

SECTION 3 – ORGANISATION FINANCES**a) Have you applied for or received a Township grant before?** Yes No**b) If you have answered yes to question a), please give details below**

Littleborough Food & Drink Festival 2016
 Littleborough Food & Drink Festival 2017
 Littleborough Food & Drink Festival 2018

c) Does more than 50% of your annual base budget/income come from Rochdale Council? Yes No

If yes, detail below the amounts received and Council Services providing budget/income to your organisation (a copy of your application will be forwarded to your relevant Link Officer for their comments)

SECTION 4 – ABOUT THE PROJECT AND JUSTIFICATION

Details of the proposed project and what benefits will this project bring for participants, organisation, group or wider community?

Littleborough Food Festival aims to help put Littleborough on the map as a desirable tourist and shopping destination by attracting people to attend an appealing family friendly event and in turn they will explore what the area has to offer in terms of cafes, restaurants, shops etc.

The Festival will take place on Saturday 8th June 2019, 11am until 4pm. The venue will be a mix of outdoor stalls and indoor shop / community premises. We will celebrate food & drink, creating food market with a great atmosphere built upon with quality musical entertainment throughout the day.

Hare Hill Road will form a perfect 'event hub' where there will be an area for musical entertainment, seating area, and food and drink stalls. There will be a mobile kitchen to host local chef's cooking demonstrations, seating for the public watching the demonstrations, face painters for children and children's cookery classes will also run throughout the day.

The festival attracts unprecedented large numbers of people to Littleborough and the individual businesses taking part and we have found despite unpredictable weather the atmosphere is always buzzing, the stalls and individual shops see large numbers of visitors, often 'selling out' and the feedback from the public on the whole positive.

Several shops report the event itself results in an immediate increase in footfall and trade on the day, in particular the ones who put in the extra effort to get involved and provide an attractive food or shopping offer. Feedback from shop owners tells us it also brings repeat business to local shops after the event, for example customers discovering shops they didn't know about – the 'food festival' effect.

The event attracts a great deal of publicity in the local press in the months leading up to it and afterwards. All this helps to bring people into Littleborough and promotes the area as a desirable place to visit and in turn the local restaurants and shops benefit hugely.

The festival aims to bring together local businesses and the community. It is anticipated that by organising the event again we will build upon the positivity and good reputation we have established so far and continue to highlight Littleborough as a successful shopping and tourist destination within the Rochdale Borough, not only for local people but for visitors across the North West and beyond.

Project start date1st February 2019**Project completion date**8th June 2019

SECTION 5 – PROJECT FINANCES

a) Cost of project		£ 6500.00
b) Amount of grant required		£ 1885.64
c) Amount from other sources		£ 4614.36
d) Details of other funding		
Funder	What they may fund	Dates of funding decisions
Grantscape – Crook Hill Community Fund	Marquees, Generator & Fuel	May 2018
Local Shops – advertisement fees	Leaflets	1 st March 2019
Food / Drink Vendors – stall fees	Table & Chair Hire, Graphic Design, Marketing & Publicity Materials, Face Painters, Zumba, 3x Bands.	1 st March 2019
Local Business Sponsorship – TBC	Website	1 st March 2019
Littleborough Food Festival	Insurance, Mobile Stage & PA	1 st March 2019
e) Breakdown of proposed expenditure relating to the amount of grant required <i>(enclose quotations, cost estimates or extracts from catalogues. At least two quotations will be required for any items to be funded that will cost £1,000 or more to demonstrate value for money).</i>		
Expenditure item	Cost	
Cooking Demonstration Kitchen –supply, erect and supervision	£1385.64	
Band 1	£500.00	
TOTAL		£1885.64

SECTION 6 – SUPPORTING DOCUMENTATION

Please supply the following documents when you submit your application. **IF YOU DO NOT SUPPLY THESE DOCUMENTS, WE WILL NOT BE ABLE TO PROCESS YOUR APPLICATION.** Please tick the boxes to confirm which documents you have attached to this application.

a) Annual accounts and bank statement(s)	<input checked="" type="checkbox"/>
b) Constitution/governing document	<input checked="" type="checkbox"/>
c) If your project works with children and young people under 18 years old or vulnerable adults, please confirm your organisation has the following in place:	
Child protection policies and procedures	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A
Disclosure & Barring Service (DBS) checked staff and volunteers	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A
d) Quotes/estimates/extracts from catalogues for proposed expenditure	<input checked="" type="checkbox"/>

SECTION 7 - DECLARATION

We, the undersigned agree to:

- Abide by Pennines Township Funds Terms and Conditions.
- No expenditure being incurred on this project prior to the grant decision being given.
- Certify that the information contained in this application is correct and that we are authorised by the organisation to accept these conditions on their behalf.
- Use funds, if granted, only as specified in this application, unless receiving authorisation from Pennines Township Office to make changes.
- Send the invoices/receipts for all payments made with this grant along with the completed Project Evaluation Form to the Pennines Township Office.
- Agree to participate in monitoring, auditing and evaluation related to this fund.
- Highlight the support of Pennines Township in all publicity material and agree to Rochdale Council's use of the organisation's name and photographs for promotional purposes.
- Inform Pennines Township Office immediately if either signatory leaves the organisation or can no longer fulfil their responsibilities, or someone else takes over responsibility for the grant on behalf of the organisation.

Contact Person		Organisation Chair or Treasurer (Different from Contact Person)	
Signature		Signature	
Full name	Neela Jackson	Full name	Julie Pimlott
Position	Sub-Committee Member	Position	Treasurer
Date		Date	

Before you send your application to us, please check that you have:

- answered all the relevant questions and
- enclosed all the information requested:
 - Annual accounts
 - Bank statement(s)
 - BACS form
 - Constitution/governing document
 - Quotations/cost estimates/extracts from catalogues

We will return incomplete application forms.

Please send your completed application form to:

Pennines Township Office, c/o Number One Riverside, Smith Street, Rochdale OL16 1XU

Tel: 01706 922227

Email: pennines.township@rochdale.gov.uk

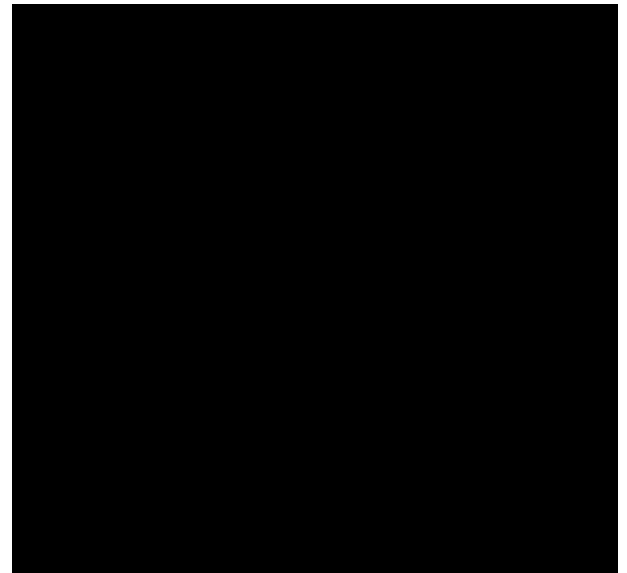
Estimate Event Kitchen Hire - Littleborough Food & Drink Festival 2018

10 January 2018

£1,385.64

Littleborough Food Festival

[REDACTED]
[REDACTED]
[REDACTED]



Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
Product	Event kitchen hire to include 4 ring induction hob, electric fan oven with grill, under counter fridge, a selection of chefs equipment, small double sink to include hand wash, PA system and overhead TV monitor. (3x3 gazebo) 1 day hire.	1,125.00	20%	1,125.00
66 Expenses	Delivery and collection @ 0.45 pence per mile (return journey 66 miles)	0.45	20%	29.70
Net Total				1,154.70
VAT				230.94
GBP Total				£1,385.64

Other Information

[REDACTED]

To supply mobile demonstration kitchen, 4 ring induction hob, fan oven with grill, full PA system, overhead TV monitor, undercounter fridge with small ice box, small double sink unit to include hand wash and a selection of chefs equipment.

3 x 3 Gazebo.

Price includes delivery, set-up and collection.

Event Date - Saturday 9 June 2018.

Delivery Date - Saturday 9 June 2018.

MOBILE DEMO KITCHENS



Preston Food Festival
Branded for 'Taste Lancashire'



Princesshay Food Festival
With Michael Caines, branded for the
'Closer to Food Campaign'



Preston Food Festival
Branded for 'Taste Lancashire'



Kerry Gold Promotion
Held at Leicester Tigers Stadium



Eat Reading Live
AGA Rangemaster branding



Interior Shot
Fully functioning prep & wash up
area



Gunwharf Quays Food Festival
With Jean Christophe-Novelli,
branded 'Closer to Food'



Kerry Gold Promotion
Held at Leicester Tigers Stadium



Eat Reading Live
AGA Rangemaster branding

AN AFFORDABLE MEDIUM SIZE MOBILE UNIT, COMPLETE WITH PREP & WASH UP AREA. IDEAL FOR OUTDOOR EVENTS.

T: 01985 844192 E: info@chefsonstage.com

MOBILE DEMO KITCHENS

HIRE CHARGES & TECHNICAL REQUIREMENTS

HIRE 1st DAY £1,975*

SUBSEQUENT DAYS £975*

These are guide prices & do not include delivery & collection costs. All prices subject to VAT.

To Include:

- 1 no. 3.6m trailer with 3m x 1m fold out stage with a hydraulically raised canopy 3m x 2m with 2 no. 1.5m fold out wings, bringing total dimensions to 6m wide x 5m from the front of stage to the back of trailer housing the following equipment:
- 1 no. 2.8m cooking island complete with either gas or electric hob & oven
- 1 no. 6 channel audio mixing desk
- 1 no. 200 x 200 Watt amplifier
- 2 no. 200 Watt loud speakers
- 1 no. radio microphone system with head set
- 1 no. hand microphone for the compere
- 2 no. 500 Watt floods
- 2 no. 42" LCD screens
- 2 no. 'locked off' colour TV cameras
- 2 no. washable prep tables
- 1 no. undercounter larder fridge
- 1 no. double drainer sink & hot water urn
- 1 no. hand wash unit
- 2 no. gas cylinders (if required)
- 2 no. 32amp distribution boards all cabling for electrics and amplification
- All labour for building and dismantling the theatre
- Total management of the facilities throughout the event

Optional costs:

- Customising of branding areas from £464.40 plus delivery
- Chefs from £500 per day
- 1 no. complete set of kitchen utensils from £100 per day
- 1 no. basic chefs kit from £55 per day
- Compere/TV presenter from £400 per day
- Home Economists from £350 per day

Electricity & Water connections not included in costs

Technical requirements:

- Supply either 3 no. 32 amp single phase cee form feeds or 1 no. 63 amp 3 phase cee form feed
- Plumbing in of cold water supply & drainage

NB: A level and uninterrupted solid floor of 6m x 5m is required.

*All prices subject to site survey