

FINANCE & GENERAL PURPOSES COMMITTEE – 20 OCTOBER 2025**GRANT BUDGET BALANCE 2025/26****Grant Budget Summary for Meeting (Window 3 – 2025/26)**

Budget Available for Meeting	Value of Applications Requested	Variance
£20,916	£16,263.73	£4,652.27

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
2 (1 September 2025)	£10,668	£6,832

FINANCE & GENERAL PURPOSES COMMITTEE – 20 OCTOBER 2025**REPORT FOR DECISION****APPLICATION FOR GRANT – THE SOLOMON BROWNE MEMORIAL HALL ASSOCIATION**

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

Grant Request Summary:

Amount Requested	£4,990.73
Summary of Project	Restore and convert disused telephone box on Chapel Street in Mousehole
Supporting Councillor	Penny Osborne
Grants Received in Past 5 Years	2022/23 - £2,995
Has other grant funding been sourced?	No

Recommendation:

A grant, of an amount to be determined, be awarded from the General Grants Budget to The Solomon Browne Memorial Hall Association for the project: '*The Mousehole Telephone Box Library*'.

OR:-

No grant be provided to The Solomon Browne Memorial Hall Association for the project: '*The Mousehole Telephone Box Library*'.

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.



Grant Application Form:

Grant Window 11 August 2025 – 8 September 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:	Hall Manager
Organisation:	The Solomon Browne Memorial Hall Association
Organisation's full postal address, including postcode:	
Telephone Number:	01736 731040 / 07518609865
E-mail:	info@solomonbrownehall.co.uk
Status of Organisation:	Registered charity
Charity/Company Number (if applicable)	Charity No: 1099312 Company No: n/a
Are there any Members of Penzance Council on your Committee? (if so, please list them)	Yes. Thalia Marrington is a Trustee of the Solomon Browne Hall
Supporting Councillor signature (Mandatory):	 CLLR PENNY OSBORNE
What geographical area does your organisation cover?	Mousehole, Paul, Trungle, Sheffield, Raginnis, Kemyll, Castallack, Trevival

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: April 2022 Project: Ukrainian refugee support Amount applied for: £2995 Were you successful? Yes
What are the aims and objectives of your organisation?
Our aims are to provide, manage and maintain a multi-purpose community hall and other associated outdoor spaces, to enrich and improve the lives of those in our local area and to reduce isolation. Our objectives are to provide events and activities that increase health, happiness and resilience within our community, increasing attendance to and engagement with both our hall and our outdoor spaces.
What are the main activities of your organisation?

Our community hall is home to a varied programme of events and activities for all ages and interests. Weekly health and fitness classes (e.g. yoga, dance), farmers' markets, craft markets, playgroups and coffee mornings support local businesses and provide much needed services to the community. Regular theatre and music events, film nights and talks give our residents an opportunity to socialise and enjoy the best of local culture and entertainment. Arts and crafts events attract both those who are skilled and those who want to learn, creating new opportunities for engagement. Our thriving range of local community organisations make use of our meeting/event spaces, while the hall is available to hire to those in the local area (and the wider public) for events, charity fundraisers and weddings. We also provide a Christmas meal for our elderly residents, delivering meals to those who are housebound. Finally, with our partner, Mousehole School, we run a community garden, supporting young and old to benefit from and care for, our natural environment.

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

The Solomon Browne Hall is committed to encouraging equality, diversity and inclusion among our workforce and in our interactions with the community and eliminating unlawful discrimination. Policy attached.

	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 November 2025
Finish Date	31 October 2026
Total Cost of Project	£4990.73
Grant Applied For	£4990.73

* 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:	The Mousehole Telephone Box Library
Description of project (please continue on a separate sheet if necessary)	Our project is the restoration and conversion of a disused telephone box located on Chapel Street, in Mousehole. This iconic structure with its distinctive red colour now faded to a chalky pink, is a K6 telephone box; the cast crown of St. Edward dates it from around 1960. It was purchased from BT by the Solomon Browne Hall in 2023 to keep it from being removed. The box currently stands on a neglected bit of property owned by Cornwall Council, kept company by a refuse bin, an Openreach junction box, and an over-sized plant. Our vision is to transform this telephone box into a vibrant book swap/lending library and the area around it into a welcoming information centre, which will serve as a valuable resource for residents and a focal point for community outreach. Objectives: 1. Preserve and restore a historic structure that is part of our village's heritage, 2. Enhance the aesthetic appeal of the village and promote pride in our heritage 3. Promote literacy and a love of reading within the community 4. Provide a location for sharing information about local events and services 5. Promote community and conversation Project Description: Telephone Box Restoration: The first step in the project involves the restoration of the

red telephone box to its former 1960's glory. Volunteers will strip the box back, replace damaged parts, fit a door arm so the door can be propped open for access, then repaint the box in its traditional red. A solid wood floor will be fitted, the power cables covered, and then the inside will be fitted with shelves and a pin board.

Revitalising the area

The area is currently a neglected bit of land. Investigations in 2023 revealed that the area is owned by Cornwall Council, however they have not been maintaining it as it is not a highway. The current planter and the general cleanliness of the area is provided by residents. The Solomon Browne Hall have been in conversation with Cornwall Council and Penzance Council to transfer ownership to either Penzance Council or Paul Parish which would bring with it more defined responsibility for maintenance. Meanwhile, we are working with Cornwall Council to ensure that all the appropriate permissions are in place for our proposed plans, which include replacing the current large planter with smaller planters and seasonal plants, making the area more inviting and the telephone box more visible. Discrete solar panels designed specifically for the K6 will gently light the box in the dark autumn and winter evenings. A dark grey bench made from recycled plastic from local firm DCW Polymers (who also provided the bench at the Rock Pool restoration) will provide a sunny spot to sit and decide which book to take, as well as a welcome place to take a moment and catch your breath for those who need it. An information board with a photograph of this exact spot will tell the history of this area in the village, maintaining local knowledge and enhancing a feeling of pride in our community.

The Telephone Box Library and the Community

The shelves will be filled with a curated collection of books, puzzles and games for both adults and children that can be borrowed or exchanged by members of the community. The pin board will allow for local events to be advertised. Volunteers will keep the box tidy and prevent it from becoming a dumping ground for unwanted books (liaising with other libraries, hospitals and communities for surplus or to help with variety).

It is envisaged that a trip to the Telephone Box Library will be a cornerstone memory for the children of Mousehole, as well as a fun focus for our local community of readers and puzzlers. Readers of all ages will be encouraged to provide potted reviews and make recommendations as the books are shared

Outreach

Mousehole has a population of approximately 550 people, more than half of whom are over sixty. Isolation is an increasing problem as our population ages. Mobility issues make getting out difficult, the loss of friends means there is no one to visit anyway, and loneliness is too often an accepted concomitant to old age. Many of our older residents find the digital world difficult to engage with, and books, games and puzzles are more familiar than the electronic media of the younger residents.

Longer term, the Telephone Box Library is envisaged as a bridge, a reason to have another community member visit with a swapped or borrowed book or puzzle to share from our library, as well as an opportunity to discuss what they've read or would like to read next. Mousehole has four book clubs! Their book club books can be recycled to our older homebound population, or we can encourage them to share their comments as they pass along books in a round robin. Anything which helps to foster our sense of community, break down barriers between the young and the old, keep us aware of each other and looking after each other is vital.

The Solomon Browne Hall already maintain a list of nearly 100 local residents who participate in various existing outreach programmes. These will be our initial outreach list for the library, but notices will be put around the village to encourage anyone who is interested to contact us so they can be a part of this programme. Existing volunteers will be supplemented it is hoped by members of the Book Clubs and other interested readers.

On-going maintenance, public liability and the future

Public and Employer Liability Insurance has been secured by the Solomon Browne Hall. The owner of the adjacent house has volunteered to have the paving and walls cleaned when she has her own done. There is interest in the village to supply and maintain plants for the planters. A rota of volunteers will be created, making use of the book club members and other interested parties, to ensure that the telephone box remains relevant and a community resource. Additional volunteers will be enlisted to maintain the exterior of the telephone box.

Once the ownership of the land is sorted, the next phase would be to make the area wheelchair accessible and to bring the books within reach for those who use wheelchairs and mobility scooters.

	Community Support The project has already received enthusiastic support from residents, who have expressed a keen interest in contributing books and volunteering to maintain the library and out-reach programme. We believe that this initiative will foster a sense of community and pride among the residents of Mousehole. Conclusion We kindly request Penzance Council to consider our application for funding to support this valuable community project. It meets the Council's objectives of celebrating our culture, enhancing the environment of the Parish, and building strong resilient communities. The restoration and conversion of the red telephone box will not only preserve a piece of our heritage but also create a meaningful and lasting resource for the village. Thank you for your time and consideration. We look forward to the opportunity to discuss this project further.
Where in the Parish will the project/activity take place?	Chapel Street in Mousehole
Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)	The most direct beneficiaries will be the residents of Mousehole, approximately 550 people. However, Mousehole School catchment extends beyond the village boundaries, the local bus to Penzance leaves from the Harbour, and there are shops, restaurants, activities and swimming, all bringing in children and their parents from the surrounding areas. The population in the area around Mousehole is approximately 2000, all of whom will have opportunity to use the Telephone Box Library.
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	There is neither a bookshop nor a library in the surrounding area – the closest for either is in Penzance. With four book clubs in our small village, reading is an obvious passion amongst the population. The telephone box is in dire need of repair and restoration and the area around it has been neglected for some time. Nothing on that side of the village is available to promote the various events happening in the village.
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)	Please see attached documents

How will the project be managed and how will you measure its success?	Volunteers will maintain the box and ensure that books / puzzles / games are kept tidy and relevant. Success will be measured by the frequency of use, and the need to replenish the stock. We will periodically provide feedback forms to survey who is using the library and garner any suggestions for improvements or changes.
Please give the timescale and key milestones for your project, including a start date and finish date.	If funding is secured, the first step will be to order materials for the restoration work. The telephone box is outside, so the speed of the restoration will depend upon the weather as well as the availability of volunteers. It is estimated restoration of the phone box and revamping of the surrounding area will begin in earnest in the Spring 2026 and be completed by the end of Summer 2026. Stocking of the books will begin as soon as viable with the whole project completed by 31 October 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)	There is no direct safeguarding required for the Telephone Box Library itself. Solar panels will provide lighting, and the box is near a streetlamp. Volunteers will curate the contents to ensure there are not any offensive or age-inappropriate material left in it. The outreach programmes will require careful selection of volunteers. With the help of existing information and education tools from such organisations as the Royal Voluntary Service, who already administer a visiting library service for the homebound, volunteers would be vetted and educated on safe-guarding issues for the elderly.
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 attached budget The attached budget is for initial set up costs only. It is expected that on-going maintenance costs would be raised by events within the community.

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)
No applications made			

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- bank statement
I have read the Privacy Notice at the end of this form and placed an 'x' in the relevant box	Yes
Other (please list) BT contract transferring ownership of the telephone box to the Solomon Browne Hall Permission from Cornwall Council to use the site	

3 Emails from Cornwall Council discussing potential to devolve site to Penzance Council	
Photographs of site and telephone box as it is currently	
Photographs and links to examples of other telephone box libraries	

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):	HALL MANAGER
Date:	2 / 9 / 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 – 20 OCTOBER 2025**REPORT FOR DECISION****APPLICATION FOR GRANT – ST. PIRAN IN PENWITH**

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

Grant Request Summary:

Amount Requested	£1,860.00
Summary of Project	For costs relating to the delivery of the 2026 St. Piran in Penwith Celebrations
Supporting Councillor	Thalia Marrington
Grants Received in Past 5 Years	2024/25 - £2,956 2023/24 - £1,992 2022/23 - £1,000 2020/21 - £600 2019/20 - £600
Has other grant funding been sourced?	No

Recommendation:

A grant, of an amount to be determined, be awarded from the General Grants Budget to St. Piran in Penwith for the project: '*St. Piran in Penwith Celebrations*'.

OR:-

No grant be provided to St. Piran in Penwith for the project: '*St. Piran in Penwith Celebrations*'.

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.



PENZANCE COUNCIL

Grant Application Form:

Grant Window 11 August 2025 – 8 September 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:	Chair / Secretary
Organisation:	St Piran in Penwith
Organisation's full postal address, including postcode:	
Telephone Number:	
E-mail:	
Status of Organisation:	Non-Profit Organisation
Charity/Company Number (if applicable)	Charity No: Company No:
Are there any Members of Penzance Council on your Committee? (if so, please list them)	No-we have asked for one.
Supporting Councillor signature (Mandatory):	Thalia Marrington
What geographical area does your organisation cover?	Penwith

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: Date applied: January 2024 Project: St Piran Furry Amount applied for: £3000 Were you successful?: Yes Yes 2024 £2956 2023 £1992 2022 £1000 2021 £ 1000 2020 £600 2019 £600 2018 £600
What are the aims and objectives of your organisation?
Our aim is to raise awareness of St Piran / Cornish culture in the Penwith area, particularly schoolchildren.
What are the main activities of your organisation?

- A Cornish Concert at St John's Hall involving a choir of children from Penwith Schools and The Penzance Guizers who perform Cornish songs and dances with full audience participation.
- A St Piran Furry through the streets of Penzance with over 500 local schoolchildren and dignitaries.
- Decoration of the town with over 100 large flags.

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

All local schools and organisations are invited to join. Nancealverne School has been a regular supporter.

	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>	Wednesday 4 th March 2026	Concert
Finish Date	Thursday 5 th March 2026	Furry
Total Cost of Project	£5500 approx	
Grant Applied For	£1860	

* 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:	St Piran in Penwith Celebrations
Description of project (please continue on a separate sheet if necessary)	Wednesday 4 th March 7pm Cornish Concert in St John's Hall. Thursday 5 th March 10.15am Furry and Procession through the streets of Penzance.
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)	Approx 500 children and associated parents and staff. Local dignitaries Local residents Local businesses, particularly Causewayhead.
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	We have held this event annually since 2006 and its popularity has been sustained.
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)	Support from local schools and organisations. Volunteers and offers of help from local small businesses. We have been grant funded and supported by the Mayor and Town Council for many years. Support from the County Council's Community Chest Fund Town Crier Golowan
How will the project be managed and how will you measure its success?	The project will be managed by our 5 strong Committee and sub committees of volunteers. All have clear responsibilities. We will have registered the event with Cornwall Council and have qualifications to close appropriate roads. We have a clear Risk Assessment for all volunteers. The success is measured by excellent feedback on the day, the children's excitement and smiles and the way the schools continue to participate.

Please give the timescale and key milestones for your project, including a start date and finish date.	AGM and first meeting Sept 2025 First letter to schools Oct 2025 Songs and Music to schools Dec 2025 Final Arrangements and support Jan/Feb 2026 Event March 4 th and 5 th March 2026 Review Meeting April 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)	A clear Risk Assessment held by each school who all have trained first aiders and other staff with each school group. A strong Road Marshal team, controlling traffic. The involvement of Devon and Cornwall 4x4 Response Unit to assist with road closures.
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)	Rigging and derigging of Town Flags = £500 Public Liability Insurance = £550 Rent of St John's Hall = £400 Security Vehicles at Road Closures = £150 Saffron buns and Pasty Vouchers = £300 Event Listing =£60

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 Council Community Chest (councillors that are represented by participating schools)	£200 per Councillor	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	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) Risk Assessment	Yes

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):	Chair / Secretary
Date:	11/08/2025

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 – 20 OCTOBER 2025**REPORT FOR DECISION****APPLICATION FOR GRANT – THE HYPATIA TRUST**

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

Grant Request Summary:

Amount Requested	£3,418.00
Summary of Project	Who Makes History? is a creative residency at The Hypatia Trust that brings together activists and artists to explore and amplify overlooked stories of climate, race, and social justice in Cornwall through archival materials and new artistic works.
Supporting Councillor	Penny Young
Grants Received in Past 5 Years	2024/25 - £3,000
Has other grant funding been sourced?	No

Recommendation:

A grant, of an amount to be determined, be awarded from the General Grants Budget to The Hypatia Trust for the project: *'Who Makes History?'*.

OR:-

No grant be provided to The Hypatia Trust for the project: *'Who Makes History?'*.

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.



PENZANCE COUNCIL

Grant Application Form:

Grant Window 11 August 2025 – 8 September 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:	The Hypatia Trust
Organisation's full postal address, including postcode:	
Telephone Number:	
E-mail:	
Status of Organisation:	Charity
Charity/Company Number (if applicable)	Charity No: 1060663 Company No: 3198168
Are there any Members of Penzance Council on your Committee? (if so, please list them)	No
Supporting Councillor signature (Mandatory):	Penny Young
What geographical area does your organisation cover?	Penzance All of Cornwall National/International

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? NO (Please list – continue on a separate sheet if necessary)
Date applied: April 2024 Project: 16 Days of Activism Amount applied for: £3,000 Were you successful?: Yes
What are the aims and objectives of your organisation?
The Hypatia Trust exists to progress equality and education for the public benefit by celebrating the lives and works of women, past and present; both nationally and internationally, particularly those with a connection to Cornwall, by forming collaborative partnerships and creating supportive spaces. We bring people together in Penzance to change who and what makes history. By engaging creatively with archival materials about women who have lived, worked, or collaborated in Cornwall, we question ideas of gender and representation, making space for new thinking to flourish and more voices to be heard. We offer residencies, workshops, and events at our venue on Chapel Street in Penzance, which hosts our archival collections, local lending library, bookshop, and our newly revived publishing imprint.
What are the main activities of your organisation?
Amplifying women's voices and stories through a number of channels, including sales of books by and about women in our local, volunteer-led bookshop with affordable titles and popular events; providing space for women's events and workshops in partnership with local organisations such as Women's Aid, the Penwith Queer Collective book club, and local practitioners such as [REDACTED] (poetry) and [REDACTED]

████████ dance).

We offer residencies at our apartment which bring together local women with other artists, academics, or organisations in order to develop their work and increase their audience and reach.

We work with organisations such as the Morrab Library to jointly support developing writers and we host residencies for students from the Penryn campus of Falmouth and Exeter Universities to introduce them to the delights of life beyond the campus and ensure they connect with the rich heritage of Penzance and wider West Penwith. Most recently thirty students came to us to work in our archives to create new work for their Climate Emergency Cornwall BA project.

In addition to preserving, promoting, and furthering the work and findings of women in Cornwall, we have a publishing imprint publishing books written by and about women in Cornwall, especially those in and around Penzance.

We promoting the achievements of women in our archives through the Women in Cornwall platform and Women of Cornwall project, and are currently connecting with the National Archives so that national and international researchers are aware of and able to draw on our collections for their research and scholarship.

We offer opportunities for women in Cornwall to professionalise and place value on their achievements, and invite others to come and engage, learn from and about us.

Firmly fixed in Penzance, we are proud to showcase the unique community which has built a Trust such as this one, out of the spirit and support of the women and men who believe in the importance of this work.

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

We have identified the need to increase the papers, books, and events we hold about working class, queer, and global majority women in Cornwall.

This has come to light through consultation with our followers, our volunteers, and team – mainly local women who have been involved with The Hypatia Trust's work for years and seen it grow and develop since Melissa Hardie founded the Trust in 1996.

It is now our special intention to platform and share space with more women from diverse backgrounds, and this bid is a flagship project in which we will do this.

We have shaped our commitment and path to this in discussion with advisors from Black Voices Cornwall, Queer Kernow, and Trelya – each representing the communities we seek to better serve, include, and represent.

	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 November 2025
Finish Date	30 April 2026
Total Cost of Project	£6500
Grant Applied For	£3,418.

* 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:	Who Makes History?
Description of project (please continue on a separate sheet if necessary)	<i>And besides, contrary to what you may have heard or learned, the past is not done and it is not over, it's still in process, which is another way of saying that when it's critiqued, analyzed, it yields new information about itself...Actually it can be more liberating than any imagined future if you are willing to identify its evasions, its distortions, its lies, and are willing to unleash its secrets. Toni Morrison</i> The Hypatia Trust's 'Who Makes History?' project will be an intercultural, intergenerational coming together of The Hypatia Trust's Lead Archivist, and living archive of social and climate activism in Cornwall, [REDACTED], with black climate activists and artists, [REDACTED] (Bristol) and [REDACTED]

	██████████ (Penzance), whose work has focused on making rural spaces safer for people in black bodies. Together with our new Director, ██████████ they will engage in a residency at The Hypatia Trust in October to explore archival materials that ██████████ has collected at the Hypatia Trust relating to the histories of black and working-class lives in Cornwall, as well as her own vast knowledge of local natural history, women's stories, and social justice and climate activism. The result will be the development of new creative works, including a sound and image piece and a sequence of poems, in response which will then be featured in an exhibition at our space on Chapel Street at The Hypatia Trust in Penzance, Cornwall. The experience will also be pitched as a radio programme produced by ██████████ at BBC Radio Bristol for The Hypatia Trust's 30th anniversary in 2026 which we hope will bring a spotlight to our work at The Hypatia Trust and our home in Penzance.
Where in the Parish will the project/activity take place?	Chapel Street, Penzance
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 engage ██████████ and Penzance-based artist, ██████████, as our new archivists and storytellers. This project will also engage existing supporters of The Hypatia Trust – a community numbering over 1000 people from Penzance, Cornwall, and the rest of the world – who we will invite to join us in the learning experience via a workshop hosted during ██████████ and ██████████ residency at the Hypatia Trust in Penzance. As we generate new stories from our archives and create new artifacts to exhibit and animate our collections, and share the process of the experience through a radio piece created with Mair, that we hope will engage a much wider network of existing and new supporters around Cornwall and extend the reach and exchange of our work with Bristol and its forward thinking, activism-led community. This project will also further enhance the cultural and economic growth of Chapel Street, where The Hypatia Trust is located and where the majority of activities funded by this grant will take place. The Hypatia Trust has long been an important cultural meeting point on Chapel Street, and which is where we will be hosting the activities funded by this grant. residency and related activities. These activities will help to attract local and international attention and off-season visitors to Chapel Street and Penzance in general.
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	Our Lead Archivist ██████████ has held and grown the Hypatia Collections for years. As she retires, we are giving the pieces she has kept, relating to the lives of people, and which have been neglected by the mainstream, the attention they deserve. These materials are important to the environmental cause in Cornwall as a result of her decades long efforts as a local

	social and climate activist. We want to invite people who care about exploring and growing the spaces we hold for these pieces of history that few previously considered as important and worthy of reflection, record, or amplification. By inviting [REDACTED] and [REDACTED] in to work with [REDACTED] and [REDACTED], our collective, and local community, we will curate an intercultural, intergenerational coming together of people who looked at the world to say “this matters”, climate matters, peoples’ stories matters, what we do about it matters here’, and to hold, and preserve and respond to the items at this moment in history when we can tell a new story. The goal of this project is to do justice to the effort made by a remarkable archivist/activist whose own personal history of adoption into a family of mixed heritage in an often hostile rural environment has compelled her to preserve materials relating to these stories. We now have the opportunity, amidst a growing recognition by the Cornish community, that these are the voices and the lives which history has neglected but who have been saying something very important all along.
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)	All participants have confirmed their support for and eagerness to participate in, this project, including [REDACTED]. We have also engaged the support Cllr Penny Young. Also in support are the Trustees, volunteers and community members who help run The Hypatia Trust and who have long offered feedback indicating that they are eager to welcome new influences and ideas to The Hypatia Trust by speakers, thinkers, and writers who can bring fresh and more diverse perspectives on our work.
How will the project be managed and how will you measure its success?	The project will be managed and facilitated by [REDACTED] (formerly at KEAP, The Causley Trust) with support from [REDACTED] (CODE, Native Child and Family Services of Toronto) who are both experienced leaders in the local, National and international arts and culture sectors, and who have experience facilitating, as well as participating in, workshops and residencies and large-scale events, and who are both experienced at working in archives to recover and tell the stories of women, the working class, and global majority, as well as special expertise managing initiatives designed to foster creativity, diversity and inclusivity.
Please give the timescale and key milestones for your project, including a start date and finish date.	November-December, 2025 – host participants in the residency at The Hypatia Trust (exact dates TBD) December 2025-March 2026: participants prepare and complete their respective creative productions; plan the public exhibition and opening event April 2026: Public exhibition and opening event at The Hypatia Trust of art works and podcast created during the residency and publication and marketing of related book

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)	NA
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)	*Professional artist/consultant fees for 2 Artists at 250 per day for 4 days = 2000 *Accommodation for 1 artist for 4 nights at 82 per night = 328 *Meals at 30 per day x 4 days for 2 artists = 240 *Travel: 250 for 1 artist for travel to/from Penzance = 250 *Food for reception/events: In Kind *Space rental for reception: in kind *Artist and exhibition materials and printing/publication costs = 600 The result is that the requested budget is now £3,418. We hope that you can please consider this revised budget for approval.

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)
The Arts Society	2175	Yes	No

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 – in the Annual Report Provided
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)	Yes – Annual Report including

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:	July 21, 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:

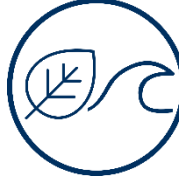
Penzance Council

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 – 20 OCTOBER 2025**REPORT FOR DECISION****APPLICATION FOR GRANT – NEWLYN HARBOUR LIGHTS**

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

Grant Request Summary:

Amount Requested	£6,000.00
Summary of Project	For costs relating to the switch on event for Newlyn Christmas lights
Supporting Councillor	Penny Osborne
Grants Received in Past 5 Years	2024/25 - £6,000 2023/24 - £6,000
Has other grant funding been sourced?	No

Recommendation:

A grant, of an amount to be determined, be awarded from the General Grants Budget to Newlyn Harbour Lights for the project: '*Newlyn Harbour Christmas Lights 2025*'.

OR:-

No grant be provided to Newlyn Harbour Lights for the project: '*Newlyn Harbour Christmas Lights 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.



PENZANCE COUNCIL

Grant Application Form:

Grant Window 11 August 2025 – 8 September 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:	Newlyn Harbour Lights
Organisation's full postal address, including postcode:	
Telephone Number:	
E-mail:	
Status of Organisation:	Community Group
Charity/Company Number (if applicable)	Charity No: Company No:
Are there any Members of Penzance Council on your Committee? (if so, please list them)	No
Supporting Councillor signature (Mandatory):	 CLLR. PENNY OSBORNE
What geographical area does your organisation cover?	Newlyn & surrounding area

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: August 23 (recd 28.09.2023) & November 2024 (recd 25.11.2024) Project: Newlyn Harbour Lights Switch On Amount applied for: £6000 (each time) Were you successful?: Yes for both applications
What are the aims and objectives of your organisation?
Raising of funds for the Newlyn Christmas Lights Display, for the enjoyment of members of the public.
What are the main activities of your organisation?
Fund raising activities throughout the year, the main two events being Newlyn Raft Race and the Auction.
Please demonstrate your organisation's commitment to equal opportunities (please enclose any relevant policies)
Everybody can enjoy our lights display, regardless of mobility, ethnicity or religion. This is a long standing tradition in Newlyn, which has been taking place for over sixty years.

	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>	November 2025
Finish Date	6 January 2026
Total Cost of Project	£ 17000
Grant Applied For	£ 6000

* 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:	Newlyn Harbour Christmas Lights
Description of project (please continue on a separate sheet if necessary)	Fundraising throughout the year enables us to erect and pay for the Christmas Lights Display in Newlyn Harbour, including purchasing new and replacement lights, the maintenance thereof, culminating in the annual "Switch On" Evening, which includes the firework display. In order to comply with grant eligibility Penzance Council, require us to use either hybrid or fully silent fireworks. This substantially increases the cost of the display, quote attached for ease of reference. The Newlyn Harbour Lights application aligns with the

	Council's Strategic Plan by preserving local cultural traditions, fostering community participation and animating public spaces during the festive season. It supports community well-being and pride while demonstrating responsible use of Council funds alongside significant volunteer and local fund raising contributions.
Where in the Parish will the project/activity take place?	Newlyn
Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)	Everyone from all the local towns and villages, including local businesses. Thousands of people come every year to view the Christmas Lights.
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	Newlyn Harbour Lights Facebook pages, plus numerous comments received by committee members from local people and visitors
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)	Local support comes from individual shops and businesses who generously donate to our fundraising activities, as well as many local people.
How will the project be managed and how will you measure its success?	The project is managed by the Newlyn Harbour Lights Committee, who are volunteers.
Please give the timescale and key milestones for your project, including a start date and finish date.	Our project is all year fundraising activities, with the switch on of the Lights occurring mid December (date dependant on tides for the arrival of Father Christmas on the Lifeboat) until Twelfth Night.
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 follow all the guidance laid out in the Event Notification application forms

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 grant will be spent on the cost of the firework display (quote from Sonic Fireworks attached) with any remaining funds put towards the cost of scaffolding required for the light displays, and the hire of barriers required for the harbour area on Switch On evening.
---	---

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)

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:

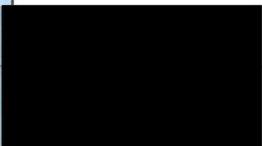
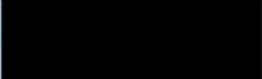
4. Declaration by the applicant

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):	Treasurer
Date:	3 September 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)