

# PENNINES TOWNSHIP FUND 2020/21 APPLICATION FORM



**REF**  
PF/20/20

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

## SECTION 1 – NAME OF PROJECT

<b>Name of project</b>	Littleborough Arts Festival – Covid recovery and looking forward
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## SECTION 2 - APPLICANT DETAILS

<b>a) Name of organisation</b>	Littleborough Arts Festival
<b>b) Type of organisation</b>	

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

Littleborough Arts Festival is a Charitable Incorporated Organisation (CIO) which exists to advance the appreciation, education and involvement in the arts in Littleborough for the public benefit, in particular but not exclusively, by the provision of an arts festival, workshops and public concerts.

In 2020 a, largely, new group of trustees took over the running of the festival with the aims to revive and extend the festival both in terms of its scope (arts) and its reach (inclusivity and engagement).

The Festival is working towards a plan for a festival in 2022, which includes applications for Arts Council funding. This application to Pennines Township is being submitted late in 2021 due to a need we have very recently identified, which is the demand for arts workshops during the current covid restrictions. We therefore are submitting an application which is both “late” for 2021 in order to try and meet this demand and to support some capacity building activity for young people as part of our preparation for a festival in 2022.

<b>d) Contact name</b>	Rose Bibby
<b>e) Contact telephone</b>	██████████
<b>f) Contact address and postcode</b>	██ ██ ██
<b>g) Email address</b>	██
<b>h) Web address</b>	littleboroughartsfestival.co.uk

## 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 Arts Festival is in a new format, with new trustees and activity. The detail of any previous Township grants is not known (though if it's needed we are sure we can find out).

Information entered from Pennines Township records:

PF/07/18 Littleborough Arts Festival 2018 (Lantern Parade) – Awarded £3,150

PEF/02/17 Littleborough Arts Festival 2017 (Lantern Parade) – Awarded £1,000

PW/08/16 Woollen Woods 2017 – Awarded £500

PF/35/15 Littleborough Arts Festival 2016 (Lantern Parade) – Awarded £1,000

PEF/06/13 Littleborough Arts Festival 2014 – Awarded £750

PF/18/12 Littleborough Arts Festival 2013 – Awarded £1,500

E03-10/11 Littleborough Arts Festival 2011 – Awarded £1,000

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)

## 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?

There are two elements to this project is part of our overall plan for the next couple of years to boost arts activity, participation, capacity and confidence in and around Littleborough, both in response to the covid pandemic and recovery and in preparation for the 2022 Littleborough Arts Festival.

We believe that by providing more opportunity for local people to participate in arts activity, we will directly improve the life circumstances of **people** in the Littleborough area, including the wider Pennines township.

We believe that by providing more arts and cultural experiences as a lead in to the Littleborough Arts Festival we will directly boost local confidence and identity of **place** in Littleborough, including the wider Pennines township.

We believe that by providing opportunities for local people to become involved in the development and delivery of an arts festival we will boost the capacity and the **prosperity** of the Littleborough area, including the wider Pennines township.

#### Covid recovery

During early 2021, we have started to deliver online arts workshops across a wide variety of arts media and through local artists and facilitators, using the last of the funds from the previous format of the Littleborough Arts Festival, which had to be cancelled due to the Covid pandemic. The demand for these workshops has been overwhelming and we have been swamped with requests for more. We believe that it is an important facet of our recovery from the impact of Covid-19 in our community that we provide people with opportunities to participate in the arts in safe spaces. We would like to double our current capacity with township funds of £2,385 to continue to provide workshops during (what we hope will be) the early stages of covid recovery, through the provision of blended learning (online and, safely, face to face) so that 60 local people can start to regain their confidence and creativity through arts participation.

We will be applying to Pennines Townships in 2021-22 to support the development of the 2022 festival and to enable us to attract more funds to the Pennines, supporting the people, place and prosperity of the area, especially through Arts Council funds.

<b>Project start date</b>	March 2021	<b>Project completion date</b>	30 <sup>th</sup> September 2021
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## SECTION 5 – PROJECT FINANCES

<b>a) Cost of project</b>		£4,770
<b>b) Amount of grant required</b>		£2,385
<b>c) Amount from other sources</b>		£2,385
<b>d) Details of other funding</b>		
<b>Funder</b>	<b>What they may fund</b>	<b>Dates of funding decisions</b>
Arts Council (mop up programme from the cancelled 2020 activity due to Covid 19)	Half of the workshops (£2,385)	Already secured
Volunteer contribution from the new Littleborough Arts Festival Trustees.	The trustees includes those who are skilled and qualified in programme development, arts and education, providing the equivalent professional service as a volunteer (equivalent of £15 per hour). This is based on an estimate of 35 hours per person x 5 people x £15	Already committed
<b>e) Breakdown of proposed expenditure relating to the amount of grant required (Enclose quotations, cost estimates or extracts from websites/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. Costs for items to include VAT only if your organisation cannot claim VAT back from HM Revenue and Customs).</b>		
<b>Expenditure item</b>	<b>Cost</b>	
Arts Workshops See separate breakdown of workshop costs (appendix 1)	£2,385	
<b>TOTAL</b>		£2,385

## 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:	
Child protection policies and procedures	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A
Disclosure & Barring Service (DBS) checked staff and volunteers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A
d) Quotes/estimates/extracts from websites/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	Rose Bibby	Full name	Nicol Stuart Kennedy
Position	Vice-Chair	Position	Treasurer
Date	23/02/2021	Date	23/02/2021

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 websites/catalogues

We will return incomplete application forms.

Please send your completed application form and supporting documentation to the Pennines Township Office Email: pennines.township@rochdale.gov.uk and sharron.worrall@rochdale.gov.uk

## LAF Workshops fees 2020

Artist fee £30 ph or £269 per day

Artist Name	Session Name	Time Dedicated	Material Spend	Total
	Field Recording	1 day	£0.00	£269.00
	Music For Preschoolers	5 hours	£0.00	£150.00
	Chance Poetry	5 hours	£0.00	£150.00
	Recycled Jewelry Making	5 hours	£10.00	£160.00
	Herbal Winter Lip Balm Making	7 hours	£50.00	£260.00
	Intro to Writing Folk Songs	7 hours	£0.00	£210.00
	How to Make a Knitted Flower Brooch	7 hours	£50.00	£260.00
	Fashion Illustration Life Drawing	1 day	£50.00	£319.00
	Hospital Music - Machines and Healing	1 day	£0.00	£269.00
	Henna Workshop	5 hours	£50.00	£200.00
	Printmaking	5 hours	£50.00	£200.00
	Crafternoon	2 Days	£0.00	£538.00

**Total £2985.00****Total £1896.00**

## **Overheads**

Admin @ £20 ph calculated at 1 hour per workshop: **£140.00**

Space Hire @ £10 ph calculated at 20 hours: **£200.00**

Material Postage @ £20 per workshop x 4: **£80.00**

Artist Fees: **£1736.00**

Overheads: **£420.00**

Material Spend: **£160.00**

Contingency: **£69.00 (2.89%)**

**Total: £2385.00**