note you cannot apply outside of the defined grant window dates which are outlined above.**

Checklist for Applicants

If you can tick ALL the boxes below you are eligible to apply for a grant:

- Your project has **not** already started or been completed CORRECT
- Your organisation has a bank account in its own name with at least two authorised signatories named on the account (grants cannot be paid to individuals) YES
- Your organisation is non-profit making CORRECT
- Your project will benefit the people of Penzance Parish CORRECT
- Your project **does not** have party political links CORRECT
- Your project is **not** for the purposes of animal welfare CORRECT
- Your application is **not** to cover salaries or routine administration costs CORRECT
- Your project **does not** discriminate against groups with protected characteristics as outlined in the Equality Act 2010 CORRECT

FOR OFFICE USE ONLY: Date Received	/ /
Reference Number	
Applicant Name (Responsible for any award):	
Position:	Director & Lead Instructor
Organisation:	Nance Provisions CIC
Organisation's full postal address, including postcode:	
Telephone Number:	
E-mail:	
Status of Organisation:	Incorporated Community Interest Company
Charity/Company Number (if applicable)	Charity No: Company No: 16281915
Are there any Members of Penzance Council on your Committee? (if so, please list them)	No
Supporting Councillor signature (Mandatory):	Stephen Reynolds (agreed to support via telephone 21/5/25)
What geographical area does your organisation cover?	Penwith District

How long has your organisation been in existence?	Less than one year
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Please be aware for all applications, the applicant must deliver a presentation to the Finance & General Purposes Committee.

1. Organisation Background

Have you ever applied or received a grant from Penzance Council within the last 5 Years? (Please list – continue on a separate sheet if necessary)	
Date applied:	
Project:	NO
Amount applied for:	
Were you successful?:	
What are the aims and objectives of your organisation?	
Nance Provisions CIC delivers bushcraft and many other skills in an outdoor setting and builds knowledge and understandings of practical techniques transferable in life and work. Our simple aims are to improve wellbeing, increase a sense of self-worth, to help individuals explore their abilities, achieve successful outcomes and become the best version of themselves possible. Our provisions will improve resilience and confidence through a wide range of activities and social interactions, and deliver qualifications that can help our clients kick start the life they desire.	
What are the main activities of your organisation?	
Forest school & bushcraft activities, ecology projects, developing a connection with nature, archery, kite & drone flying, angling, wood craft, and practical skill acquisition winter workshops from bicycle maintenance and repair to DIY skills first aid and mechanical skills.	

Please demonstrate your organisation's commitment to equal opportunities (please enclose any relevant policies)
Nance Provisions CIC is firmly committed to promoting equality, diversity, and inclusion across all aspects of our work. We believe outdoor learning should be accessible to everyone, and we actively work to remove barriers that may prevent participation. Our programmes are designed to be inclusive and welcoming to individuals of all backgrounds, including those from underrepresented or disadvantaged communities. We do not tolerate discrimination on the basis of age, disability, race, ethnicity, gender, sexual orientation, religion or belief, or socio-economic status. We ensure: Inclusive planning and delivery of activities, with adaptations made to meet diverse needs. Targeted outreach to engage individuals who may not traditionally access outdoor learning. Ongoing staff and volunteer training in equality, diversity, and safeguarding. Regular evaluation to ensure our practices remain equitable and effective. By embedding these values into our everyday operations, we strive to create an environment where everyone can connect with nature, develop new skills, and thrive.

	Yes / No or N/A
Is this a retrospective grant application? No	No
Are you part of a religious group? No	No
If the 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? NA	NA
If the 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? NA	NA
If the application is from an education, health or social service establishment – do you work in partnership with other groups? NO	No
If the application is from an education, health or social service establishment – is the proposed project in addition to statutory services? No	No

2. Your project

Start Date <i>(cannot start prior to the approving Council meeting*)</i>	10 th July 2025
Finish Date	17 th July 2025
Total Cost of Project	£3950
Grant Applied For	£3950

* All the grant windows and timelines for the current financial year can be found on the Council's website – penzance-tc.gov.uk/grants

Project title:	Secure storage
Description of project (please continue on a separate sheet if necessary)	Our aim is to run any activity within five minutes' notice to ensure we can react to our learners' needs and allow them to be creative and take control over their choices. This is a recognised technique that helps forest school learners to engage and build confidence in decision making. To be reactive in this way, it is vital that we have any necessary equipment available and close to hand. From gardening tools to cooking gear and archery equipment it needs safe and secure storage on our field. We need a shipping container for this task and also some timber to make storage racks and three lockable metal cabinets which will ensure security of cleaning chemicals, sharp woodworking tools and any other items that need a higher level of secure storage.
Where in the Parish will the project/activity take place?	The site is close to the Crippleasease end of the coach road to Lelant. The address is at Nance Mill which is former farmland that's been gifted to a trust for community use.
Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)	Nance Provisions CIC (all who use the provisions) Nance Mill Engine Preservation Association (95 members) Scouts & Guides from all over Penwith (approx 500) D of E groups using the site for activities or residentials Local schools, Youth groups, Sea Cadets Archery groups SEN students from Penwith that might otherwise need to travel more than an hour to access similar Provisions. For young people that are specifically within the Penzance parish area we will be offering provisions to:

	Penzance Sea Cadets TR18 2LU Penzance Madron Scout group TR18 3EH Penwith College TR18 2SA Humphry Davy School TR18 2TG Mounts Bay Academy TR18 3JT Trelya TR18 3PE PZN Youth CIC TR18 4TE Our longer term aim is to offer provisions and activities to other groups such as #menwalkingandtalking and West Cornwall Womens Aid and others based in the Penzance parish. We will also source funding to offer social perscription for local surgeries such as Morrab, Rosmellyn and Sunnyside.
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	With five years experience of working in a high level SEND school, I respect the demand to react in a timely manner to the choices of learners. The needs of learners with Autism, ADD and behavioral differences can often be met if an instructor is properly prepared. A secure 20ft container will safely store all of the gear that may be needed during any typical day with us. On site storage avoids risks of theft from a van, and is the only practical solution that will be acceptable to our insurer. We take our role very seriously and keeping people safe is paramount. Theft of tools such as axes and bushcraft knives not to mention archery equipment would be genuine concern so this project is vital. We already own an insurance rated high security padlock worth over £400 to ensure a container will be inaccessible to anyone without a key.
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)	Nance Provisions CIC has already been well supported with business training and advice from The Growth Hub and Outset VCSE. Funding from Outset has helped with getting us incorporated and setting up a website. Nance Mill Engine Preservation Association has signed a 'ten-year' lease on their land to ensure it is being managed and put to good use for the local community. They also support us with the loan of some of their tools and equipment while we have been developing our site. Over 80 representatives from Penwith District Scouts have already held an event at the site where all who attended planted over 250 trees.

	Jewsons Penzance has supported us to create compostable toilets on the site through trade discounts on materials.								
How will the project be managed and how will you measure its success?	The purchase and installation of a shipping container has already been discussed with local firm AR Newport. They have performed a site visit and checked the access is viable. The racking will be built by myself with discounted timber from Jewsons. The metal storage cabinets are available from an online supplier at a very competitive rate. The measure of success will be easy to understand when we can quickly offer a full range of activities within the five minute set up window.								
Please give the timescale and key milestones for your project, including a start date and finish date.	From deposit of the grant in our business account, I can pay for and have a container delivered to site within ten days (AR Newport quoted next day so I'm being conservative). Racking can be constructed in two further days and half a day would allow collection and addition of lockable cabinets.								
What arrangements do you have in place to ensure safeguarding of children and young people (applicable only if your project involves working with this client group)	Our safeguarding policy covers this. See attached policy.								
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)	<table> <tr> <td>20 ft shipping container £2850 + VAT delivered</td><td>£3420</td></tr> <tr> <td>Timber and materials to rack container for storage £105.54 + VAT</td><td>£126.65</td></tr> <tr> <td>Three lockable metal storage cabinets</td><td>£403.20</td></tr> <tr> <td>Total</td><td>£3949.85</td></tr> </table>	20 ft shipping container £2850 + VAT delivered	£3420	Timber and materials to rack container for storage £105.54 + VAT	£126.65	Three lockable metal storage cabinets	£403.20	Total	£3949.85
20 ft shipping container £2850 + VAT delivered	£3420								
Timber and materials to rack container for storage £105.54 + VAT	£126.65								
Three lockable metal storage cabinets	£403.20								
Total	£3949.85								

Please list any applications you have made for funding from other organisations in the table below:

Organisation	Contribution Sought (£)	Applied? (Yes/No)	Granted? (Yes/no)
NA			
NA			
NA			

3. Further information enclosed Checklist

	Enclosed? (Yes/No)
A copy of your organisation's most recent bank statements (mandatory)	Yes
Copies of all <u>relevant</u> Employer, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	Yes
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisation's status)	Yes
A copy of your organisation's latest set of accounting statements (if any exist)	None exist yet
Copies of any letters of support for your project	No
The bank account your project is using is in the project's/organisation name with at least 2 authorised signatories required to sign each cheque or online payment	Yes
I have read the Privacy Notice at the end of this form and placed an 'x' in the relevant box	Yes
Other (please list)	

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

Notes:

4. 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 Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

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) a presentation is required by the applicant(s) to the Council. This will be arranged prior to any meeting by the Council staff.
- (iii) that any grant offered will be used only for the purposes set out in this application and
- (iv) that we will provide reports on progress to Penzance Council and attend the Annual Town meeting (see section 4.1) (if appropriate).
- (v) that should any grant offered, not be used in accordance with the terms and conditions set by Penzance Council, we undertake on behalf of the organisation to repay the outstanding amount to Penzance Council on demand.
- (vi) that I/we will work with the Council's Communications Officer to promote the grant award and will acknowledge the funding provided by Penzance Council in all promotional materials, media coverage & interviews, and on our website(s)/social media channels (if applicable).

Signed:	
Name(s):	
Position(s):	Director & Lead Instructor
Date:	25 th May 2025

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 Committee / Council meeting.

5. Privacy Notice

Penzance Council takes your privacy seriously.

A full copy of the Council's Data Protection Policy (including a Privacy Notice) is available to download on the website: www.penzance-tc.gov.uk/download/data-protection-policy/

If you require the Data Protection Policy in a different format, please contact Penzance Council:

Email: info@penzance-tc.gov.uk

Tel: 01736 363405

Please indicate below that you understand how your data will be processed and stored and therefore give your explicit consent for Penzance Council to hold your data in accordance with our Privacy Policy:

Yes

Please return your completed form and relevant information

to:

Penzance Council

Email: info@penzance-tc.gov.uk

In-person/post: Penlee Centre, Penlee Park, Penzance, TR18 4HE

(if you wish to post an application, you must ensure that it arrives before the grant window deadline, this method is not recommended unless you use guaranteed delivery)

FINANCE & GENERAL PURPOSES COMMITTEE – 7 JULY 2025**REPORT FOR DECISION****APPLICATION FOR GRANT – LUNAR AGILE LEARNING CENTRE CIC**

Our Culture	Our Decision Making	Our Environment	Our Money	Our People	Our Places	Our Resilience & Wellbeing
						
			✓	✓		✓

Grant Request Summary:

Amount Requested	£2,000
Summary of Project	1:1 Outreach support with facilitators for young people unable to attend school
Supporting Councillor	Stephen Reynolds
Grants Received in Past 5 Years	None
Has other grant funding been sourced?	Yes

Recommendation:

A grant, of an amount to be determined, be awarded from the General Grants Budget to Lunar Agile Learning Centre CIC for the project: *'1:1 Outreach Support to Access Lunar Agile Learning'*

OR:-

No grant be provided to Lunar Agile Learning Centre CIC for the project: *'1:1 Outreach Support to Access Lunar Agile Learning'*.

Background:

The total value of grant requests for consideration at this meeting is greater than the allocated budget of £17,500, therefore it is not possible to award the full asking amounts to all of the applicants, as the budget represents only 54.55% of the total requested, which totals £32,078.50.

It is therefore up to the Committee members to propose the level of grant award for each individual application, up to the amount requested in the application form, as they deem suitable based on which areas will be more of a priority, applications which benefit the most amount of people in the parish and how much they align with the Council's strategic objectives. Taking these factors into account, Members might also feel it appropriate to provide no grant funding at all in some instances.

It should also be noted that, in accordance with the Council's adopted Grants Policy, in instances where projects require additional funding in order to proceed, Penzance Council will not release any approved funds until such time that all other funding is in place/secured, and for a maximum of twelve months from the date of approval.

Cameron Sil
Finance Manager



PENZANCE COUNCIL

Grant Application Form:

Grant Window 28 April 2025 – 26 May 2025

Notes to Applicants

To help us process your application quickly, please:

- Read the Council's Grant Policy carefully to ensure your request is eligible.
- Complete the application **fully** and include the **supporting information** listed below – this will avoid delays in progressing your application
- Let us know if you have any questions before sending in your application
- **Please note you cannot apply outside of the defined grant window dates which are outlined above.**

Checklist for Applicants

If you can tick ALL the boxes below you are eligible to apply for a grant:

- Your project has **not** already started or been completed ☒
- Your organisation has a bank account in its own name with at least two authorised signatories named on the account (grants cannot be paid to individuals) ☒
- Your organisation is non-profit making ☒
- Your project will benefit the people of Penzance Parish ☒
- Your project **does not** have party political links ☒
- Your project is **not** for the purposes of animal welfare ☒
- Your application is **not** to cover salaries or routine administration costs ☒
- Your project **does not** discriminate against groups with protected characteristics as outlined in the Equality Act 2010 ☒

FOR OFFICE USE ONLY: Date Received	/ /
Reference Number	
Applicant Name (Responsible for any award):	
Position:	Director
Organisation:	Lunar Agile Learning Centre CIC
Organisation's full postal address, including postcode:	The Centenary Hall Chapel Street Penzance TR184AW
Telephone Number:	
E-mail:	
Status of Organisation:	CIC
Charity/Company Number (if applicable)	Charity No: Company No:13909177
Are there any Members of Penzance Council on your Committee? (if so, please list them)	No
Supporting Councillor signature (Mandatory):	Stephen Reynolds, Mayor of Penzance
What geographical area does your organisation cover?	Penzance and surrounding areas

How long has your organisation been in existence?	Less than one year ☐ Between one and five years ☒ More than five years ☐
--	--

Please be aware for all applications, the applicant must deliver a presentation to the Finance & General Purposes Committee.

1. Organisation Background

Have you ever applied or received a grant from Penzance Council within the last 5 Years? (Please list – continue on a separate sheet if necessary)
Date applied: N/A Project: Amount applied for: Were you successful?:
What are the aims and objectives of your organisation?
<i>Lunar is a community-rooted alternative provision based in Chapel Street, for young people aged 10 –15 who cannot attend school due to mental ill health, trauma, or disability. We offer a low-demand, self-directed environment grounded in trust, autonomy and respect. Learning at Lunar is guided by interest, curiosity and relationship, not pressure or performance.</i> <i>Lunar offers something different:</i> • <i>A non-traditional, self-directed model that works for children unable to attend mainstream provision.</i> • <i>An attuned, consent-based approach that adapts to individual needs.</i> • <i>A collaborative ethos – we work with families, professionals and the community to support re-engagement.</i> <i>We support children from low/no income families, who are not accessing education anywhere else. We work with families at the point of crisis, often after school exclusions or failed placements.</i>
What are the main activities of your organisation?

Lunar provides a self-directed learning environment focused on play, nurture and creativity for neurodivergent and mentally ill children by:

- *Offering affordable alternative educational provision weekly that caters to young people's specific needs.*
- *Creating a safe and inclusive space for learning and development.*
- *Enhancing community wellbeing through tailored support services to parents and wider community.*
- *By being given agency at Lunar, our young people gain confidence and re-engage with local community often going onto further education.*
- *We also provide meaningful volunteer places to people from the local community to gain experience and contribute to their community*

Please demonstrate your organisation's commitment to equal opportunities
(please enclose any relevant policies)

We are dedicated to neuro divergent young people and we are fully committed to Equal Opportunities.
Our values are Trust, Respect, Consent, Collaboration and self-direction.
Our staff are diversity trained, experienced, DBS checked. We're trauma – informed and neuro-affirming.
See our website for testimonials and case studies of our values in action.
<https://www.lunaragilelearningcentre.org/policies-procedures>

	Yes / No or N/A
Is this a retrospective grant application?	N
Are you part of a religious group?	N
If the 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
If the 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
If the application is from an education, health or social service establishment – do you work in partnership with other groups?	Y
If the application is from an education, health or social service establishment – is the proposed project in addition to statutory services?	Y

2. Your project

Start Date (<i>cannot start prior to the approving Council meeting*</i>)	8 September 2025
Finish Date	28 March 2026
Total Cost of Project	£2000.00
Grant Applied For	£2000.00

* All the grant windows and timelines for the current financial year can be found on the Council's website – penzance-tc.gov.uk/grants

Project title:	1:1 Outreach Support to Access Lunar Agile Learning
Description of project (please continue on a separate sheet if necessary)	<i>This project will provide 1:1 outreach for young people in Penzance who are currently unable to attend school or any other setting. These are children who are isolated, often experiencing high levels of anxiety, trauma, or unmet need. Many are referred to us by social workers and youth workers who recognise that traditional services are not meeting their needs.</i> <i>Through a weekly 1:1 session with experienced Lunar facilitators, this project offers a gentle, relational approach to help young people build trust, confidence, and connection, laying the groundwork for them to access Lunar and/or other meaningful opportunities.</i> Project Aims: <i>• Build safe, trusting relationships with isolated young people</i> <i>• Support their reconnection with community and learning</i> <i>• Facilitate a gentle, supported transition into Lunar</i> <i>• Improve wellbeing, autonomy and future opportunities</i> <i>This will be achieved through:</i> 1:1 sessions with a Lunar facilitator Two young people per week One hour per young person per week for 5 weeks 25 weeks total providing sessions for 10 young people <i>• Sessions are flexible and relationship-led, meeting</i>

	<i>the child's emotional and sensory needs</i> Strategic Fit: How This Project Aligns with Council Priorities Our People: Supporting community wellbeing and inclusion • <i>Reaches highly vulnerable young people who are currently excluded from education and isolated from the community.</i> • <i>Builds inclusion through trust-based, personalised support.</i> Our Places: Enhancing community spaces and infrastructure • <i>Makes Lunar an inclusive, community-driven learning space, accessible to children who currently can't enter group environments.</i> • <i>Strengthens local provision by supporting long-term engagement.</i> Our Resilience & Wellbeing: Promoting mental health and community resilience • <i>Centres mental health, autonomy and emotional safety.</i> • <i>Provides consistent adult relationships and co-regulation to build resilience and support recovery.</i> <i>This project does not duplicate or replace statutory services. It responds to a clear gap: young people who are not in school, not attending any provision, and often not engaging with existing support.</i> <i>We regularly receive referrals from:</i> • Social workers • Youth workers • Local authority professionals <i>These young people want to attend Lunar and would benefit greatly but cannot access the setting without a transition built on trust and safety.</i>
Where in the Parish will the project/activity take place?	<i>Lunar works in partnership with Chapel Street Creative CIC and is located in the Centenary Hall, Chapel Street.</i>
• Who will benefit from the project? • <i>(please tell us what groups will benefit)</i>	• <i>Young people aged 10–15 living in or around Penzance</i> • <i>Currently not attending school or any other setting</i> • <i>Isolated, anxious or traumatised</i> • <i>Referred by professionals or families seeking a</i>

<i>and approximately how many people will benefit in total)</i>	<i>relational, non-clinical pathway back into community life</i> <i>• Families navigating exclusions, SEND systems etc without adequate support.</i> <i>• Young volunteers, who gain meaningful experience and contribute to their community.</i> <i>• The wider community, communicating the challenges of neurodiversity and how to navigate them to support and nurture young people</i>
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	<i>• There is a 31% increase in Cornwall in children with SEND diagnosis and a primary need of autism. The LA and social workers acknowledge there is a gap where some young people with complex needs are unable to get their needs met in the school system. These young people need a specialist, low demand learning environment that builds trust and works at their pace.</i> <i>• There are a rising number of neurodivergent children and young people in the Penzance area who cannot attend school due to anxiety, trauma or unmet needs. Families are struggling to find alternatives that are affordable, needs-focused, inclusive and emotionally attuned</i> <i>• Demand for places has significantly increased, and we receive regular enquiries from new families & referrals from social workers.</i> <i>• Lunar provides much needed respite for local parents and carers which has a positive impact on family life.</i> <i>• Here is a parent testimonial and please see our website for many more.</i> <i>"Before we found Lunar our son was a shadow of his former self. He had very little interaction with other young people. We were pretty broken as a family, seeing how down he was. Being a part of Lunar has changed our son's life and ours too! He's made some great friends. He's thriving in this supportive, self-directed, empowering environment. He's able to challenge himself, his confidence has grown and he's looking forward to things again."</i>

What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)	• <i>Volunteers and Youth Workers from the community contribute their time and skills</i> • <i>Social workers, Counsellors and advocates who work with children with trauma and neuro diversity value our services.</i> • <i>We are part of the West Cornwall Home Educators group who refer families to us</i> • <i>Our parents are fully supportive giving their time and providing regular feedback</i> • <i>We collaborate with local schools and health services to provide integrated support.</i> • <i>We have recently received funding to sponsor two places from the Emily Bolitho fund.</i>
How will the project be managed and how will you measure its success?	<i>We will measure our success with these young people accessing 1:1 sessions against the following outcomes:</i> • <i>Increased sense of safety and connection</i> • <i>Reduced isolation and anxiety</i> • <i>Trust built with a consistent adult</i> • <i>Steps taken toward accessing Lunar or other provision</i> • <i>Improved emotional wellbeing and community engagement</i> <i>This will be monitored and evaluated through:</i> • <i>Reflective notes after each session</i> • <i>Informal feedback from young people and families</i> • <i>Summary of outcomes at project end (including anonymised case studies)</i> • <i>Tracked progress in confidence, trust, and engagement</i>
Please give the timescale and key milestones for your project, including a start date and finish date.	• 1:1 sessions with a Lunar facilitator • Two young people per week • One hour per young person per week for 5 weeks • 25 weeks total • 10 young people will receive sessions Start Date: Sept 8th, 2025

	End Date: 28 th March 2026												
What arrangements do you have in place to ensure safeguarding of children and young people (applicable only if your project involves working with this client group)	We have: • <i>Designated Safeguarding Lead and deputy</i> • <i>DBS checks for all staff and volunteers</i> • <i>Safeguarding policy and procedure, reviewed annually</i> • <i>Health and Safety policy</i> • <i>H&S Risk assessment reviewed weekly</i> https://www.lunaragilelearningcentre.org/policies-procedures												
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)	Budget & Funding Request: <table border="1"> <thead> <tr> <th><i>Item</i></th><th><i>Rate</i></th><th><i>Quantity</i></th><th><i>Total</i></th></tr> </thead> <tbody> <tr> <td>1:1 outreach sessions</td><td>£40/hour</td><td>2 young people/week × 25 weeks = 50 hours</td><td>£2,000</td></tr> <tr> <td>Total Requested</td><td></td><td></td><td>£2,000</td></tr> </tbody> </table>	<i>Item</i>	<i>Rate</i>	<i>Quantity</i>	<i>Total</i>	1:1 outreach sessions	£40/hour	2 young people/week × 25 weeks = 50 hours	£2,000	Total Requested			£2,000
<i>Item</i>	<i>Rate</i>	<i>Quantity</i>	<i>Total</i>										
1:1 outreach sessions	£40/hour	2 young people/week × 25 weeks = 50 hours	£2,000										
Total Requested			£2,000										

Please list any applications you have made for funding from other organisations in the table below:

Organisation	Contribution Sought (£)	Applied? (Yes/No)	Granted? (Yes/no)
TNL Awards for All	£18,300	Y	Awaiting decision
Emily Bolitho Fund	£2,000	Y	Y
Cornwall Community Foundation	£5,000	Y	Awaiting decision

3. Further information enclosed Checklist

	Enclosed? (Yes/No)
A copy of your organisation's most recent bank statements (mandatory)	Yes

[illegible]

Date and Time: 22/05/2025 11:57 AM

Pag

Copies of all relevant Employer, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)



Ansvar Insurance, Ansvar House, St Leonards Road, Eastbourne, East Sussex TN37 7YU
Phone: 0345 60 20 999 or 01323 737541
Email: ansvar.insurance@ansvar.co.uk Website: www.ansvar.co.uk

CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policyholder employs persons covered by the policy.)

Policy Number: **ACY 2381767**

1. Name of policyholder:

CFTTB of Lunar Agile Learning Centre CIC

2. Date of commencement of insurance: **20th June 2024**

3. Date of expiry of insurance: **19th June 2025**

We hereby certify that subject to paragraph 2:-

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b)

2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c)

For and on behalf of **ANSVAR**
A business division of Ecclesiastical Insurance Office plc

Mark Hews
Group Chief Executive

Notes:

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate must state in a prominent place, either that the policy covers the holding company and all its subsidiaries or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

IMPORTANT NOTICE TO POLICYHOLDERS

Under the terms of the Employers' Liability (Compulsory Insurance) (Amendment) Regulations 2008 the requirement to display a certificate will be satisfied if it is made available in electronic form and each relevant employee to whom the policy relates has reasonable access to it in that form.

Certificates of Insurance must clearly state the name of the policyholder and, where applicable, make reference to any subsidiary companies.

As required by your policy terms, any change to the name of the policyholder or the formation, acquisition or disposal of subsidiary companies must be notified to Ansvar.

If you have any associated companies you will need to have separate cover.

Ansvar Insurance is a business division of Ecclesiastical Insurance Office plc (EIO) Reg No 24869. EIO is registered in England at Benefact House, 2000, Pioneer Avenue, Gloucester Business Park, Gloucester, GL3 4AW, United Kingdom. EIO is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Firm Reference Number: 120923.

A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisation's status)	 Lunar ALC CIC Constitution
A copy of your organisation's latest set of accounting statements (if any exist)	 24 Full Acc (1).docx
Copies of any letters of support for your project	 Letters of support from parents.docx
The bank account your project is using is in the project's/organisation name with at least 2 authorised signatories required to sign each cheque or online payment	Yes
I have read the Privacy Notice at the end of this form and placed an 'x' in the relevant box	Yes
Other (please list)	

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

--

4. 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 Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

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) a presentation is required by the applicant(s) to the Council. This will be arranged prior to any meeting by the Council staff.
- (iii) that any grant offered will be used only for the purposes set out in this application and
- (iv) that we will provide reports on progress to Penzance Council and attend the Annual Town meeting (see section 4.1) (if appropriate).
- (v) that should any grant offered, not be used in accordance with the terms and conditions set by Penzance Council, we undertake on behalf of the organisation to repay the outstanding amount to Penzance Council on demand.
- (vi) that I/we will work with the Council's Communications Officer to promote the grant award and will acknowledge the funding provided by Penzance Council in all promotional materials, media coverage & interviews, and on our website(s)/social media channels (if applicable).

Signed:	
Name(s):	

Position(s):	Director
Date:	22 May 2025

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 Committee / Council meeting.

5. Privacy Notice

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If you require the Data Protection Policy in a different format, please contact Penzance Council:

Email: info@penzance-tc.gov.uk

Tel: 01736 363405

Please indicate below that you understand how your data will be processed and stored and therefore give your explicit consent for Penzance Council to hold your data in accordance with our Privacy Policy:

Yes ☒ No ☐

Please return your completed form and relevant information to:

Penzance Council

Email: info@penzance-tc.gov.uk

In-person/post: Penlee Centre, Penlee Park, Penzance, TR18 4HE

(if you wish to post an application, you must ensure that it arrives before the grant window deadline, this method is not recommended unless you use guaranteed delivery)