

FINANCE & GENERAL PURPOSES COMMITTEE – 1 SEPTEMBER 2025**GRANT BUDGET BALANCE 2025/26****Grant Budget Summary for Meeting (Window 2 – 2025/26)**

Budget Available for Meeting	Value of Applications Requested	Variance
£17,500	£10,668	£6,832

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.

Outcome of previous grant windows in 2025/26

Grant Window	Total Awarded	Carry Forward
1 (7 July 2025)	£17,500	N/A

FINANCE & GENERAL PURPOSES COMMITTEE – 1 SEPTEMBER 2025**REPORT FOR DECISION****APPLICATION FOR GRANT – MONTOL FESTIVAL CIC**

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

Grant Request Summary:

Amount Requested	£7,500.00
Summary of Project	For costs relating to the delivery of the 2025 Montol Festival on December 20/21 st
Supporting Councillor	Penny Young
Grants Received in Past 5 Years	2024/25 - £5,000 2023/24 - £5,000
Has other grant funding been sourced?	Yes

Recommendation:

A grant, of an amount to be determined, be awarded from the General Grants Budget to Montol Festival CIC for the project: *'Montol 2025'*

OR:-

No grant be provided to Montol Festival CIC: *'Montol 2025'*.

Background:

Information about the cause of the organisation and the reason for their grant request can be viewed at Appendix 1 to this report, including both the grant application and supporting documentation.

It should 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 23 June 2025 – 21 July 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:	Festival Director
Organisation:	Montol Festival 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:
Are there any Members of Penzance Council on your Committee? (if so, please list them)	Yes Nicole Broadhurst
Supporting Councillor signature (Mandatory):	Cllr Penny Young
What geographical area does your organisation cover?	Penzance Parish

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 <u>5</u> Years? (Please list – continue on a separate sheet if necessary)
Date applied: November 2024 Project: Montol 24 Amount applied for: £5000 Were you successful?:Yes Date applied November 2023 Project Montol 23 Amount applied for £5000 Were you successful - Yes
What are the aims and objectives of your organisation?
To deliver Montol, a Midwinter Festival in Penzance – which will include processions, a bonfire, a torchlit parade, mask-making workshops, costume making workshops, Cornish bunch making workshops, lantern making workshops, Cornish carols workshops and Cornish processional dancing workshops in the run up to the festival in December 2025
What are the main activities of your organisation?
Montol Festival CIC exists to ensure that the festival and the attendant workshops and activities are carried out safely, in full compliance with all relevant legislation and are open to all to participate.
Please demonstrate your organisation's commitment to equal opportunities (please enclose any relevant policies)

Montol Festival is committed to ensuring that all participants can take part without there being any barriers to participation and will adhere to all the guidelines in the Equalities Act 2010. The festival will also be running workshops across the parish where possible to ensure that distance/travel are not barriers to participation. All venues for workshops will be DDA compliant where possible. We are working on a comprehensive inclusion policy to ensure that the festival is accessible and safe for everyone.

	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>)	Montol 25 will start on Saturday 20 th December 2025 with Super Saturday
Finish Date	and then conclude on Sunday 21 st December with the main Montol event.
Total Cost of Project	£11250
Grant Applied For	£7500

** 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:	Montol 25
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Description of project (please continue on a separate sheet if necessary)	Montol this year will be bigger and better than ever. We are planning to have all the public workshops on Saturday 20th December – which we are calling Super Saturday and then hold the main event on the 21st, according to tradition. Montol Festival is an annual celebration in Penzance, held on the 21st of December each year. It was started in 2007. The festival is a revival - or reinterpretation - of many of the traditional Cornish midwinter customs and Christmas traditions which were formerly practised in and around the Penzance area - and were once common to much of Cornwall. Montol is held on the traditional date of the feast of St Thomas the Apostle, usually the 21st of December, which always coincides with the winter solstice. During the main event on December 21st, the people of Penzance take part in many of the Cornish traditional customs of Midwinter and Christmas. These include Guise dancing, with many people wearing traditional masks, adopting disguise and sporting 'mock formal' costume. A fire beacon is lit on common ground, leading up to the chalking and burning of the Cornish Yule log (the 'Mock'), and the guided dancing that follows. There will be Fire performers and 'Obby 'Osses, guise beasts and musicians and all these will be out and about from midday on 21st December - around Market Jew Street, Green Market and Causewayhead, to be joined by Christmas carol singers, choirs, dancers and a small selection of stall-holders. We invite everyone to join us - for the family-friendly events during the day and early evening, and an edgier menu of guild-led misrule as the darkness deepens. The bonfire takes place on the Princess May Rec which ensures that a wide demographic in the parish can be part of the festivities. Super Saturday will have a wide range of activities for the public to take part in– all under one roof and on one day. These workshops will be: Guise Making, Cornish Dance, Cornish Carol singing, Mask making, Lantern making and Cornish bunch making. These activities are all free to take part in – so that we can include as many people as possible. Montol is not an event to be passively watched – it is an event that wants anyone who wants to get involved to be able to do so.
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Where in the Parish will the project/activity take place?	The event takes place across the parish, from Penzance East – the Princess May Rec, down to the sea – Penzance Prom. There will be events all over the town.
Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)	Montol is a welcoming and inclusive event. People from the whole parish benefit from the welcome festivities at the darkest point in the year. Local businesses will benefit from the approximately 1000 people who attend the festival as the main events start at 4.00pm. Children and families will benefit from all the workshops on Super Saturday - which will be free to attend. We estimate that when you include those who participate and those who come to witness the spectacle that approximately 3000 people in Penzance will benefit.
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	Montol has been an integral part of the Penzance calendar since 2007 and each year it has grown – with the number of people coming to take part and to watch growing. This year we are working with Golowan – to make Montol the mirror festival to Mazey Day. We are hoping that the new footfall monitoring system will be up and running in Penzance and can be used to allow us to collect real data to use for projections for future festivals.
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 support from Golowan, The Acorn Theatre and The Cornish Cultural Association, Cllrs Penny Young, Bonnie Jackson, Stephen Reynolds. We are supported by Circ Hes, Truck Theatre and Pensans Morris, Tros an Treys, The Cornish Culture Association and we also have in kind support from [REDACTED] – our media coordinator, [REDACTED], our Cornish language and heritage coordinator, The Raffidy Dummitz Band and [REDACTED], our operations coordinator.
How will the project be managed and how will you measure its success?	The Montol Steering Group will be managing the event, working with [REDACTED] who will be managing the road closures, marshalling and First Aid for the processions on the 21st December. The workshops and activities will be managed by members of the steering group alongside artist practitioners. We would like the footfall data so that we can start to evaluate crowd numbers and crowd patterns. We will be sending an evaluation questionnaire to the local business that fall within the area. There has been no formal evaluation thus far - a situation we will work with Golowan to address going forwards. Success, subjectively, will be a safe and enjoyable festival delivered for the people of Penzance.

Please give the timescale and key milestones for your project, including a start date and finish date.	July – Grant Application to Penzance Council July – Road Closures, diversions and TEN July – Grant Application to Feast September Fund Raising event at The Union. October – Crowd Funder launch November – The Gathering at The Union November – Montol route and activities go live December – Social media ramp up 20 December – Super Saturday 21 December - Montol 25
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)	All steering group members, all marshals and contributing artists are required to have a portable DBS check. If a member of the team does not have a clear DBS then they will be supervised at all times by a member of the team that does. There will be three ‘collection points’ each manned for the duration of the festival. These will be widely advertised in the run up to the festival and on the day
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)	Please see below

Item	Cost	PZC	Feast	CF
Stewards	1600.00	1600.00		
Safety Coordinator	700.00	700.00		
First Aid	1200.00	1200.00		
Insurance	1000.00	1000.00		
Road Closures	300.00	300.00		
Workshop Materials	300.00		300.00	
Merchandise	500.00		500.00	
Security	1300.00	1300.00		
Marketing	300.00		300.00	
Fire Basket	1600.00			1600.00
Fire Safety Equipment	250.00	250.00		
Fire Performers	700.00	700.00		

Venue Hire	500.00	500.00		
Artist Fees	1000.00		500.00	500.00
	11250.00	7550.00	1600.00	2100.00

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)
Feast	1600	Yes	pending
Crowdfunder	2100	Launch in September	pending

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)	

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):	Festival Director
Date:	18/07/2025

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 – 1 SEPTEMBER 2025**REPORT FOR DECISION****APPLICATION FOR GRANT – PENZANCE COMMUNITY FLORA GROUP**

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

Grant Request Summary:

Amount Requested	£3,168.00
Summary of Project	240 hanging baskets for Penzance town centre
Supporting Councillor	Andy Law
Grants Received in Past 5 Years	2024/25 - £2,066 2022/23- £2,950 2021/22 - £3,390 2020/21 - £3,390
Has other grant funding been sourced?	Yes

Recommendation:

A grant, of an amount to be determined, be awarded from the General Grants Budget to Penzance Community Flora Group for the project: '*Hanging Basket Provision*'

OR:-

No grant be provided to Penzance Community Flora Group: '*Hanging Basket Provision*'.

Background:

Information about the cause of the organisation and the reason for their grant request can be viewed at Appendix 1 to this report, including both the grant application and supporting documentation.

It should 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

17 JUL 2025



PENZANCE COUNCIL

Grant Application Form:

Grant Window 23 June 2025 – 21 July 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:	Penzance Community Flora Group
Organisation's full postal address, including postcode:	
Telephone Number:	
E-mail:	
Status of Organisation:	CIG
Charity/Company Number (if applicable)	Charity No: Company No:
Are there any Members of Penzance Council on your Committee? (if so, please list them)	Yes, Andy Law and Penny Young
Supporting Councillor signature (Mandatory):	Councillor Andy Law [Redacted Signature]
What geographical area does your organisation cover?	Penzance Town Centre

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: 24/05/24 Project: Hanging Baskets Amount applied for: £2066.00 Were you successful?: Yes
What are the aims and objectives of your organisation? The Penzance Community Flora Group is dedicated to enhancing and maintaining the planted spaces in the heart of Penzance. Our primary aim is to foster a strong sense of civic pride by creating attractive, welcoming planted spaces that reflect the town's vibrant spirit and community values. Through our work, we seek to demonstrate that Penzance is a place where people care deeply about their surroundings and where community collaboration can make a visible, positive difference. We believe that well-maintained floral displays not only uplift the daily lives of residents but also leave a lasting impression on visitors and tourists. By investing time and care into these spaces, we aim to create an environment that encourages wellbeing, promotes social connection, and supports local businesses through increased footfall. Our efforts help to celebrate Penzance's unique character and contribute to its reputation as a thriving, beautiful town.
What are the main activities of your organisation? We tend publicly owned planted spaces from the Train Station, along Wharf Road and including Abbey Basin, the space around and in front of St Johns Hall including the new sunken garden outside the Library, the bed at the top of Morrab Road and the planters down Causewayhead.
Please demonstrate your organisation's commitment to equal opportunities (please enclose any relevant policies)

Grants received in the past 5 years:

2024/25 - £2,066 - granted to cover the cost of hanging baskets.

2022/23 - £2,950 - granted to cover the cost of hanging baskets.

2021/22 - £3,390 (Old annual strategic grant) - granted to cover the cost of hanging baskets

2020/21 - £3,390 (Old annual strategic grant) - granted to cover the cost of hanging baskets

We have no written policies but have been committed to inclusivity from the outset of the organisation. We have in the past demonstrated this by changing the format of our committee meetings to accommodate people with hearing impairments for example, We continue this commitment by ensuring every volunteer is included regardless of some physical limitations or indeed age.

	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>)	01/09/2025
Finish Date	01/04/2026
Total Cost of Project	£7736.00
Grant Applied For	£3168.00

* 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:	Hanging Basket provision
Description of project (please continue on a	Provision of 240 hanging baskets and troughs in the town centre. This bill is for the outsourcing of the baskets only, Flora pays for them to be put up and taken down, at a

separate sheet if necessary)	cost of £1400 annually. We raise this sum ourselves.
Where in the Parish will the project/activity take place?	Commercial premises in Alverton, Chapel Street and Causewayhead plus the publicly owned posts down Causewayhead and Market Jew Street.
Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)	The project will benefit both the residents of Penzance and visitors to the town by creating a more attractive, welcoming environment. We also believe that enhancing the appearance of the town centre directly supports local businesses, making it a more appealing place to shop, dine, and trade, ultimately boosting the local economy.
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	We receive regular positive feedback from both residents and visitors about the difference our planting efforts make to the appearance of the town. Local businesses frequently tell us that attractive floral displays help to draw people into the town centre and create a welcoming atmosphere that encourages people to spend more time in the area. Additionally, the ongoing demand from the community for more planting and maintenance of green spaces clearly demonstrates the value placed on this work. Penzance, like many towns, faces challenges such as empty shop units and economic pressures, and enhancing the look of the town through well-maintained hanging baskets is a proven, cost-effective way to boost civic pride, improve footfall, and support regeneration.
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)	This project has strong support from outside our group. Penzance BID (Business Improvement District) has committed to providing half of the total funding required for the hanging baskets, demonstrating the value that local businesses place on enhancing the town centre's appearance. Their contribution reflects the shared belief that this project will benefit the whole community, supporting both economic activity and civic pride. Our application to Penzance Town Council seeks to match this funding to enable the project to go ahead in full.
How will the project be managed and how will you measure its success?	The project is managed by Penzance Community Flora Group volunteers who oversee planning, coordination with the nursery and subcontractors, and organise installation, removal and storage. We follow a detailed schedule to ensure safe, timely delivery, supported by our Public Liability Insurance.

	Success will be measured by the completion of the project as planned, positive feedback from residents, businesses, and visitors, and the continued partnership with Penzance BID and the Town Council. The number of volunteers engaged and the strong community support we receive also serve as key indicators of success.
Please give the timescale and key milestones for your project, including a start date and finish date.	The baskets last until October and ownership of them doesn't pass to the town until then.
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)	N/A
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 total cost of the hanging baskets for this project is £6,336 ex VAT. In addition, installation and removal costs are approximately £1,400, which is covered through funds raised independently by Penzance Community Flora Group. Our group also contributes significant volunteer time throughout the process. We plan the displays with the nursery, coordinate and supervise installation and removal days, and provide the volunteer labour for these activities. Last year, the planning and administration of the project required around 90 hours of volunteer time, covering tasks such as design and planning with the nursery, site visits, weight testing of brackets and hooks, engaging subcontractors, and organising the 19 volunteers needed to complete the installation and removal. The project is also covered under our Public Liability Insurance, for which we raise funds separately. We would also like to acknowledge the Town Council's essential role in watering the baskets—without this support, the project simply could not succeed. We are requesting half of the cost of the hanging baskets themselves. The remaining balance is being funded by

	Penzance BID, demonstrating the strong local support for this project. For context, we believe this project offers excellent value for money. A neighbouring town with a similar number of baskets spends nearly £18,000 on their display, compared to our total cost of £7,736. Thanks to our volunteer involvement, strong partnerships and careful budgeting, we can deliver a high-quality display at a fraction of the cost.
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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)
Penzance BID	£3168.00	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):	Treasurer
Date:	10 July 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)