

FINANCE & GENERAL PURPOSES COMMITTEE – 23 FEBRUARY 2026**GRANT BUDGET BALANCE 2025/26****Grant Budget Summary for Meeting (Window 4 – 2025/26)**

Budget Available for Meeting	Value of Applications Requested	Variance
£25,563.29	£26,137.00	(£573.71)

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	£0.02
2 (1 September 2025)	£10,668	£6,832 (+ W1 carry forward)
3 (20 October 2025)	£16,268.73	£1,231.27 (+ W1 and W2 carry forward)

FINANCE & GENERAL PURPOSES COMMITTEE – 23 FEBRUARY 2026**REPORT FOR DECISION****APPLICATION FOR GRANT – MOUNTS BAY LUGGER ASSOCIATION**

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

Grant Request Summary:

Amount Requested	£4,224.00
Summary of Project	Refurbishment project of lugger boat
Supporting Councillor	Marc Hadley
Grants Received in Past 5 Years	None
Has other grant funding been sourced?	Yes

Recommendation:

A grant, of an amount to be determined, be awarded from the General Grants Budget to Mounts Bay Lugger Association for the project: *'Happy Return 2026 Major Refit'*

OR:-

No grant be provided to Mounts Bay Lugger Association for the project: *'Happy Return 2026 Major Refit'*.

Background:

The total value of grant requests for consideration at this meeting is greater than the allocated budget of £25,563.29, therefore it is not possible to award the full asking amounts to all of the applicants, as the budget represents approximately 98% of the total requested, which totals £26,137.

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

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

Cameron Sil
Finance Manager



PENZANCE COUNCIL

Grant Application Form:

Grant Window 15 December 2025 – 12 January 2026

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:	Chairperson
Organisation:	Mounts Bay Lugger Association
Organisation's full postal address, including postcode:	██████████ ██████ ██████████
Telephone Number:	██████████
E-mail:	████████████████████
Status of Organisation:	Charity
Charity/Company Number (if applicable)	Charity No: 105051 Company No:
Are there any Members of Penzance Council on your Committee? (if so, please list them)	N/A
Supporting Councillor signature (Mandatory):	Marc Hadley
What geographical area does your organisation cover?	Our volunteer Membership is mainly based in west Cornwall with the majority from Penzance , Newlyn & Mousehole. We also have a handful of out of county supporters.

How long has your organisation been in existence?	Less than one year <input type="checkbox"/> Between one and five years <input type="checkbox"/> More than five years <input checked="" type="checkbox"/>
--	--

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? N/A (Please list – continue on a separate sheet if necessary)
Date applied: Project: Amount applied for: Were you successful?:
What are the aims and objectives of your organisation?
<p>Established in 1994 the heart of the MBLA's mission focusses on: Restoring maintaining and sailing our 120 year old Cornish Lugger Happy Return This also includes</p> <ul style="list-style-type: none"> • Teaching sailing & boat building skills: by imparting this knowledge, the Association ensures that traditional maritime skills are passed down to future generations. • Encouraging physical activity: sailing serves as an enjoyable, yet active pursuit, benefitting participants' overall health, well-being and mental health. • Fostering social interaction: the community aspect of the association provides opportunities for members to build meaningful connections and strengthen bonds. It also stimulates people to interact as a team and strengthens mental health of participants. <p>The MBLA is nonprofit making run solely by volunteers and funded by donations. More history and information at www.happyreturn.org</p>
What are the main activities of your organisation?
<p>The MBLA hosts an impressive 54 sailing events annually, offering members numerous opportunities to engage with the sea and develop their nautical skills. These events vary from picturesque sails in Mount's Bay to more adventurous voyages to the Isles of Scilly, Devon, Ireland and even France. Each sailing experience is not only designed to provide a connection with the natural marine environment, but also to promote camaraderie and physical activity.</p>

<p>We have also hosted other charities on board to further their aims, example British divers Marine life rescue whale and dolphin research.</p> <p>In as many occasions as are practical, Happy Return plays host to local sea cadet groups, offering an opportunity for young people, already expressing an interest in maritime activities, to indulge a seagoing experience on a historic fishing boat.</p> <p>We also hold social and training events throughout the year especially in the winter months to ensure we offer opportunities to be involved and engaged when we are not sailing.</p>
<p>Please demonstrate your organisation's commitment to equal opportunities (please enclose any relevant policies)</p>
<p>Policy attached</p>

	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>	March 2026
Finish Date	May 2026
Total Cost of Project	£29,921 estimated £33481 possible

Grant Applied For	£4224.00
--------------------------	----------

* 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:	Happy Return 2026 major refit.
Description of project (please continue on a separate sheet if necessary)	Full project description attached
Where in the Parish will the project/activity take place?	Due to the nature of the work the project will take place at Gweek classic boat yard. We investigated the possibility of the work being undertaken in Penzance or Newlyn however due to the haul out costs (£10,000 just for the crane) and road network in Newlyn it was not possible.
Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)	Since forming of the MBLA in 1994 more than 2000 members and volunteers have benefited from sailing or maintaining our 120-year-old Cornish lugger. Benefits include Members of the association: The restoration and subsequent use of the lugger for teaching traditional sailing and maintenance skills offer valuable educational opportunities. They gain hands-on experience and preserve maritime heritage. Strengthened physical and mental health. Comradeship and an active social life. Penzance sea cadets: Young cadets in Penzance benefit from learning traditional sailing techniques , helping them develop skills, discipline, and an appreciation for nautical traditions. Also cadets interact with our older members learning our history. Additionally, the project contributes to the preservation of cultural and historical maritime heritage, indirectly benefiting the broader community interested in traditional sailing and historical vessels to which we give talks and tours of our boat. We are a charity open to any person wishing to join or volunteer. We are Penzance harbours only Cornish Lugger and one of only a handful left in the UK, also we are one of just two Luggers which are accessible to anyone to sail on left in Cornwall.

<p>What evidence do you have that this project is required?</p> <p>(This might be survey work or statistical evidence)</p>	<p>In June 2025 we had a full marine survey undertaken by a specialist surveyor [REDACTED] of Southampton and Sandy Cove boat yard Newlyn which identified issues for maintenance.</p> <p>A large part of the required work has been done throughout 2025 by our volunteers. The 2026 project focuses on the below waterline work requiring haul out and specialist shipwrights</p>			
<p>What support have you received for this project?</p> <p>(Please tell us about any expressions of support you have received from outside your organisation)</p>	<p>Support from the Penzance Sea cadets, National historic ships and Cornwall council harbours Maritime manager [REDACTED]</p> <p>The Sea cadets being in benefit of use of our charity and National historic ships who are the headlining charity for preserving the nations sailing heritage on which we are listed.</p> <p>www.nationalhistoricships.org.uk</p> <p>Cornwall harbours recognise the significance of Happy Return and have supported our charity since we relaunched her in 2003.</p>			
<p>How will the project be managed and how will you measure its success?</p>	<p>Our maintenance officer [REDACTED] RSM has listed the requirements of the project from our survey and allocated tasks to be done by our volunteers and the shipwrights along with a time table. Through him the committee will monitor the progress and the costs to ensure delivery.</p>			
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>We have already sailed Happy Return to Truro harbour with the support of Cornwall council harbours to ensure passage around the lizard in good weather.</p> <p>The move to Gweek will take place on March 18th in preparation for haul out on the 20th.</p> <p>W/C March 23rd de- mast and scrub off will take place ready to move into a work shed on April 1st. We have booked two months in the shed but hope to complete all works by mid May allowing us to go back down river on the spring tide May 16th. Should we run over our next opportunity to go back down river is mid June .</p>			
<p>What arrangements do you have in place to ensure safeguarding of children and young people</p> <p>(applicable only if your project involves working with this client group)</p>	<p>N/A</p>			
<p>What will the money be spent on?</p> <p>(Provide a full breakdown of project cost(s))</p>	<p style="text-align: center;"><u>HR Project Cost - Gweek 2026:</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Penzance grant application</td> <td style="width: 50%; padding: 5px;">£4,224.00 For 2 Months Storage:</td> </tr> </table>		Penzance grant application	£4,224.00 For 2 Months Storage:
Penzance grant application	£4,224.00 For 2 Months Storage:			

identifying what cost(s) this grant would be spent on)	Gweek Boat Yard (Lift Out/In, de-mast,shed storage. Additional month	£760.00 Extra Month Storage
	Andrew Massey Shipwrights (Shipwright x 2 Materials supplied by AM Planks Oakham & putty. Total	£22,400.00 for 8 Weeks Work £2,800.00 Per Additional Week? £500.00 £1,000.00 £23,900.00
	Materials:supplied MBLA Nails: Glue Metaclor Anti foul Under coat & gloss Deck paint Miscellaneous Total	£906.16 Already Purchased MBLA. £21.00 £120.00 £240.00 £220.00 £140.00 £150.00 £1,797.16
	Estimated Cost:	£29,921.16
	Potential Total Cost:	£33,481.16
	(Empty space for additional notes)	

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)
St Austell Brewery	2000	Y	N
National historic ships	1000 (Grant max)	Y	Y
Cornwall council harbours	Truro mooring est 1000	Y	Y

3. Further information enclosed Checklist

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

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

Letter of support from Marc Hadley sent directly under separate cover.

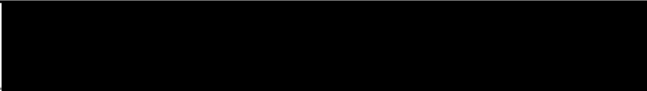

4. Declaration by the applicant

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):	Chairperson
Date:	4 th January 2026

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:



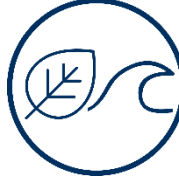




Penzance Council

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 – 23 FEBRUARY 2026**REPORT FOR DECISION****APPLICATION FOR GRANT – FRIENDS OF MOUSEHOLE ROCK POOL CIO**

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

Grant Request Summary:

Amount Requested	£5,000
Summary of Project	Storm repair and improvements to rock pool
Supporting Councillor	Penny Osborne
Grants Received in Past 5 Years	None
Has other grant funding been sourced?	No

Recommendation:

A grant, of an amount to be determined, be awarded from the General Grants Budget to the Friends of Mousehole Rock Pool CIO for the project: '*Storm repair & buttress improvement of western wall*'.

OR:-

No grant be provided to the Friends of Mousehole Rock Pool Committee for the project: '*Storm repair & buttress improvement of western wall*'.






Background:

The total value of grant requests for consideration at this meeting is greater than the allocated budget of £25,563.29, therefore it is not possible to award the full asking amounts to all of the applicants, as the budget represents approximately 98% of the total requested, which totals £26,137.

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

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

Cameron Sil
Finance Manager

FOR OFFICE USE ONLY: Date Received	/ /
Reference Number	
Applicant Name (Responsible for any award):	
Position:	Trustee & Secretary
Organisation:	Friends of Mousehole Rock Pool Committee (CIO)
Organisation's full postal address, including postcode:	
Telephone Number:	
E-mail:	
Status of Organisation:	Charitable Incorporated Organisation (CIO)
Charity/Company Number (if applicable)	Charity No: 1206064
Are there any Members of Penzance Council on your Committee? (if so, please list them)	No
Supporting Councillor signature (Mandatory):	Penny Osbourne 
What geographical area does your organisation cover?	West Penwith

How long has your organisation been in existence?	Less than one year <input type="checkbox"/> Between one and five years <input checked="" type="checkbox"/> More than five years <input type="checkbox"/>
--	--

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: January 2024 Project: Restoration of Mousehole Rock Pool Amount applied for: £3K Were you successful? No – the organisation formed in December 23 and at the time of application did not have a first bank statement or the funds for public & volunteer liability insurance required. We initially had a tight time frame for the build, due to the Marine Management Licence validity. Permission was granted at a later date to extend this to March 2026 (our current deadline) and will not be extendable again.
What are the aims and objectives of your organisation?
To restore Mousehole Rock Pool for the benefit of the local community and those visiting the area. Our secondary aim is to ringfence funds for future MMO licences; annual Insurances; repair work and running maintenance. These costs are: MMO licence for project under £49,999 = £1400 MMO licence for project under £99,999 = £2200 Combined Charity Insurances = approx. £850 pa Financial Examiner service required for Annual Returns '25 & 26 = approx. £1200 Ringfence for future storm damage repairs = £5000
What are the main activities of your organisation?
We raise the funds to pay for the restoration, maintenance and running costs of Mousehole Rock Pool, within the constraints of a Marine Management Organisation licence. We often collaborate with other local charities to organise sailing Regattas, encouraging children to make their own boats from upcycled single use plastics and sharing the local history of making & sailing 'Carkers' in the Pool. We enjoy a high profile in the local community and benefit from numerous shops and cafes, holding our merchandise and providing a small income stream. We coordinate willing

volunteers around the country, who are happy to make items for us to sell and have successfully fundraised recently at two Mousehole events. We also hold community 'clean-up' events, during which the Rock Pool is cleared of small rocks and seaweed.

In the future we aim to facilitate learning and the love of nature, using the wheelchair access area as a 'learning zone' for school field trips and educational rock pooling sessions. Our Information Boards display wonderful illustrations of the marine life found within the Rock Pool and encourage readers to look after our local wildlife and traditions. We aim to launch a website in the near future which will host further information about the history of the Rock Pool and the community who built it, along with interactive detail of our local marine life and how to help to conserve it.

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

Enclosed – copy of the organisation's Equality & Diversity Policy.

Our organisation is very proud of the recent Mousehole Rock Pool restoration which has vastly improved access to the Rock Pool for people using wheelchairs; younger users in pushchairs and those with reduced mobility.

We have received testimonials from those who have enjoyed using our inclusive space and having the rare opportunity to experience the marine environment and contact with seawater, safely. We have included a letter of support from a former mayor of Truro, Steven Webb, who commends our focus on ramp gradients and wheelchair access.

	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>)	16 th February 2026 – funded by the CIO 24 th February 2026 – portion of work funded by PZ Council.
---	--

Finish Date	1st March 2026
Total Cost of Project	£8, 592.00 this includes a saving for completing both pieces of work together.
Grant Applied For	£5, 000

* 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:	Storm repair & buttress improvement (western wall)
Description of project (please continue on a separate sheet if necessary)	The project consists of a concrete repair to a portion of the western wall, buttress and small area of path.
Where in the Parish will the project/activity take place?	Mousehole Beach What 3 Words: Sunroof Royally Skirting
Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)	<p>Potentially 1000s of people of all ages will benefit from the healthy seawater pursuits provided by the safe walls of the tidal rock pool.</p> <p>The recent restoration, has particularly focused on improving access for those of reduced mobility and we have successfully installed a ramp to the repaired and accessible pathways. These thoughtfully designed paths have opened up access to those using wheelchairs and others who struggle in the rocky beach environment.</p> <p>The Rock Pool is being used throughout the seasons by various groups of people from Penlee Cluster to the Cornish Pirates Rugby Club who train weekly. These groups understand the benefits that safe seawater access has on their physical and mental wellbeing.</p> <p>Coldwater swimming has enjoyed a surge in popularity recently due the positive impact on the respiratory function, circulation and skin health. Mousehole Rock Pool even has its very own mermaids who joined the Friends at the Carnival in August, delighting all onlookers at the harbour.</p> <p>The Rock Pool has become an established meeting place since it was built in 1969, providing blue space in which to</p>

	<p>meet friends, soak up the beauty of the environment or just meditate in the fresh air. Our new upcycled marine plastic bench, provides a wonderful vantage point to enjoy the view and is always in use.</p> <p>The newly installed information boards located on the Rock Pool Café wall, have showcased our passion to preserve Mousehole’s rich heritage, recognise the community who built and funded the Rock Pool and encourage the conservation of West Cornwall’s diverse marine ecosystem by displaying wonderful illustrations of wildlife found within the pool’s walls. We hope to encourage rock poolers to visit and for local schools once again, to use the Rock Pool for field trips.</p> <p>In addition to serving the locals within the community, the Rock Pool serves as an educational, healthy and exciting destination for the 1000s of visitors who holiday in West Penwith every year. Many also appreciate the fact that the Rock Pool is a great, healthy family day out free from any charges or fees.</p> <p>The Friends of Mousehole Rock Pool has a fantastic group of volunteers who meet when required to clear the Pool of debris, seaweed and sand. These activities whilst back breaking, are fun and educational – there are always sea creatures to study and care for! Many volunteers have family links to the original builders of the Pool and are rightly proud of Mousehole’s haven away from the strong waves and rocky terrain of the beach.</p>
<p>What evidence do you have that this project is required?</p> <p>(This might be survey work or statistical evidence)</p>	<p>We can supply photographic evidence of the damage if required – there has also been coverage on ITV Westcountry and our social media platforms (Facebook; Tik Tok and Instagram).</p>
<p>What support have you received for this project?</p> <p>(Please tell us about any expressions of support you have received from outside your organisation)</p>	<p>I have enclosed expressions of support from many members of the community. These include the Head of Mousehole School; a local Marine Scientist; our Patrons & Conservationists ██████████ and ██████████; a local charity focused on improving wellbeing; a local community member; an author of a book about tidal pools around the world and former mayor of Truro and campaigner for enabling physical equality, ██████████.</p> <p>We have also received great support from the local community; local businesses; local organisations such as the Porthenys Players, The Gaiety Girls, Unite Union -</p>

	<p>Cornish Branch & Mousehole Male Voice Choir; the Cornwall Community Foundation; The Co-Op community fund; South West Water; The Cornwall Levelling Up Good Growth Fund and numerous individuals around the world. Our active social media following numbers in excess of 1500 and ITV Westcountry along with 'the Repair Shop' programme have reported our successes at various points during the restoration process and will revisit to record the Rock Pool's importance to the community, in the near future.</p>
<p>How will the project be managed and how will you measure its success?</p>	<p>The repair project will be managed by the 4 Trustees (██████████), complying with the strict regulations of the Marine Management Organisation and employing the same approved contractor & cement supplier. The Contractor has confirmed that the work can be completed by the 1st March and we will liaise once again with our MMO coordinator.</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>We need to complete the project by the 1st March 2026, when the Marine Management Organisation licence expires.</p>
<p>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)</p>	<p>The Rock Pool is open to the public. We do not man the Rock Pool facility and therefore have no active safeguarding policy apart from the fact that no children or vulnerable adults are permitted to any event hosted by the organisation unless accompanied by a parent, carer or guardian.</p>
<p>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)</p>	<p>Marine grade cement, shuttering and labour.</p> <p>Quotes enclosed with work detail, from MPL Contractors (approved by the MMO) for a repair and buttress improvement of the west wall of the Rock Pool.</p> <p>QU0180 £4416.00 extension of existing buttress QU0179 £6336.00 storm repairs to path & buttress ----- QU0181 £2160.00 saving on combining works</p> <p>Total = £8592.00</p>

Please list any applications you have made for funding from other organisations in the table below: None currently which can provide funding by the 1st March 2026.

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)	No – our accounts are required 4/2/26
Copies of any letters of support for your project	Yes x 7
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) Equality & Diversity Policy Marine Management Organisation Licence Building Quotes	

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

We have not yet been asked to submit accounts by the charities commission – they are being prepared by an independent financial examiner at the moment in readiness for our date in February 2026.

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):	Trustee & Secretary
Date:	15/12/2025

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:



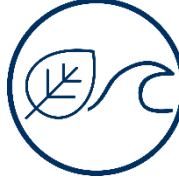




Penzance Council

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 – 23 FEBRUARY 2026**REPORT FOR DECISION****APPLICATION FOR GRANT – NEWLYN ART GALLERY AND THE EXCHANGE**

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

Grant Request Summary:

Amount Requested	£4,983.00
Summary of Project	Community curation programme with St. Petros
Supporting Councillor	Jane Pugh
Grants Received in Past 5 Years	None
Has other grant funding been sourced?	Yes

Recommendation:

A grant, of an amount to be determined, be awarded from the General Grants Budget to Newlyn Art Gallery for the project: '*Outside (Working Title)*'.

OR:-

No grant be provided to Newlyn Art Gallery for the project: '*Outside (Working Title)*'.

Background:

The total value of grant requests for consideration at this meeting is greater than the allocated budget of £25,563.29, therefore it is not possible to award the full asking amounts to all of the applicants, as the budget represents approximately 98% of the total requested, which totals £26,137.

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

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

Cameron Sil
Finance Manager



PENZANCE COUNCIL

Grant Application Form:

Grant Window 15 December 2025 – 12 January 2026

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:	Programme Curator (Learning)
Organisation:	Newlyn Art Gallery & The Exchange
Organisation's full postal address, including postcode:	The Exchange Princes Street, Penzance TR18 2NL
Telephone Number:	██████████
E-mail:	██
Status of Organisation:	Educational charity Company limited by guarantee
Charity/Company Number (if applicable)	Charity No: 273785 Company No: 1310070
Are there any Members of Penzance Council on your Committee? (if so, please list them)	No
Supporting Councillor signature (Mandatory):	Cllr Jane Pugh
What geographical area does your organisation cover?	West Penwith

How long has your organisation been in existence?	Less than one year <input type="checkbox"/> Between one and five years <input type="checkbox"/> More than five years <input checked="" type="checkbox"/>
--	--

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

1. Organisation Background

Have you ever applied or received a grant from Penzance Council within the last 5 Years? (Please list – continue on a separate sheet if necessary)
Date applied: n/a Project: Amount applied for: Were you successful?:
What are the aims and objectives of your organisation?
<p>Newlyn Art Gallery & The Exchange is a contemporary visual art organisation, our mission is to connect Cornwall with visual arts for the benefit of the community. Our values are to be change-making; rooted in place and part of a global art conversation. Located in West Cornwall, our communities are remote, rural and sometimes isolated. Our major challenge is socio-economic with high representation of neighbourhoods amongst the most deprived in England.</p> <p>We believe that art can inspire and drive change, this is reflected in our programme themes: Wellbeing and Creative Health, Art in Education, Artist Activism and Hyper-Local/Internationally Connected. The principle has informed a social change agenda over the last ten years that has included supporting creativity in the classroom, offering regular and long term creative health programmes, and supporting the representation of marginalised groups in our community. We are deeply embedded in our community with an extended network of local health and social care and community partners with whom we continue to build projects.</p>

What are the main activities of your organisation?

We run a year-round programme of exhibitions and education across two galleries and offsite. A bi-annual cycle supports four main gallery shows, and many exhibitions of work by regional artists, community groups and activists in our secondary spaces: Picture Room, Ramp Wall and Studio.

We host and support a broad range of participative activity, often to under-represented communities, in our Engine Room art space, galleries and offsite. We continue to work with West Cornwall schools to support creativity in the classroom. We are an Arts Council England NPO and the only Cornwall Council visual arts Culture and Creative Investment Programme client. In 2024-5, we welcomed 50,000 visitors and contributed over £2.6m to the regional economy. We supported 211 artists, and welcomed 6,000 active participants, around half of whom were young people, and 882 from under-represented communities.

Recent community engagement projects include series of sessions with young people (**WILD Young Parents and Trelya**) and community groups (at 5 Cornish museums and Redruth’s **Make Amends**) and **Newlyn School** exploring the many social, practical and wellbeing benefits of sewing together in a custom-made textile Workroom space at Newlyn as part of [Social Fabric](#) (Nov 24-May 25). We offered a short series of filmmaking workshops with young people with complex needs in partnership with **We Are With You**. Additionally, we have offered, since 2019, a weekly social and creative session for older people living with isolation, **Tea, Cake & Art**.

We ran a successful pilot programme in summer 2025 with **St Petroc’s** in which we worked with two artists, the clients and staff to look at appetite, capacity and need for a creative health offer, testing the possibility of a longer engagement, of handing over decision-making and agency to the group and to see what a successful nurturing and effective creative health programme might look like. (Please see report, attached)

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

Our EQUALITY, INCLUSION AND DIVERSITY POLICY (Newlyn Art Gallery & The Exchange) covering:

- A) STATEMENT OF POLICY
- B) RECRUITMENT AND SELECTION
- C) TRAINING AND PROMOTION
- D) MONITORING

is attached.

For practical application, please refer to our commitment to Disability Justice in 2025/26 in the recruitment of our [Future Curator](#):
[DASH FUTURE CURATOR - Newlyn Art Gallery & The Exchange](#)

	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>)	May 2026
Finish Date	Nov 2027
Total Cost of Project	£ 13,192
Grant Applied For	£ 4,983

* 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:	Outside (working title) Community Curation Programme with St Petrocs.
Description of project (please continue on a separate sheet if necessary)	<p>From May 2026, we will begin a new long-term social engagement programme in partnership with St Petrocs - a charity working to end homelessness in Cornwall - and the National Portrait Gallery (NPG). Together, we will develop a community-curated exhibition at The Exchange that amplifies the voices and lived experiences of people who are homeless or insecurely-homed in Cornwall.</p> <p>The vulnerably-housed make up about 8% of Cornwall's population (Cornwall Community Foundation and St Petrocs 2025), a situation worsening through low income regionally, housing shortages and cost of living pressures. Paradoxically, the situation is both hidden, and highly visible in Penzance, and a complex picture shaped by personal</p>

challenges, social factors and broader issues such as lack of affordable housing, and involves all demographics, including families, young people and women. The five most common causes of homelessness experienced by St Petroc's clients include *relationship breakdown, family or friends that cannot support them, loss of rented accommodation, mental health issues and violence*. (St Petrocs 2025)

Building on our successful pilot with St Petrocs last summer, the project will support participants - their clients/our Community Curators - to explore themes of identity, home, and belonging through facilitated conversations, hands-on creative sessions, and shared meals (shown in the pilot to be essential for trust-building, wellbeing, and consistent engagement).

'This is the first time I've done any drawing for 30 years – will you be here next week?' St Petroc's Client during pilot project

We are aware of the well-documented benefits of creative health: We know from our own work that taking part in creative activity 'can help keep you well, aid your recovery, improve your quality of life and support you to live longer. Being creative enhances mental health, boosts emotional and psychological wellbeing, helps build self-esteem, mitigates social isolation and loneliness and promotes more cohesive communities.' [NHS Wales 2018](#)

The Creative Health Review (2023) from the [National Central of Creative Health](#), recognises the immense potential of art and craft as preventative tools – saving costs and lives – because they play a huge role in enabling people to live longer independently and fully.

We believe that our programme will support St Petrocs in helping to address, in particular, two of their identified causes of homelessness: mental health wellbeing and emotional regulation. Through creative activity that promotes wellbeing, self-confidence, resilience, and peer support, participants will be able to think positively about their future, feel valued and heard.

Up to 15 Community Curators will work closely with artists and staff from both our organisation and NPG to:

- explore resonant themes across the NPG's national portrait collection, including with practical creative sessions
- select artworks that speak to their own experiences
- commission new work through an artist's residency that they will shape and lead

	<ul style="list-style-type: none"> • curate a major public exhibition expressing their collective and individual perspectives <p>The resulting exhibition will present multiple voices rarely heard in cultural spaces, giving participants agency in how their stories are represented and opening up vital conversations around home, displacement, resilience, and belonging.</p> <p>The Exchange summer exhibition itself will attract around 11,000 visitors and offer an accompanying programme of engagement intended to support thoughtful public conversation and reflection on issues raised by homelessness.</p>
<p>Where in the Parish will the project/activity take place?</p>	<p>Sessions centred around Breadline, Bread Street, Penzance in the first instance, transitioning to The Exchange, Princess Street, Penzance as participants gain in confidence.</p>
<p>Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)</p>	<ul style="list-style-type: none"> • 10–15 people experiencing homelessness or vulnerable housing in Cornwall, the majority of whom, based on the pilot, are aged 19 - 30 and navigating complex needs including trauma, mental ill-health, and extreme housing precarity. Participants will benefit from regular creative activity, supported group discussion, increased confidence, and a meaningful role in shaping a high-profile public exhibition. • Residents of Central and Penzance East. We will invite, via a Royal Mail Door Drop, households in TR18 2 to visit the exhibition. (2.5k leaflets) • Families with school age children in Penzance. We will send out 1 family free admission card to every schoolchild at St Mary’s, Pensans, Alverton and Nancealverne schools (~1k) • Around 11,000 visitors to the exhibition will gain deeper understanding of homelessness and the realities of marginalisation in Cornwall. • Artists, gallery staff, and project partners will develop skills in trauma-informed and inclusive practice.
<p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p>	<p>Our pilot demonstrated need and demand: Participants shared that creative sessions significantly improved their mood, reduced anxiety, and offered a rare opportunity to express themselves.</p> <p><i>‘Yeah I’m really enjoying it, it keeps your mind from thinking about certain things you know...? I’d definitely come back’.</i> Damian</p> <ul style="list-style-type: none"> • Attendance was strongest when sessions were held at St Petrocs’

	<p>Breadline Centre, confirming the importance of accessible, low-barrier engagement.</p> <ul style="list-style-type: none"> • Participants voiced pride in their work, eagerness to return, and a strong desire to “be listened to” with several explicitly stating that being asked their opinion felt meaningful and empowering. • Staff observed that after sessions, participants were “visibly happier” and more able to regulate emotions. <p><i>‘It’s so nice to give them the opportunity to do something creative which they wouldn’t normally have – art isn’t accessible for our clients’</i> St Petrocs support worker [REDACTED]</p> <p>Cornwall continues to face one of the highest rates of homelessness and housing insecurity in the UK, with demand for emergency and supported accommodation increasing year on year. People experiencing homelessness are rarely represented within cultural spaces or decision-making roles. This project directly addresses that gap by providing a platform for lived experience at a level given a further profile through association with the national collection of the National Portrait Gallery.</p> <p>Community Curation is a tried and tested model for us. In 2020-23 we worked with groups: Black Voices Cornwall, WILD Young Dads, a Socially Prescribed group, school groups and young LGBTQIA+ artists to deliver the National Partners Programme, and again with 9 school groups in West Cornwall and the IoS to deliver I Chose This, both programmes utilising The Arts Council Collection. In 2022, we worked for the first time with the NPG Collection on a programme of workshops in the community in developing Creative Connections Cornwall.</p> <p><i>‘The work the community curators, the artist and the gallery staff team were able to achieve with NPG resources and collection was a successful bringing together of, and look again, at memory, storytelling and a fresh sense of the unusually creative environment and tradition we live and work in.’</i> NPG CCC Evaluation report 2023</p>
<p>What support have you received for this project?</p> <p>(Please tell us about any expressions of support you have received from outside your organisation)</p>	<ul style="list-style-type: none"> • St Petrocs have committed ongoing support, including facilitating participant engagement, providing staff presence at sessions, and supporting trauma-informed approaches.

	<p><i>'We really enjoyed working with ██████████ and the artists – both clients and staff thought it was an amazing opportunity. Thank you for this opportunity, we are really eager to work with you again.</i></p> <p style="text-align: right;">██████████, Homeless Support Coordinator</p> <ul style="list-style-type: none"> • The National Portrait Gallery has committed to partnering on the project, offering access to its national collection and expertise in curatorial practice, loans, and community engagement. • Both organisations strongly support the project's aims and have expressed enthusiasm for the impact it will have on participants and public understanding. <p><i>'The National Portrait Gallery is delighted to be working with Newlyn on this long form project with St Petroc's... We believe portraiture is a powerful tool for telling the nation's stories, reflecting on the nature of British identity and highlighting the cultural and historical links that we all share. We have chosen to support Newlyn's programme because it has the potential to deliver meaningful impact both to the participants and to wider audiences.'</i></p> <p style="text-align: right;">Miranda Stacey Head of National Partnerships , NPG</p>
<p>How will the project be managed and how will you measure its success?</p>	<p>The programme will be led by our gallery's Programme Team, working in close collaboration with St Petrocs staff and NPG's Learning and Collections teams. Artists experienced in socially engaged practice will facilitate creative and curatorial sessions.</p> <p>Success will be measured through:</p> <ul style="list-style-type: none"> • Participant engagement – attendance, sustained involvement, and active contribution. • Wellbeing outcomes – assessed using an adapted Warwick-Edinburgh Mental Wellbeing Scale, alongside reflective conversations • Qualitative feedback – capturing participant confidence, sense of agency, and feelings of belonging • Exhibition outcomes – successful artwork selections, the commissioning process, and the final public exhibition • Public engagement – visitor numbers and feedback, also, in particular, local reach through looking at postcode data, including reach into IMD25 neighbourhoods.

<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>May 2026: Project launch: first intro session at St Petrocs Jun – July 2026: 8 weekly creative and curatorial sessions with artists and gallery/NPG staff July 2026: Final selection of works from NPG collection July - Sept 2026: Loan preparation and curatorial decisions confirmed Oct 26 – Jan 27: 6 Creative sessions and Community-led commissioning residency March – May 2027: Pre-installation sessions with Community Curators May 2027: Exhibition installation, The Exchange May 2027: St Petroc’s Curator Group private opening May – Nov 2027: Exhibition opens to the public</p>
<p>What arrangements do you have in place to ensure safeguarding of children and young people</p> <p>(applicable only if your project involves working with this client group)</p>	<p>Safeguarding Adults Policy and Procedures 2020 (Reviewed 2022) Newlyn Art Gallery & The Exchange (policy included as attachment)</p>

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)

Title : Outside (wt) The Exchange, Penzance TR18 2NL						
Newlyn Art Gallery & The Exchange and St Petrocs with National Portrait Gallery						
May 26 – Nov 27	Formula	Expenditure	Headley Trust	NAGEx	Penzance Council	NPG
Workshop series - working with the NPG collection	May/June/July 2026 (NPG selection July)					
8 weekly sessions						
Project lead	4 x days plus 2 prep/evaluation	£883	£883			
artist led session	8 x half day rate (£205) (Artists' Union England)	£1,640			£1,640	
Visiting Curatorial support (NPG)	2 days + Travel and accom	£1,000				£1,000
refreshments	8 x 10 participants x £5	£400			£400	
materials	8 x workshops x £30	£240			£240	
Contingency	@8%	£333		£80	£253	
Community residency & commission. Sharing/selecting work, conversations and	Oct - Jan 2027					

practical workshops.						
6 weekly sessions						
Visiting Curatorial support (NPG)	2 days + Travel and accom	£1,000				£1,000
Commissioned artists fees	6 x 1/2 days plus 1/2day prep (£205) (AUE)	£1,435			£1,435	
refreshments	6x 8 participants x £5	£240			£240	
materials	6x £30	£180			£180	
Commissioning fee	AUE	£2,000		£2,000		
Production budget	AUE	£2,000		£2,000		
Project lead	3 x days plus 2 prep/evaluation	£736	£736			
Contingency	@8%	£607		£459	£148	
Exhibition install -	Feb - May 2027					
St Petroc's Curator Group install session		£50			£50	
Exhibition May – Nov 2027						
St Petroc's Curator Group private opening celebration	refreshments	£50			£50	
Royal Mail Door drop invitation to TR18 Central and Penzance East residents	2.5k flyer invitations	£297			£297	
Free family passes for local schools: St Mary's, Pensans, Nancealverne	500 family passess design/print	£100		£50	£50	
Total		£13,192	£1,619	£4,589	£4,983	£2,000

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

Organisation	Contribution Sought (£)	Applied? (Yes/No)	Granted? (Yes/no)
Headley Trust	£1,619	Yes	Yes
National Portrait Gallery	£2,000	Yes	Yes
Own funds	£4,589	Yes	Yes

3. Further information enclosed Checklist

	Enclosed? (Yes/No)
A copy of your organisation's most recent bank statements (mandatory)	y
Copies of all <u>relevant</u> Employer, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	y
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisation's status)	y
A copy of your organisation's latest set of accounting statements (if any exist)	y
Copies of any letters of support for your project <ul style="list-style-type: none"> • St Petrocs • National Portrait Gallery 	y
The bank account your project is using is in the project's/organisation name with at least 2 authorised signatories required to sign each cheque or online payment	y
I have read the Privacy Notice at the end of this form and placed an 'x' in the relevant box	y
Other (please list) <ul style="list-style-type: none"> • Safeguarding Adults Policy and Procedures 2020 (reviewed 2022) • Report on pilot programme with St Petrocs 2025 	y

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

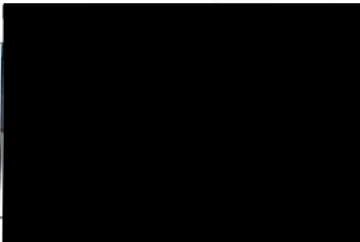
4. Declaration by the applicant

I/We declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/We declare that, I/we have read the Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

I/We accept the following:

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

Signed:		
Name(s):		

Position(s):	Programme Curator (Learning)
Date:	12 Jan 2026

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 – 23 FEBRUARY 2026**REPORT FOR DECISION****APPLICATION FOR GRANT – PENZANCE LITERARY FESTIVAL**

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

Grant Request Summary:

Amount Requested	£5,000
Summary of Project	Penzance Literary Festival 2026 author booking fees
Supporting Councillor	Nicole Broadhurst
Grants Received in Past 5 Years	2023/24 - £3,000 2022/23 - £1,000
Has other grant funding been sourced?	Yes

Recommendation:

A grant, of an amount to be determined, be awarded from the General Grants Budget to Penzance Literary Festival for the project: '*Port of Call PZ (LitFest 2026)*'.

OR:-

No grant be provided to Penzance Literary Festival for the project: '*Port of Call PZ (LitFest 2026)*'.

Background:

The total value of grant requests for consideration at this meeting is greater than the allocated budget of £25,563.29, therefore it is not possible to award the full asking amounts to all of the applicants, as the budget represents approximately 98% of the total requested, which totals £26,137.

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

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

Cameron Sil
Finance Manager



PENZANCE COUNCIL

Grant Application Form:

Grant Window 15 December 2025 – 12 January 2026

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:	Secretary and Trustee
Organisation:	Penzance Literary Festival (LitFest)
Organisation's full postal address, including postcode:	██████████ ██████████ ██████████ ██████████
Telephone Number:	██████████
E-mail:	██
Status of Organisation:	Charity (CIO)
Charity/Company Number (if applicable)	Charity No: 1168422
Are there any Members of Penzance Council on your Committee? (if so, please list them)	No
Supporting Councillor signature (Mandatory):	Nicole Broadhurst
What geographical area does your organisation cover?	Events take place in central Penzance with audiences drawn from the town itself, the wider West Penwith peninsula, the whole of Cornwall and beyond.

How long has your organisation been in existence?	Less than one year <input type="checkbox"/> Between one and five years <input type="checkbox"/> More than five years <input checked="" type="checkbox"/>
--	--

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

1. Organisation Background

<p>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)</p>
<p>Date applied: 2023</p> <p>Project: Our ambitions for the LitFest</p> <p>Amount applied for: £1000</p> <p>Were you successful?: Yes</p> <p>Date applied: 2023 (for 2024)</p> <p>Project: SUPPORTING COMMUNITY ACCESS – responding to the local community</p> <p>Amount applied for: £3,000</p> <p>Were you successful?: Yes</p>
<p>What are the aims and objectives of your organisation?</p>
<p>The registered charitable objects of the CIO are (within Penzance):</p> <ul style="list-style-type: none"> A) To promote the arts for public benefit and, in particular, the art of literature by the establishment and maintenance of an annual arts festival; and B) To advance the education of the public by promoting and providing the opportunities for the appreciation, understanding and enjoyment of literature. <p>Less formally, the Penzance LitFest is an increasingly popular annual celebration of the written and spoken word which has been called by attendees and authors, <i>‘the friendliest litfest in the UK’</i></p>

The LitFest ethos is strongly community-focused, providing local writers with a high-profile showcase for their work while also giving local people a unique opportunity to meet and listen to a wide range of well-known and new authors. There is also the opportunity for budding writers to learn and develop new writing skills through a workshop programme.

Unusually among literary festivals, the LitFest has an open submissions process. This creates valuable opportunities for emerging local talent to reach a wider audience and to gain experience in public speaking and/or performance. It also introduces our audience to new and exciting performers whom they would otherwise not encounter.

What are the main activities of your organisation?

The LitFest takes place annually in July. It attracts local and national writers to Penzance, across many genres, to talk about their books, to run writing workshops and to host community outreach events in venues throughout the town. Run entirely by volunteers, the LitFest ethos is characterised by accessible events and an affordable standard ticket price with discounts for students and those on state benefits.

The festival is the high point of the year for readers (and writers) in Penzance, the surrounding West Cornwall area and visitors from across the South West and further afield.

Our 2025 survey shows strong support for the festival, with 71% of respondents living in Penzance or within 10 miles of the town, 17% travelling from within wider Cornwall and 12% visiting from outside the Duchy.

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

The LitFest is a community-based organisation and open to all. We do not discriminate on any grounds in respect of authors or attendees. All are welcome irrespective of age, gender, disability or sexual orientation.

The LitFest regularly reviews this commitment and a new Equality, Diversity and Inclusion Policy, which was due to be approved at our January Board meeting, is attached as APPENDIX 1.

As mentioned above, the LitFest is unusual in operating an open submissions process. This plays an important part in enabling us to offer a lively and diverse range of speakers and events. The application process is open to local and national authors across all genres, whether already established or debut. The LitFest programme has regularly included members of the LGBTQ+ community, artists working in the Cornish language and authors from minority ethnic backgrounds.

**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>)	7/7/2026
Finish Date	11/7/2026
Total Cost of Project	£10,480 This comprises of the following: £6,150 (Authors fees based on 2025 expenditure) £2,830 (Travel fees based on 2025 expenditure) £1,500 (Equivalent of GWR travel support in 2025)
Grant Applied For	£5,000

* 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:	PORT OF CALL PZ – Attracting high profile national authors and nurturing the best of new and developing talent in west Cornwall
Description of project (please continue on a separate sheet if necessary)	Last year we increased author fees which enabled us to attract a high calibre of speaker. This not only adds to the festival's appeal to local residents but is an added incentive to people to travel to Penzance for the whole week thus providing a significant economic boost.

	<p>Subsidising travel and accommodation costs is an important incentive to high profile (and in demand!) authors who will have to travel some distance to be part of the LitFest.</p> <p>Being able to offer reasonable appearance fees, travel and hospitality is not only an economic incentive to authors but reinforces the LitFest's reputation for friendliness and generosity.</p> <p>The writing community is close-knit and enhancing our reputation amongst that community will make it easier to attract more high-profile authors year on year, leading to increasing audience numbers who in turn will spend more in the town.</p> <p>The overall aim is to attract the best of national and local talent (in 2025 more than half of festival events featured local content and/or contributors) thereby boosting attendances still further but keeping ticket prices low to ensure access for all.</p>
<p>Where in the Parish will the project/activity take place?</p>	<p>The LitFest is a proudly Penzance-based event. Our venues, which include The Acorn Theatre, the Morrab Library, The Exchange and Pixel, are all within walking distance of one another in central Penzance and, therefore, easily accessible.</p> <p>The festival is also bookended by a lively fringe festival, based mainly at the Redwing Gallery.</p>
<p>Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)</p>	<p>Over 750 adults, young people and children from Penzance, nearby villages and towns, and further afield attend our events and outreach projects – with 88% of our audience drawn from within Cornwall.</p> <p>In 2025 we held 3 outreach events for children. And for the first time, we hosted an Exploding Words Festival with local schools which was a writing competition designed to inspire creativity and to promote literacy skills. This will be expanded to involve more local primary and secondary school children in the coming year.</p> <p>As well as providing career development opportunities for local writers and performers, the LitFest offers welcome promotion to local venues and hospitality providers and brings increased footfall and exposure on social media to</p>

	local businesses.
<p>What evidence do you have that this project is required?</p> <p>(This might be survey work or statistical evidence)</p>	<p>A 35% increase in ticket sales in 2025 suggests a growing appetite for what the festival has to offer.</p> <p>After each LitFest, we send out a survey to our 2,000+ email subscribers. We use the results to gauge the success of the LitFest and to help inform the planning for the following year. A summary of the content of last year's festival together with results from the 2025 survey is supplied with this document as APPENDIX 2.</p>
<p>What support have you received for this project?</p> <p>(Please tell us about any expressions of support you have received from outside your organisation)</p>	<p>We receive a range of support – including advertising in our printed programme, free overnight accommodation from a range of local hotels and B&B's, prizes supplied for the Great Big LitFest Quiz from local businesses and the co-operation and hospitality of our venue providers within Penzance.</p> <p>We also benefit hugely from the work of volunteers – both from the organising team who work year-round and bring a range of professional skills to the festival, and our team of volunteer stewards, many of who return year after year and give of their time for free during the LitFest.</p>
<p>How will the project be managed and how will you measure its success?</p>	<p>The project will be delivered by an experienced organising team who work closely with our venues, authors and volunteers to ensure the smooth running of the LitFest. Each year, already tried and trusted procedures are built upon by reviewing the Survey results and suggestions for change.</p> <p>Their work is overseen by a committed Board of Trustees who provide constructive support and challenge and who are accountable for the delivery of a safe and successful LitFest and for the achievement of the project's aims.</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>Planning and organisation has already begun and will run through the next 6 months:</p> <ul style="list-style-type: none"> • Funding applications ongoing – from Sept 2025 • Invitation for submissions from authors – Dec 2025 • Authors confirmed – Feb 2026 • Scheduling of events – Mar 2026 • Programme finalised – Apr 2026 • Venues and accommodation arranged – May 2026

	<ul style="list-style-type: none"> • Programme publication/distribution – May 2026 • Tech support and volunteers in place – June 2026 • LitFest takes place- 7-11 July 2026
<p>What arrangements do you have in place to ensure safeguarding of children and young people</p> <p>(applicable only if your project involves working with this client group)</p>	<p>Our Safeguarding Policy is reviewed annually and updated in line with best practice.</p> <p>We ensure that all venues have appropriate Safeguarding arrangements in place.</p>
<p>What will the money be spent on?</p> <p>(Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	<p>As set out above, the request is for £5,000 to make a significant contribution towards travel and accommodation costs and appearance fees for authors/speakers. Offering a fee enables us to support the many local writers who appear at the festival as well as to attract high-profile authors from outside Cornwall.</p> <p>As a consequence of Penzance Council’s support, we will be able to keep ticket prices at a low level – including a discount for students and those in receipt of state benefits – which compares very favourably with other regional and national book festivals. This will assist with affordability for everyone.</p> <p>We know from the responses to our survey that this affordability encourages festival-goers to attend a greater number of events, leading in turn to more time spent in the local area and a higher level of spend with businesses and hospitality providers within Penzance.</p>

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)
Local businesses (various)	Sponsorship of up to £500 in value (either cash or in kind).	Yes	£3,050

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	N/A
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 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 declare that, I have read the Council's Grant Policy and believe to the best of my knowledge, that we meet the criteria set out by the Policy.

I 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):	Secretary and Trustee
Date:	11/01/2026

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:



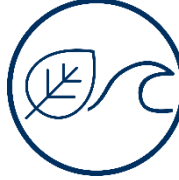




Penzance Council

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 – 23 FEBRUARY 2026**REPORT FOR DECISION****APPLICATION FOR GRANT – BEWNANS KERNOW**

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

Grant Request Summary:

Amount Requested	£1,944.87
Summary of Project	Exhibition on Penzance
Supporting Councillor	Jonathan How
Grants Received in Past 5 Years	2022/23 - £3,000
Has other grant funding been sourced?	Yes

Recommendation:

A grant, of an amount to be determined, be awarded from the General Grants Budget to Bewnans Kernow for the project: '*Old Knowledge Penzance Exhibitions*'.

OR:-

No grant be provided to Bewnans Kernow for the project: '*Old Knowledge Penzance Exhibitions*'.

Background:

The total value of grant requests for consideration at this meeting is greater than the allocated budget of £25,563.29, therefore it is not possible to award the full asking amounts to all of the applicants, as the budget represents approximately 98% of the total requested, which totals £26,137.

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

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

Cameron Sil
Finance Manager



PENZANCE COUNCIL

Grant Application Form:

Grant Window 15 December 2025 – 12 January 2026

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:	Bewnans Kernow
Organisation's full postal address, including postcode:	
Telephone Number:	
E-mail:	
Status of Organisation:	Registered Charitable Incorporated Organisation
Charity/Company Number (if applicable)	Charity No: 1170991 Company No:
Are there any Members of Penzance Council on your Committee? (if so, please list them)	No
Supporting Councillor signature (Mandatory):	
What geographical area does your organisation cover?	Penzance primarily, Penwith secondly and wider Cornish history, heritage and culture.

How long has your organisation been in existence?	Less than one year <input type="checkbox"/> Between one and five years <input type="checkbox"/> More than five years <input checked="" type="checkbox"/>
--	--

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: October 2022 Project: Equipment for Cornish Heritage in Penzance Amount applied for: £3,000 Were you successful?: Yes
What are the aims and objectives of your organisation?
Bewnans Kernow's charitable objects are: To advance education, development, preservation, research and recording of all aspects of indigenous Cornish history, arts, heritage, culture. To promote equality and diversity for the public benefit with particular focus on matters affecting the people of Cornwall.
What are the main activities of your organisation?
The main activity of Bewnans Kernow is to run Cornish Heritage in Penzance which is based in the former Penzance public library building. Cornish Heritage in Penzance runs a variety of heritage activities including fortnightly talks about Penzance and local history which are very popular. We also run weekly Cornish classes and other Cornish language activities. Bewnans Kernow also has a more strategic role within the Cornish cultural environment and is a member of the high level Bord Ertach Kernow
Please demonstrate your organisation's commitment to equal opportunities (please enclose any relevant policies)

Please find our 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?	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>)	April 5 th 2026
Finish Date	April 4 th 2027
Total Cost of Project	£1,944.87
Grant Applied For	£1,944.87

* 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:	Old Knowledge Penzance Exhibitions
Description of project (please continue on a	Bewnans Kernow has successfully applied to the National Lottery 'Awards for All' programme for £20,000 to run a fourteen-month history project called 'Old Knowledge

<p>separate sheet if necessary)</p>	<p>Penzance.’ This project, which is just about to begin, will celebrate the families who have lived in Penzance for generations and their knowledge of the town. Guided by input from long-standing residents the project will seek to fill gaps in the understanding to what it was like to live in Penzance during the 20th century as well as in earlier times. The aim is to build up a picture that can be shared more widely across Penzance and be handed down to younger generations. While we have funding for this project we want to expand the work so that the knowledge gained can be effectively shared. The Awards for All grant does not provide for the cost of exhibitions and it is to meet the expense of these, in particular the cost of interpretation boards that we are applying for a Town Council grant.</p>
<p>Where in the Parish will the project/activity take place?</p>	<p>Cornish Heritage in Penzance 62, Morrab Road Penzance TR18 4EP (in the former Penzance public library building)</p>
<p>Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)</p>	<p>The people of Penzance, of all ages as well as visitors to Penzance, including from the neighbouring districts will benefit by coming to the exhibitions. The participants of the Old Knowledge Penzance project will benefit by having the information they agree to share valued by a wider public, with the scope to have a wider impact. We intend to pass on suitable panels for use by other organisations eg schools or other heritage organisations for display, and to re-use them ourselves in subsequent years.</p>
<p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p>	<p>The aim for Cornish Heritage in Penzance, based on community input, has always been to expand to deliver daytime exhibitions. Our experience in running regular events has shown us there is most demand, and we get the biggest audiences for, the local history of Penzance rather than a wider approach to history. Evidence for the need for the ‘Old Knowledge Penzance’ project: We have spoken to approximately 300 people from our target community about this concept. About 100 ‘target community’ members (who are a ‘hard to reach’ group) have visited Cornish Heritage in Penzance for talks, open days and other events held, and there we have held regular conversations, discussions and written surveys. We have surveyed house-to-house in the central residential estates and undertaken town-centre survey work, having excellent conversations and taking much advice. We are constantly informed by social media posts. We are informed by our own lived experience and our</p>

	<p>community interactions over decades.</p> <p>Evidence for the wider dissemination through exhibitions of the information gained through the 'Old Knowledge Penzance' project:</p> <p>Cornish Heritage in Penzance has held over 100 fortnightly talks on Penzance and local history and through surveys and conversations, and this has helped us understand the appetite for more information about Penzance's past. We believe putting on well-publicised exhibitions is one of the best ways of getting the information gained by the Old Knowledge Penzance project out to wider audiences</p>
<p>What support have you received for this project?</p> <p>(Please tell us about any expressions of support you have received from outside your organisation)</p>	<p>Penzance Old Cornwall Society – encouragement, offers of resources and publicity for the project.</p> <p>Morrab Library – offers of resources.</p> <p>Cornish Culture Association.</p> <p>Encouragement from the Penzance Town Clerk when the project was at the formative stage.</p> <p>The Media Runner – free support.</p> <p>Pengarth.</p> <p>PZArts CIC – allowed us to publicise the project and hand out flyers from their stall at the Acorn Winter Fayre.</p> <p>Our regular audience is supportive and interested.</p> <p>Online interest in the Old Knowledge Penzance is strong.</p> <p>The Penzance Freemasons will encourage their local members to participate in providing information about Penzance.</p>
<p>How will the project be managed and how will you measure its success?</p>	<p>The project will be managed by the project manager of the 'Old Knowledge Penzance' project under the oversight of the Bewnans Kernow Trustees</p> <p>Measures of success:</p> <p>Quantitative</p> <p>Number of days open to the public</p> <p>Number of volunteers assisting</p> <p>Number of visitors</p> <p>Numbers of topics included</p> <p>Amount of donations received</p> <p>Online analytics – Facebook, Twitter, Instagram and website stats</p> <p>Qualitative:</p> <p>The increase in understanding by people of all ages of Penzance's history</p> <p>The part played by the project in contributing to the overall development of Cornish Heritage in Penzance.</p> <p>The extent to which the exhibitions acts as a draw to help bring Penzance people together to Cornish Heritage in Penzance to increase well-being, social interaction and</p>

	<p>reduce loneliness.</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>From April 5th 2026 Monitoring and evaluation processes put in place. Ongoing recruitment of volunteers to form a project support team. Collation of information from the Old Knowledge Penzance participants augmented by research. Compilation of interpretation boards inhouse Checking by professional designer. 1st May – proper start of comms campaign 20th May - Printing of boards and flyers 1st June – setting up exhibition 10-30th June, 20th July - 8th August and 2nd- 9th September - Exhibitions – Wednesdays, Thursdays, Fridays and Saturdays followed by openings in conjunction with other activities and as project develops with new information. Winter 2026 – lending boards to schools etc. The boards will be stored and re-used. Any few boards that will not be re-used will be recycled.</p>
<p>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)</p>	<p>Although we do not intend to work directly with unattended children and young people, Bewnans Kernow has a suite of safeguarding policies. The Bewnans Kernow Secretary is also the Penlee Cluster (Church of England) Safeguarding Officer. Every member of our staff and Board of Trustees has a duty to safeguard children using 'Cornish Heritage in Penzance'</p>
<p>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)</p>	<p>10 x Size A0 printed 5mm Foamex panel @ £45.64 ea (Instantprint) = 456.40 10 x Size A2 printed Aluminium panel @ £27.25 ea (Instantprint) = £272.50 4 x 150cmc x 100cms 5mm printed Foamex panel £77.49 ea (Instantprint) = £310 500 A5 publicity flyers, double-sided £41.15 (Instantprint) Design assistance £300 Volunteer expenses (refreshment, travel) £250 Brother ADS-4300N Desktop Document Scanner £314.82 Total £1,944.87</p>

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

For this aspect of the project we have made no other applications. The core Old Knowledge Penzance received a grant of £20,000 from the National Lottery Awards For All fund.

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)	X
Copies of all <u>relevant</u> Employer, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	X
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisation's status)	X
A copy of your organisation's latest set of accounting statements (if any exist)	X
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	X
I have read the Privacy Notice at the end of this form and placed an 'x' in the relevant box	X
Other (please list)	

--	--

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



4. Declaration by the applicant

I/We declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/We declare that, I/we have read the Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

I/We accept the following:

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

Signed:	
Name(s):	
Position(s):	Director and Trustee of Bewnans Kernow
Date:	10.01.2026

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:



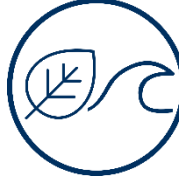




Yes No

Please return your completed form and relevant information to:

Penzance Council

Email: info@penzance-tc.gov.uk

FINANCE & GENERAL PURPOSES COMMITTEE – 23 FEBRUARY 2026**REPORT FOR DECISION****APPLICATION FOR GRANT – GROWING LINKS**

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

Grant Request Summary:

Amount Requested	£5,000.00
Summary of Project	Providing ingredients for healthy lunches for homeless and vulnerable people
Supporting Councillor	Jim McKenna
Grants Received in Past 5 Years	2024/25 - £8,313.97 2022/23 - £5,000 2021/22 - £500
Has other grant funding been sourced?	Yes

Recommendation:

A grant, of an amount to be determined, be awarded from the General Grants Budget to Growing Links for the project: '*Old Knowledge Penzance Exhibitions*'.

OR:-

No grant be provided to Growing Links for the project: '*Old Knowledge Penzance Exhibitions*'.

Background:

The total value of grant requests for consideration at this meeting is greater than the allocated budget of £25,563.29, therefore it is not possible to award the full asking amounts to all of the applicants, as the budget represents approximately 98% of the total requested, which totals £26,137.

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

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

Cameron Sil
Finance Manager



PENZANCE COUNCIL

Grant Application Form:

Grant Window 15 December 2025 –12 January 2026

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:	
Organisation:	
Organisation's full postal address, including postcode:	JOHN DANIEL CENTRE ROSCADGHILL ROAD PENZANCE TR20 8TP
Telephone Number:	
E-mail:	
Status of Organisation:	CIC incorporated as limited company in UK on 01/07/2014
Charity/Company Number (if applicable)	Charity No: Company No: 9111098
Are there any Members of Penzance Council on your Committee? (if so, please list them)	NO
Supporting Councillor signature (Mandatory):	JIM MCKENNA
What geographical area does your organisation cover?	PENZANCE PARISH

How long has your organisation been in existence?	Less than one year <input type="checkbox"/> Between one and five years <input type="checkbox"/> More than five years <input checked="" type="checkbox"/>
--	--

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:	(a) 2021; (b) 2022 (c) 2024
Project:	(a) Winter Warmer Project; (b) Community Food Store; (c) Moving Street Food Project to John Daniel Centre
Amount applied for:	(a) £500; (b) £5,000; (c) £8,313.97
Were you successful?:	(a) Yes; (b) Yes; (c) Yes
What are the aims and objectives of your organisation?	
The objects of the Company are to carry on activities which benefit the community and in particular (without limitation) to provide local food links and educational learning opportunities between the local community, schools, growers and producers to develop a resilient and sustainable local food system, so that communities can access fresh local produce.	
What are the main activities of your organisation?	
1, Street Food Project providing meals and a warm, safe space to vulnerable people 2. Community Garden and Treefield, providing a welcoming, therapeutic space growing organic flowers, fruit and veg, with environmentally friendly re-wilding	
Please demonstrate your organisation's commitment to equal opportunities (please enclose any relevant policies)	
Please see attached policy.	

	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 (cannot start prior to the approving Council meeting*)	01/03/2026
Finish Date	31/07/2026
Total Cost of Project	£ 75,000 for one year to run the Street Food Project,
Grant Applied For	£ 5,000.00 for 5 months provision of lunches (food ingredients only)

* 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:	HEALTHY LUNCHES
Description of project (please continue on a separate sheet if necessary)	HEALTHY LUNCHES FOR HOMELESS AND VULNERABLY HOUSED PEOPLE WITH COMPLEX NEEDS, ALSO PROVIDING A WARM, SAFE SPACE
Where in the Parish will the project/activity take place?	HEAMOOR

<p>Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)</p>	<p>Homeless, rough sleepers, drug addicts, sex workers, poor mental health, adults with learning difficulties, disabled, poor physical health, people experiencing poverty, families, elderly, lonely, marginalised, isolated, volunteers, service users. We expect to feed between 30 and 50 people a day.</p>
<p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p>	<p>Please see attached statistical evidence</p>
<p>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)</p>	<p>450 pledged volunteer hours, 7 businesses providing some sponsorship, CCF providing breakfasts</p>
<p>How will the project be managed and how will you measure its success?</p>	<p>The project will be managed by our Kitchen Manager and our administrator will measure performance using statistical data and surveys, meetings and conversations.</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>The project will start on 01/03/26 and last for 5 months, finishing on 31/07/26. Evaluations will take place monthly.</p>
<p>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)</p>	<p>Please see attached Safeguarding Policy Period covered March 2026 to July 2026 Providing a safe, secure and warm place at regular times each day (12 noon to 16:00 for lunches) Since September 2025 we have provided over 800 lunches each month, averaging at a cost of £1.34 per meal. We expect to continue this level during the period March to July, and the cost of the ingredients is just over £1,000.00per month (See stats provided).</p>
<p>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)</p>	<p>The people providing the meals are mainly volunteers overseen by a salaried chef for the Street Food Project and the project is managed by Growing Links admin staff. All salaries are funded through donations to the Street Food Project. These do not form part of the grant requested from Penzance Town Council.</p>

The grant requested is to cover the cost of ingredients only and receipts will be kept to evidence this. A breakdown of the total costs of the SFP for the last 3 months is also attached, extrapolated to show the cost for 5 months.

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)
Kings Coronation Food Project	Application not yet open		
Cornwall Community Foundation Surviving Winter Fund	£5,000	No	
Greggs Foundation	£5,000	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	No
The bank account your project is using is in the project's/organisation name with at least 2 authorised signatories required to sign each cheque or online payment	Yes
I have read the Privacy Notice at the end of this form and placed an 'x' in the relevant box	Yes
Other (please list)	

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

Letters of support will be sent direct from supporters



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):	MANAGING DIRECTOR
Date:	05/01/2026

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)