

FINANCE & GENERAL PURPOSES COMMITTEE – 7 SEPTEMBER 2026**GRANT BUDGET BALANCE 2026/27**

Budget Available for Meeting	Value of Applications Requested	Variance
17,515.85	£9,090.00	(8,425.85)

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 2026 to 31 March 2027, 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 five windows and therefore £14,000 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 2026/27

Grant Window	Total Awarded	Carry Forward
1 (27 th April)	£0	£14,000 (Split equally between remaining windows)
2 (20 th July)	£17,452.44	£47.56 (Split equally between remaining windows)

FINANCE & GENERAL PURPOSES COMMITTEE – 7 SEPTEMBER 2026**REPORT FOR DECISION****APPLICATION FOR GRANT – HEAMOOR COMMUNITY INTEREST ORGANISATION**

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

Grant Request Summary:

Amount Requested	£4,200.00
Summary of Project	Renewal of Christmas Lights in Heamoor
Supporting Councillor	Bonnie Jackson
Grants Received in Past 5 Years	2024/25 - £500 2023/24 - £950 2022/23 - £500
Has other grant funding been sourced?	No

Recommendation:

A grant, of an amount to be determined, be awarded from the General Grants Budget to Heamoor Community Interest Organisation for the project: '*Renewal of Christmas Lights*'

OR:-

No grant be provided to Heamoor Community Interest Organisation for the project: '*Renewal of Christmas Lights*'

Background:

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

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

Cameron Sil
Finance Manager



PENZANCE COUNCIL

Grant Application Form:

Grant Window 29 June 2026 –27 July 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:	Committee Member
Organisation:	Heamoor C.I.O
Organisation's full postal address, including postcode:	Secretary: [REDACTED]
Telephone Number:	[REDACTED]
E-mail:	[REDACTED]
Status of Organisation:	Unincorporated Association
Charity/Company Number (if applicable)	Charity No: N/A Company No: N/A
Are there any Members of Penzance Council on your Committee? (if so, please list them)	No
Supporting Councillor signature (Mandatory):	Cllr. Bonnie Jackson
What geographical area does your organisation cover?	Heamoor

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

1. Organisation Background

Have you ever applied or received a grant from Penzance Council within the last 5 Years? (Please list – continue on a separate sheet if necessary)
Date applied: 2024/25 Project: Christmas Lights Upgrades Amount applied for: £500 Were you successful?: Yes Date applied: 2023/24 Project: Christmas Lights Upgrades Amount applied for: £950 Were you successful?: Yes Date applied: 2022/23 Project: Christmas Lights Upgrades Amount applied for: £500 Were you successful?: Yes

What are the aims and objectives of your organisation?
The aims of HCIO is to provide Christmas lights around the village of Heamoor and to run Headay in July. We aim to provide something for the community by the community.
What are the main activities of your organisation?
Our main activities are fund-raising which is done weekly by the meat raffle held in the Sportsman's Arms for in Heamoor, erecting the Xmas lights, and setting up and running Headay.
Please demonstrate your organisation's commitment to equal opportunities (please enclose any relevant policies)
We work to ensure that that all residents and volunteers are treated equally with no discrimination in line with the Equality Act 2010. We do work hard to ensure members of the community are involved and consulted on the location and erection of lights. This is generally done verbally. For example where we run Xmas lights along guttering in a terrace, we have some residents who are Jehovahs Witnesses who do not partake in Christmas celebrations; in these cases the residents are often kind enough to allow us to run a blank lead across the gutters with lights to continue the power, but no have lights themselves. We aim to be respectful of resident's beliefs and their property.

	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?	N/A
If the application is from an education, health or social service establishment – is the proposed project in addition to statutory services?	N/A

2. Your project

Start Date <i>(cannot start prior to the approving Council meeting*)</i>	8 th September 2026
Finish Date	31 December 2026

Total Cost of Project	£4,200
Grant Applied For	£4,200

** 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:	Renewal of Christmas Lights, Heamoor
Description of project (please continue on a separate sheet if necessary)	This projection is relating to the renewal of a substantial portion of the lighting that we use. Around the village we go along some streets, mainly, Poltair and Holly Terrace, Bolitho Mews, The shops, Parc Letta, Polventon Close and Rock Terrace, hanging LED string lights from guttering and occasionally to poles. These LED lights are in strings of 10 m. Most of these sets of lights were formerly located on the long spans of string lights that went along Rosparvah gardens, however, we found that due to the stretching of the cables, the light strings would fail. We replaced the LED strings on this spans before and re used the working strings on the guttering. (and in 2025 we replaced these LED lights on this spans with a a different style more suited to the strain of these spans). However we have found that the failure rate on these “re used” string LED lights is still high when fixed to the guttering, this is because the strings sustained damage when used on the long spans. Last winter was very wet, and there were lots of problems with sections of lighting being unlit, or tripping out the electrics in the houses they were connected to. In addition to this, many of our lights were still up when storm Goretti hit, and some spans between houses sustained damage. We are hoping that these lights will last at least 5-7 years. The string lights on the shops have not been used on long spans, and we are still using the original string lights from 2019. Where they have not been strained, the string lights last well. We feel that a complete renewal of the string `LED lighting the gutters is the only option to ensure that there are no failures this year.

	Out of use, the lights are stored in a locked unit on the property of one of the committee members and are covered by the insurance of the property. In addition to this we also want to replace the plug connectors on our extension leads. Currently we use outdoor 13 amp sockets on the end of the leads, however, these give problems over time and we want to use purpose made IP 65 rated plugs and connectors.
Where in the Parish will the project/activity take place?	Heamoor
Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)	Residents of Heamoor and visitors driving or passing through the village get to see the village lit up
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	Many residents of Heamoor appreciate the work we do and enjoy the village being lit up around Christmas
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)	There were no lights put up in Heamoor prior to 2019, and since then we have received the support and donations from many residents who enjoy the lights around the village. Our expressions of support are from the public who thank us for putting them up, and those householders who donate electricity to run the lights. Every week people turn up to pub to support the meat raffle for the lights, and we had collection buckets at Headay for lights and £700 was donated. We always offer £10 per household where lights are plugged in to cover the costs of running the lights, last year only one household took to this offer up.
How will the project be managed and how will you measure its success?	Success will be measured that all lights stay on with no tripping faults causing constant call outs over the period when the lights are on.
Please give the timescale and key milestones for your project, including a start date and finish	Start date: 8th September: look to order lights if grant successful Mid October onwards: erection of lights around village 4th December: Switch on

date.	Early January onwards: dismantling of lights
What arrangements do you have in place to ensure safeguarding of children and young people (applicable only if your project involves working with this client group)	N/A
What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	The total breakdown is: String lights: [REDACTED] £3600 Sockets and plugs: [REDACTED] £600 Total. £4200

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

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

3. Further information enclosed Checklist

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

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

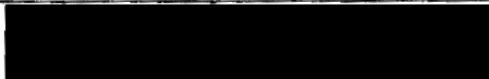
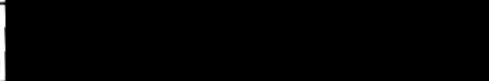
4. Declaration by the applicant

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

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

I/We accept the following:

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

Signed:	
Name(s):	
Position(s):	COMMITTEE MEMBER
Date:	26.7.26

Please be aware that the decision as to whether you have been successful in your application will be communicated to you shortly after the relevant Committee / Council meeting.

5. Privacy Notice

Penzance Council takes your privacy seriously.

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

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

Email: info@penzance-tc.gov.uk

Tel: 01736 363405

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

Yes ☒ No ☐

Please return your completed form and relevant information to:

Penzance Council

Email: info@penzance-tc.gov.uk

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

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

FINANCE & GENERAL PURPOSES COMMITTEE – 7 SEPTEMBER 2026**REPORT FOR DECISION****APPLICATION FOR GRANT – CORNWALL FILM FESTIVAL T/A MOR MEDIA
CHARITY**

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

Grant Request Summary:

Amount Requested	£4,890.00
Summary of Project	16 Days of Activism 2026
Supporting Councillor	Thalia Marrington
Grants Received in Past 5 Years	N/A*
Has other grant funding been sourced?	Yes

Recommendation:

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

OR:-

No grant be provided to Cornwall Film Festival for the project: *'16 Days of Activism'*

Background:

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

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

*While Cornwall Film Festival has not been awarded a grant from Penzance Council in the past five years, the Council has supported the 16 Days of Activism programme when it was being delivered by both West Cornwall Women's Aid and the Hypatia Trust.

Cameron Sil
Finance Manager



PENZANCE COUNCIL

Grant Application Form:

Grant Window 29 June 2026 –27 July 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	
Position:	Development Lead
Organisation:	Cornwall Film Festival (also known as Mor Media Charity)_
Organisation's full postal address, including postcode:	University Campus Penryn CO Launch Pad PENRYN Cornwall TR10 9FE
Telephone Number:	
E-mail:	
Status of Organisation:	Registered charity
Charity/Company Number (if applicable)	Charity No:1126161 Company No:5586108
Are there any Members of Penzance Council on your Committee? (if so, please list them)	No
Supporting Councillor signature (Mandatory):	Thalia Marrington
What geographical area does your organisation cover?	Cornwall

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

1. Organisation Background

Have you ever applied or received a grant from Penzance Council within the last 5 Years? (Please list – continue on a separate sheet if necessary)
Date applied: Never applied to Penzance Council before Project: Amount applied for: Were you successful?:
What are the aims and objectives of your organisation?
Our mission is to enrich and transform lives through participation in creativity and culture with a focus on film, moving image and video. We are committed to reducing barriers to arts participation and the resulting community, health and well-being and other benefits through provision of affordable, relevant, tailored programmes of film and animation festivals, community projects and creative skills training often in areas of high socio and economic deprivation. Disadvantage and inequity impact on many in Cornwall through social, economic , geographic disadvantage and/ or through less visibility and less diversity for those who are minoritised (e.g. those who identify as queer, those from the global majority). We aim to support these disadvantaged communities to thrive through accessible inclusive creative media participation and engagement opportunities for all Our creative programmes address the impact of disadvantage and equity through increased social cohesion, increased connectedness, greater health and well-being and increased opportunities.
What are the main activities of your organisation?
We deliver a year round programme of inclusive quality creative programmes and events enriching lives across Cornwall - including the 14-day Cornwall Film Festival; community arts projects for a range of groups – for example – creativity workshops for neuro diverse young people experiencing social isolation, a 7 day animation festival, a Level 2 accredited creative arts skills programme for unemployed young people , creative skills and personal development programmes for young carers and other

communities experiencing disadvantage; an internship and volunteer programme of opportunities and skills for young people to gain skills. Community Connection programmes have included the Corona Storie , a project increasing community cohesion with the capturing of the incredible diversity of experiences and perspective in a community facing the pandemic. Currently our Black Tide project involves the communities across Cornwall in community heritage with the raising awareness of the SS Torrey Canyon Oil Spill and the ecological impact –telling the stories and experiences of Cornwall's communities involved with this and the impact. Our upcoming Treth Project will be working in 3 different communities across Cornwall – including Long Rock and surrounding area to delivery community awareness raising and practical action re the coastline and protecting it.

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

We demonstrate our commitment to equal opportunities by actively reducing barriers to participation in the arts and community engagement - and ensuring our programmes are accessible, inclusive, and responsive to local need. We design and deliver affordable film and animation festivals, community projects, and skills training, with a particular focus on areas experiencing high levels of social and economic deprivation.

In Cornwall, inequity is influenced by a combination of geographic isolation, economic disadvantage, and the under-representation of minoritised groups, including people from the global majority and those who identify as LGBTQ+. We address these challenges by creating inclusive spaces where diverse voices are visible, valued, and supported.

Our programmes are intentionally tailored to engage underrepresented communities, enabling equitable access to creative and community opportunities. Through this work, we promote social cohesion, strengthen community connections, and contribute to improved health and wellbeing outcomes. By widening participation and supporting creative expression, we help individuals and communities to build confidence, resilience, and opportunity. We have a thorough and comprehensive Diversity equity and Inclusion policy that is applied to all our work and our processes

	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
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2. Your project

Start Date <i>(cannot start prior to the approving Council meeting*)</i>	1 st October 2026
Finish Date	31 st January 2027
Total Cost of Project	£7858
Grant Applied For	£4,890

* 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:	16 days 2026
Description of project (please continue on a separate sheet if necessary)	The 16 Days of Activism is a high-profile programme of community engagement and participation, bringing people together to address the issue of violence against women and girls. This annual programme features a range of activities, events and opportunities. Previous years programmes have included: A seafront walk followed by a vigil at St Mary's Church; arts workshops; an open mic night; readings; personal safety training; poetry workshops; health and wellbeing sessions (including yoga, breathwork, and ballet); swimming; talks on women in politics; community quizzes; an Iranian buffet; and performances of The Vagina Monologues at venues such as the Acorn. This year's 16 Days of Activism will very much build on last years 16 Days of Activism – which grew out of the same grassroots, community-led spirit that has shaped 16 days from the beginning. Last year's 16 days – introduced new digital elements to help extend the campaign's reach. Across the 16 Days, a total of 27 events and activities took place, reflecting not just growing momentum, but the commitment and

	collective effort of people across the community. The Solidarity Walk and Vigil once again brought people together in meaningful numbers, with over 200 people joining us to remember the women and girls who have been killed by men this year. The programme reflected the diversity and creativity within the local community, with events ranging from a Manga drawing workshop for young people, to personal safety classes, film screenings, and an 'ally walk' for men to come together in solidarity. Together, these activities created multiple, accessible ways for people to engage with the campaign. At its heart, the campaign remained rooted in grassroots collaboration. Its success reflects the time, energy and generosity of local organisations, volunteers and individuals, with more partners than ever before organising events, offering venues, and using their platforms to help raise awareness of the call to end violence against women and girls. Alongside this, digital campaigning was expanded through the introduction of an online pledge, providing another simple and inclusive way for people to stand alongside the campaign. Over 200 people signed the pledge this year. 16 days 2026 will build on this success – with a similar programme Local businesses, organisations, community groups, and individuals work collaboratively to deliver this diverse, engaging, and high-profile range of activities. 16 Days of Activism Penzance is a highly visible initiative that shines an important and much-needed spotlight on violence against women and girls. It helps raise awareness, encourages public conversation, and creates opportunities for people to show their support and take action. Above all, it brings the community together to express a shared strength of feeling around this issue.
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Where in the Parish will the project/activity take place?	
Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)	The communities in Penzance and surrounding areas will benefit from engaging in activity that :- brings many from the community together to build connection and bond over shared concerns; educates and informs the community ; and gives the community the chance to show their strength of feeling about the issue of violence against women and girls .The project will be reaching out to the whole community Women ,girls and others will benefit from increased awareness raising and education around stopping violence against women and girls; and everyone will benefit from greater community cohesions and increased connection
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	Our internal monitoring and evaluation and commissioned external evaluation shows a very high demand. Thousands of people are reached with our messaging, communications and events Data and outcomes – excerpts from 2025 report (full report available) and 16 Days External Evaluation (full report available) Facebook • 27,224 views of 16 Days content (1 Oct - 31 Dec) • 62.7% of those views were from non-followers (a new audience) • We posted over 200 pieces of content (posts, stories etc) during the campaign. The number and variety of events that took place clearly demonstrates the willingness of the community to get involved, as well as the commitment of the 16 Days Penzance team - who often gave many hours of volunteer time to help organise the events. The move towards making the campaign more visible within individual events this year was a very positive step - and there is still room to build on this in future years. The inclusion of events aimed at men was also a strategic move, enabling our message to be heard by a wider audience. Participants reflected that through participating in 16 Days, they felt more inspired to take action in the future. Most reported feeling 'very confident' to take action with many either 'likely' or 'very likely' to transform their inspiration and confidence to take action addressing the issue of violence against women and

	girls Survey respondents felt very strongly that not only should this be an annual event but that the programme should be extended even further . Nearly all survey respondents agreed that the 16 days programme was a vital programme and an important opportunity to raise awareness, focus on community co-operation and reach out to the wider community on the issue of violence against women and girls. The above are just some excerpts that demonstrate the need and demand. We are happy to share further detail from the external evaluation and our 2025 report that may be useful
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)	There is massive support for this project - partners who have organised, supported or hosted events included Newlyn Art Gallery and The Exchange, Trelya, Hypatia Trust, Big Dance Company Studios, The Savoy , The Pirates, The Gardeners' House, Band of Brothers, Growing Links – all helping to keep events accessible and rooted in the community.
How will the project be managed and how will you measure its success?	Penzance 16 Days of Activism is a collective of organisations and individuals., The project overall will be managed by Cornwall Film Festival– this model of a single organisation managing on a collective behalf has proved very successful – and key individuals will continue to be involved to ensure continuity. The measure of success will be the number of people who participate in events, the number and nature of online and in print engagements and responses to promotion and publicity, the visibility of the materials and the messaging and feedback after events as to participation. We will again be producing a comprehensive report of the reach of the programme.
Please give the timescale and key milestones for your project, including a start date and finish date.	22nd September - start of project coordination of 16 days programme Design and promotion plan finalised Messaging and communication agreed <i>late September and October</i> Programme finalised Materials and promotion Publicity plan implemented

	Programme promotion implemented <i>November</i> Messaging and campaigning activity commenced Programme promotion and publicity continuing <i>November 25th to 8th December</i> – programme of over 30 events, happenings and workshops Promotion and publicity ongoing during 16 days <i>December and January</i> Internal evaluation report completed and written up Grant management completed 31st January – project complete														
What arrangements do you have in place to ensure safeguarding of children and young people (applicable only if your project involves working with this client group)	This project is not aimed at working with you children and young people ,														
What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	We are seeking funding towards the promotion, community awareness raising, and outreach elements of the project to ensure the wider community is supported to engage and barriers to participation are removed or reduced – we are seeking £4,890 towards costs of £7,858 publicity and promotion <table> <tr> <td>design and content 5 days @375</td><td>1875</td></tr> <tr> <td>printing of A5 flyers</td><td>308</td></tr> <tr> <td>printing of A4 and A3 posters</td><td>202</td></tr> <tr> <td>distribution costs</td><td>69</td></tr> <tr> <td>printing of programmes</td><td>350</td></tr> </table> online promotion and platforms and activity <table> <tr> <td>facebook adds and posts sponsoring</td><td>414</td></tr> <tr> <td>website costs</td><td>477</td></tr> </table>	design and content 5 days @375	1875	printing of A5 flyers	308	printing of A4 and A3 posters	202	distribution costs	69	printing of programmes	350	facebook adds and posts sponsoring	414	website costs	477
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distribution costs	69														
printing of programmes	350														
facebook adds and posts sponsoring	414														
website costs	477														

	campaign design costs	583
	campaign promotion and advertising costs	1178
	events and workshops costs	
	materials	318
	photography - fees	424
	refreshments	414
	workshop packs - design and content	849
	frames and printing of display content	690
	workshop packs printing	424
		7858

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)
G and E trust	2000	Yes	Waiting for decision
Grocers Trust	2000	yes	Awaiting decision

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)	
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisation's status)	yes
A copy of your organisation's latest set of accounting statements (if any exist)	Yes
Copies of any letters of support for your project	We can send these on
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	
I have read the Privacy Notice at the end of this form and placed an 'x' in the relevant box	Yes
Other (please list)	

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

4. Declaration by the applicant

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

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

I/We accept the following:

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

Signed:	
Name(s):	
Position(s):	Development Lead
Date:	27 th July 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)