

MIDDLETON TOWNSHIP FUNDS 2019/20 APPLICATION FORM



ROCHDALE
BOROUGH COUNCIL

REF

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

SECTION 1 – NAME OF PROJECT

Name of project	Middleton Town Centre Management Function including Christmas lights switch on event 2019
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SECTION 2 - APPLICANT DETAILS

a) Name of organisation	Middleton Town Centre Management Limited
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b) Type of organisation

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voluntary/ community	Registered charity	Sports/ leisure club	Limited company	Private company	Social enterprise	Other type

c) Aims and objectives of your organisation and activities or services it provides

To enhance the image of Middleton town centre

To ensure people want to shop, live, work and socialise in the town

To ensure we promote healthy lifestyles and encourage fitness and well being

To provide a schedule of annual events that local people want to attend year on year basis.

To help businesses to grow in and around the town centre.

Liaise with local businesses and to feedback any issues to the township manager and the relevant council departments.

To work with key stakeholders in the town to ensure we all work together. Stakeholders include Middleton arena & Middleton shopping centre.

Work with Middleton town team (we are represented on the board of directors), this enables us to communicate with local and national businesses that our present in and around Middleton town centre.

d) Contact name	Victoria Davies
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e) Contact telephone	██████████
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f) Contact address and postcode	1 st Floor, Colmar House, Middleton, M24 4DB
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g) Email address	middletontcm@hotmail.co.uk
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h) Web address	www.middletontowncentre.co.uk
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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

MP/04/18 Middleton Town Centre Management Function 2018 - £10,000
 MEF/04/18 Middleton Town Centre Christmas Lights Switch On 2018 - £3,000
 MTC/02/17 Long Street/Old Hall Street Christmas Trees - Shop Fronts - £9,024.71
 MP/05/17 Middleton Town Centre Management Function 2017 - £10,000
 MP/04/17 Middleton Town Centre Christmas Lights Switch On 2017 - £3,000
 MEF/04/16 Middleton Christmas Lights Switch On Event 2016 - £3,000
 MP/05/16 Middleton Town Centre Management Function 2016 - £10,000
 MEF/03/16 Middleton Gardens Brass Band Performances - £1,000
 MEF/05/15 May Day Festival 2016 - £5,000
 MEF/02/15 Middleton Christmas Lights Switch On Event 2015 - £3,000
 MP/08/15 Middleton's Grand Day Out 2015 - £1,000
 MP/05/15 Middleton Town Centre Management Function 2015 - £10,000

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)

£31,500 from Economic Affairs Unit

SECTION 4 – PROJECT FINANCES

a) Cost of project

£13,207 (Inc Christmas Lights)

b) Amount of grant required

£13,000 (Inc Christmas Lights)

c) Amount from other sources

£

d) Details of other funding

Funder	What they may fund	Dates of funding decisions

e) Breakdown of proposed expenditure relating to the grant funds required (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).

Expenditure item	Cost
Costs for Oktoberfest SIA security Toilets Music licence Hire of barriers Hi vis vests and PPE for stewards Photographer Marquee hire Stage hire Safety services for first aid Bands @ £250 x 5 Compere for the day Stewards @ £75 x 5 Bar staff Total cost of Oktoberfest	£390 £660 £62 £240 £70 £150 £1,235 £1,850 £155 £1,250 £250 £375 £100 £6787
Cost of Halloween Spooky Saturday Vampire Mickey Mouse Face painter Creepy Crawly Roadshow Pumpkin carving Total cost of Spooky Saturday	£175 £50 £300 £100 £625
Cost of Summer Fun Days Face painter (for three events) Punch and Judy performer (for three events) Buckets and spades and other incidentals Total cost of Summer Fun Days	£150 £600 £30 £780
Cost for Summer Sizzler Punch and Judy Face painter Music licence Band/DJ Decoration Total cost for Summer Sizzler	£200 £50 £65 £200 £50 £565
Cost for Christmas lights switch on Stage Presenter/comper Children's entertainer for the day SIA security for the day Refreshments/mince pies Stewards Total cost of Christmas lights switch on	£1,750 £250 £200 £450 £200 £150 £3000
Cost of Small Business Saturday Face painter Brass band Total cost of Small Business Saturday	£50 £150 £200

Advertising	
Van wrap	£200
Banners etc for Spooky Saturday	£300
Banners etc for Summer Fun Days	£300
Banners etc for Summer Sizzler	£150
Oktoberfest leaflets	£150
Banners for Christmas lights switch on	£150
Total cost of advertising	£1250
Costs based on expenditure in 2018 (copy invoices provided to Middleton Township Office for events in 2018 can be made available for inspection)	
TOTAL	£13,207

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?

The £10,000 is part of MTCM's core function funding. Above are costs that we incur during the year on events that we do but we also have costs such as wages that aren't dealt with above, rent for offices and other costs. We hold events throughout the year (not just the events mentioned above) for different demographics and in different places in and around Middleton town centre. We do this to try to include businesses in and around the town centre not just businesses situated on the Gardens.

Oktoberfest is a one day event showcasing local music bands, local brewers of good quality ale and local food providers. This event is aimed at people without children or who have grown up children but still like to enjoy live music and good quality beer and food. We do this event because most of our events are aimed at families with young children or older people. We are trying to broaden our events so that we cover most demographics in and around Middleton. As with most of our events this event is free to enter so that we can include everyone within Middleton regardless of their financial situation.

Our new Halloween event – Spooky Saturday will be held in Middleton Gardens; this will help to encourage people into the town centre and also as it's held on a market day; onto the market. It will be a free event so all families with differing budgets will be able to join in. We will use local people to provide the activities on the day, such as Vampire Mickey Mouse character who will interact with the children and allow parents to take photos as a souvenir, we will advertise fancy dress with prizes for children who take part and a 'creepy crawl/animal road show for children to learn and interact with creatures and animals they may not of had the chance to see before.

Summer fun days are held in the summer holidays on a Saturday and feature a small sand pit attraction, magician shows, face painting and craft tables all for free. We also work in partnership with Link4life and Middleton Arena, who kindly send staff and equipment, such as rebound trampolines for children and adults to have a go at a workout – this encourages fitness for all and promotes the local arena and their fitness classes. We hope that it will encourage all families (with different budgets) to join us in the town centre on each Saturday and not only have fun and be entertained but also promotes fitness and wellbeing – showing that exercise can be fun.

Our new summer sizzler (Midd's Big Bank Holiday Bass) is an extension of our summer fun days, held on the Saturday before August bank holiday, we hope to encourage more people into the town centre and provide a 'summer holiday' feel to all who attend. We understand that finances for some mean that they may not have a summer holiday or have the means for day trips, so we hope to bring a seaside theme day to them. This again will be a free event to encourage all to attend will include, sandpits and games, Punch and Judy, hook a duck, candyfloss and ice cream stalls. As well as asking local food businesses to join us and provide BBQ/ healthy style food – i.e, burgers, chicken, smoothies. We are also going to source a local band/DJ to provide a background type entertainment. This event is planned so we can work alongside local businesses, encourage more foot fall in to the town centre and market and also provide all residents of Middleton a fun filled bank holiday event, which we hope will grow and continue year after year.

Small Business Saturday - We hold a window dressing competition around Middleton town centre businesses along with a brass band and free mince pie offering in the Gardens to attract people to shop in the centre of Middleton before Christmas.

Our Christmas lights switch on event is one of the most attended and successful events in Middleton, with approximately 1000 people attending through the day. We have local community groups performing on the stage throughout the day, a local brass band, Santa and his elves attend to give out selection boxes and have photos taken with the children. We have a number of food outlets, Christmas style market stalls, a fairground, Christmas selfie booth, children's entertainer and face painter throughout the day. Following the

count down and switch on we have a big fireworks display. Last year a competition was run for people to nominate a 'star for the night' someone they felt had worked hard for the local community and deserved to be honoured, the winner/s were then selected, by the most votes and they 'switched on the lights alongside the Chair of Township, the Lady Mayoress and Santa and his elves, this is something we will continue this year. We find this is a great community event which allows us to work alongside local community groups and businesses to attract people into the town centre to celebrate the lights switch on.

Project start date	ASAP			Project completion date	31/3/20	
Please indicate below the number of members in your group who reside in each Middleton area.						
Langley	Hollin	Boarshaw	Alkrington	Moorclose	Junction	Rhodes

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 Middleton 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 Middleton 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 Middleton Township Office.
- Agree to participate in monitoring, auditing and evaluation related to this fund.
- Highlight the support of Middleton Township in all publicity material and agree to Rochdale Council's use of the organisation's name and photographs for promotional purposes.
- Inform Middleton 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	Victoria Davies	Full name	
Position	Town Centre and Market Manager	Position	
Date	24/06/19	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:

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

Tel: 01706 923124

Email: middleton.township@rochdale.gov.uk