

PENZANCE COUNCIL – 10 NOVEMBER 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:

£6,000 be awarded from the General Grants Budget 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.

This report was considered by the Finance and General Purposes Committee at its meeting held on 20 October 2025 where it unanimously resolved to make the recommendation set out above.

Cameron Sil
Finance Manager



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.
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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)

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:

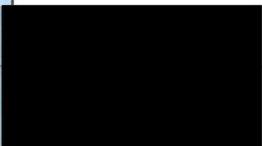
4. Declaration by the applicant

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)