

HEYWOOD TOWNSHIP FUNDS 2019/20 APPLICATION FORM



ROCHDALE
BOROUGH COUNCIL

REF
HP/08/19

Please read the **Terms & Conditions** and **Guidance for Applicants**. If you need advice or support to complete your application form, please contact Heywood Township Office.

SECTION 1 – NAME OF PROJECT

Name of project	Heywood 1940's Day 2020
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SECTION 2 - APPLICANT DETAILS

a) Name of organisation	Heywood Business Group
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b) Type of organisation						
<input checked="" type="checkbox"/> Voluntary/ community	<input type="checkbox"/> Registered charity	<input type="checkbox"/> Sports/ leisure club	<input type="checkbox"/> Limited company	<input type="checkbox"/> Private company	<input type="checkbox"/> Social enterprise	<input type="checkbox"/> Other type

c) How many members do you have?	65 Businesses
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d) Aims and objectives of your organisation and activities or services it provides
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Heywood Business Group is a well established, independent, local business group run voluntarily by local business people. The group ensures local business people are informed of developments in Heywood and act as a voice in the business community.

The group promotes Heywood and the town centre businesses in a positive light, and organises activities in the town to create a feel good environment in Heywood with the aim of generating prosperity for the town and wider community.

e) Contact name	Melanie Caffrey
f) Contact telephone	[REDACTED]
g) Contact address and postcode	[REDACTED]
h) Email address	[REDACTED]
i) Web address	N/A

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**

This is an annual event which has taken place since 2009 and has been funded jointly year on year by Heywood Township and Heywood Business Group for the benefit of the town.

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 – PROJECT FINANCES**a) Cost of project**

£14,653

b) Amount of grant required

£13,200

c) Amount from other sources

£ 1,453

d) Details of other funding

Funder	What they may fund	Dates of funding decisions
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Heywood Business Group		
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e) Breakdown of proposed expenditure relating to the grant funds required (enclose quotations, cost estimates or extracts from catalogues)	
Expenditure item	Cost
Replicas planes, Spitfire, Hurricane, Messerschmitt and Flying Flea Educational Hub.	£7,000
Military Vehicles	£1,000
Shooting Demonstration	£ 600
Three Singers	£ 800
Two Brass Bands, Salvation Army Band and Littleborough Band	£ 800
Pipes and Drums	£ 700
Street entertainers	£ 350
Two DJ's, Hill Street and St Lukes	£ 480
Afternoon Tea Dance	£ 800
Insurance	£ 200
Programmes	£ 160
Banners and posters	£ 150
Advertisement	£ 150
Flags, bunting and fittings to decorate Town	£ 150
Temporary Event Notice	£ 500
Two Vintage Buses	£ 21
Transport	£ 700
Chairs	£ 300
Stewarding	£ 250
Sound System, staging	£ 200
Northern Forties, Backstep Boogie Club, Re-Enactors, Banjo Man, Cadets, Choir, Market Artist.	£1,200
Big Get Together Street Party	£1,500
Road Closures and Traffic Management	£ 400
The event has grown in stature year on year. Costs incurred have risen year on year. This application is based on the costs of running the event in 2019 plus Road Closures and Traffic Management.	£1,200
TOTAL	£13,200 contribution

SECTION 5 – ABOUT THE PROJECT AND JUSTIFICATION

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

Heywood 1940's Day on Saturday 20th June 2020 from 10am to 6pm in the town centre is an event organised by Heywood Business in conjunction with Heywood Township. Entertainment and fund activities from the 1940's era providing historical, educational and nostalgic interest for both young and old. A great event for all the family with numerous free activities to enjoy including a 1940's concert, military classic vehicles, authentic fighter planes, live music, dance performers, stalls, arts and crafts and re-enactors in military uniform and dress. Additional attractions are vintage funfairs, tea dances, traditional street musicians, stalls offering 1940's and military memorabilia and local charity fundraising stalls, cakes, hoopla and other refreshments stalls. Armed Forces Day Parade is incorporated. The event has grown year on year and it has become nationally recognised with participants from all over the country. Widely recognised as the biggest attraction Heywood has to offer, it unites the community and provides a real boost to the town and the local economy. The event raises the profile of Heywood, promotes local businesses to the wider area and provides a real feel good factor and an inclusive environment within Heywood.

How many people in Heywood will benefit from this project? 30,000

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 show 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 Heywood 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 Heywood 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 Heywood Township Office.
- Agree to participate in monitoring, auditing and evaluation related to this fund.
- Highlight the support of Heywood Township in all publicity material and agree to Rochdale Council's use of the organisation's name and photographs for promotional purposes.
- Inform Heywood 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	Melanie Caffrey	Full name	John Kennedy
Position	Secretary	Position	Treasurer
Date	24.4.2019	Date	24th APRIL 2019

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

Please send your completed application form to:

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

Tel: 01706 924802

Email: sharron.worrall@rochdale.gov.uk