

## **Grant summary**

Organisation

Cygnets

Funding request

The group are applying for funding to support the cost of the new lighting and sound equipment required to help turn the 2<sup>nd</sup> floor of Paradise Mill into a rehearsal and performance space.

Total cost

£27,000

Grant requested

£2,000

The difference between the total cost and the grant requested will be bridged by matched funding, projected income and the groups own fundraising.

## Macclesfield Town Council Large Community Grant application form

Grants from £250 up to £2,000

Community for Voluntary Services Cheshire East (CVSCE) is a registered charity and independent organisation that provides support and services to groups. CVSCE provides support to Macclesfield Town Council's grant programme by reviewing completed grant application forms to ensure they meet the criteria set out in the Council's Grants and Funding Policy. For more information, please refer to the policy.

CVSCE can also offer guidance on completing the application form.

### Your Contact details

Please complete table 1.

Table 1 Contact details

Applicant name:	
Position in organisation:	<b>CHAIRMAN</b>
Organisation:	<b>CYGNETS</b>
Address:	
Contact number:	
E-mail address:	
Contact address (if different from above):	<b>n/a</b>
Telephone number:	
Website:	<b>www.cygnets.org</b>

### Contact details for senior member of the organisation

This must be the chair, secretary, treasurer or a senior member of your committee and different from above.

Please complete table 2.

Table 2 Contact details for senior member of the organisation

Senior contact name:	[REDACTED]
Contact address:	[REDACTED]
Telephone number:	[REDACTED]
E-mail:	[REDACTED]
Position in organisation:	<b>Secretary</b>

## Organisation profile

Please complete table 3 to describe your organisation profile, selecting Yes or No where applicable.

Table 3 Organisation profile

Registered charity:	<b>No</b>
Registration number:	<b>n/a</b>
Voluntary organisation:	<b>Yes</b>
Community group:	<b>Yes</b>
Company Limited by Guarantee:	<b>No</b>
Not for profit organisation:	<b>Yes</b>
Social enterprise:	<b>Yes</b>
Other:	<b>SOON TO BE A CIC</b>
How long has your organisation been in existence?	<b>Commenced Jan 1<sup>st</sup> 2010</b>
What does your organisation do? (A summary of this information will be used on our website if your application is successful). Maximum of 50 words:	<p><b>We help young people and adults, and as a result their families and the wider community, to improve their confidence, self-esteem and communication skills, helping them to express themselves more effectively &amp; gain lifeskills to achieve their aspirations &amp; realise their potential. We provide opportunities for social interaction that reduces loneliness, builds social networks &amp; improves mental wellbeing.</b></p> <p><b>We do this through workshops and performing arts shows, short courses, and one day events which audiences can attend</b></p>

Please complete table 4 on your organisation's land, premises and facilities, selecting Yes or No where applicable.

Table 4 Land, premises and facilities

Own its own land/premises/facilities	<b>No</b>
Hire private land/premises/facilities	<b>No</b>
Hire local authority land/premises/facilities	<b>No</b>
Lease the land/premises/facilities	<b>Yes</b>
Please give details of lease expiry date/length of lease	<b>Lease for 3 years Commencing: 1<sup>st</sup> July 2022 Expiring/Renewal: 30<sup>th</sup> June 2025</b>

Please complete table 5 to indicate how many staff, paid or otherwise, are involved with your organisation.

Table 5 Number of staff

Number of full time paid staff	<b>Nil</b>
Number of part time paid staff	<b>Nil</b>
Number of casual paid staff	<b>Nil</b>
Number of full time unpaid staff	<b>One</b>
Number of part time unpaid staff	<b>Approx 10</b>
Number of casual unpaid staff	<b>Approx 20</b>

## Previous funding

Has your organisation received a grant from Macclesfield Town Council before?

Please complete table 6, selecting Yes or No where applicable.

Table 6 Previous funding

Previous funding from Macclesfield Town Council	<b>Yes</b>
If yes, please tell us when and how much was awarded:	<b>2018 - £250 for a Hairspray choreography workshop by the lead in the Hairspray National Touring show</b>  <b>2020 - £250 for a Drama and Physical Theatre workshop by Joel Harper Jackson - Lead in 'A Curious Incident of the Dog in The Night'</b>
How did you hear about the Community Grant Scheme?	<b>Google Search</b>

## Your project/activity/event

Complete table 7 to describe you project, activity or event.

Table 7 Project/activity/event description

Date of activity/event or anticipated start date of project:	<b>1<sup>st</sup> July 2022</b>
Name of project (maximum 10 words):	<b>CYGNETS' AT PARADISE MILL</b>
Briefly describe what the grant you are requesting is required for and why it is needed (maximum 150 words):	<p><b>Currently Paradise Mill 2<sup>nd</sup> Floor is an empty shell, so we are starting from scratch to create a rehearsal and performance area and a flexible space for a multitude of other uses by ourselves and other groups.</b></p> <p><b>To make the space fit for purpose, we need to purchase a lighting control desk and lighting equipment which will enable our performances to be properly lit, and the achievements of our young people can be properly presented in a theatre-setting.</b></p> <p><b>We also need a Sound Equipment consisting of Microphones, Stands and a Sound Control Desk, so that the performers can be heard – a necessity in this large space.</b></p> <p><b>Once installed, the capabilities created by this equipment will improve the shows, further adding to the confidence of the performers, and enhancing the audio and visual impact for the audience.</b></p> <p><b>All the equipment will be available for other users of the space.</b></p>
If you are successful with your application, please describe what your project/event/activity will achieve and what difference it will make to your organisation/area, how it will extend/develop community activity and how it meets the criteria listed in the Policy for the Allocation of Community Grants (maximum 150 words):	<p><b>The major achievement will be the creation of a permanent base and "HOME" for CYGNETS.</b></p> <p><b>Currently, we have all our equipment including staging, set, props and costumes, stored in different places, and have had to rehearse and stage our events at a variety of venues.</b></p>

	<p><b>We therefore constantly face the challenge of adapting our “Get In” of Staging, Set and Props etc, to a wide variety of situations.</b></p> <p><b>One of the biggest tasks is the rigging of the Lighting and Sound.</b></p> <p><b>This project will therefore have the major benefits of:</b></p> <ol style="list-style-type: none"> <li><b>1. Avoiding rigging and de-rigging of sound/lighting equipment which will make it safer.</b></li> <li><b>2. Being able to have everything in one place - thereby saving on storage costs, and saving time, effort and risks in lifting and shifting equipment, plus making logistics easier to manage</b></li> <li><b>3. The new equipment will make the premises more attractive for other user groups</b></li> <li><b>4. The wider community being able to use of the facility in many ways.</b></li> </ol>
How will your project or service be sustained in the future? Maximum 50 words):	<p><b>We will sustain our project and services by continuing to:</b></p> <ul style="list-style-type: none"> <li><b>• Run Training sessions which attract Subscriptions from CYGNETS members</b></li> <li><b>• Stage shows that generate ticket sales</b></li> <li><b>• Run Fund-raising events such as Sing In A Day Events, Talent Shows</b></li> <li><b>• Continue attracting Easy Fundraising income</b></li> <li><b>• Run CrowdFunding</b></li> <li><b>• Generate Income from lettings to other groups using the premises.</b></li> <li><b>• Apply for Grants</b></li> </ul>
If your application is for an event and you make a profit, please state how this will be used:	<p><b>Any surplus income will be used to maintain our subscriptions at a minimum non-commercial rate, plus provide bursary memberships for low-income families.</b></p> <p><b>Surplus funds will also be ploughed back into the organisation to allow us to extend our activities.</b></p>

## Projected expenditure

Complete Table 8 with estimates of your total project costs and provide brief details. Use a separate sheet if necessary and provide quotes.

Table 8 Projected expenditure

Item	Estimated cost	Details
New build/refurbishment	£9000	<b>Flooring: Common areas, Dressing Rooms, Kitchen, Stage, Seating &amp; Hospitality areas = Approx £6,000 [Awaiting estimates]</b>  <b>Curtains = £3000 approx</b>
Furniture/fixtures/fittings	£4800	<b>Lighting = £2250</b> <b>Sound Equipment = £2550</b>
Equipment purchase	£1000	<b>COSHH Cabinet</b> <b>2 First Aid Kits = £85</b> <b>5 Sanitary Bins = £165</b> <b>Kitchen Essentials = £250</b>
Equipment hire		<b>Floor Sander</b>
Premises/facility hire	£12,000	<b>£1000 per month</b>
Materials		
Advertising/marketing/publicity	£200	<b>Flyers, Posters, Banners,</b>
Workshops/seminars/training		
Other		
Total Cost	<b>£27,000</b>	(leave blank)

## Projected income

Complete Table 9 to specify match funding from other sources (external grants, own contribution etc), selecting Yes or No where applicable.

Macclesfield Town Council will take into account your ability to obtain funding from other sources and from your own existing funds when recommending an award.

Table 9 Projected income

Item	Amount	Applied for and expected to hear date	Confirmed
Matched funding amount (Grants etc.)	£1000	Co-operative Community Fund applied for May 22 - Will hear in October 2022	No

Item	Amount	Applied for and expected to hear date	Confirmed
Own existing funds/fundraising	£7800	Bank Account	Yes
Projected income from ticket sales etc.	£960 £1920 £1250 £10,800  £1270	£960 – Tickets July 22 £1920 – Tickets Feb 23 £1250 – Summer school £10,800– Subs Jul 22 to June 23 £1270 - Lettings	No No No No  No
Other Local Authority e.g. Borough/Town Parish		No	No
Sponsorship (Please specify)		Not Yet	No
Donations (please specify)		No	No
Non-cash or in-kind contributions		No	No
<b>Total projected income</b>	<b>£25,000</b>	n/a	n/a
<b>Amount requested from Macclesfield Town Council</b>	<b>£2,000</b>	n/a	n/a
<b>Balance outstanding</b>	0	n/a	n/a
Please state exactly what the town council funding will pay for:			
<b>We would like to use any grant given to pay towards Lighting and Sound equipment so as to make the Paradise Mill Space a fully functioning and workable space for all users.</b>			
If there is a balance outstanding or you are not awarded the full amount requested from Macclesfield Town Council, state below how the shortfall will be covered or whether the project will be delayed:			
<b>If there is a shortfall, we will do our best to raise any additional funds through Sponsorship or further fundraising such as running another one day “Sing in a Day” event.</b>			
<b>Should this not yield sufficient funds, we will look at installing less equipment until the funds can be raised, but this will mean that the facility will be less than ideal for ourselves and other users.</b>			

## Accounts summary

Answer the questions below and complete Table 10 to summarise the organisation's most recent accounts.

Are the figures a projection because the organisation has been running less than 15 months? **No**

Are the figures from the organisation's latest accounts? **Yes**

If your organisation is VAT registered, please supply your VAT number:


Table 10 Accounts summary

Account year ending	<b>MARCH 2022</b>
Total income for the year:	<b>£13,669.60</b>
Total expenditure for the year:	<b>£12,027.20</b>
Surplus or deficit:	<b>Surplus = £1642.40</b>
Total savings or reserves in the bank at year end:	<b>£13,219.83 (on bank account statement March 2022)</b>

## Bank details

Complete Table 11 with the organisation's bank details.

Table 11 Bank details

Organisation's bank account name (payee name):	<b>CYGNETS</b>
Organisations bank account sort code and account number:	

## Project beneficiaries and equality

Complete Table 12, selecting Yes or No where applicable.

Table 12 Project beneficiaries and equality

Total number of people you expect to access your event, activity or facility:	<b>Difficult to quantify, but over the course of a year, approx 5000 people will benefit from the facility and project</b>
Which groups will benefit from your project (i.e. age, disability, ethnicity, disadvantaged etc.)?	<b>All ages and abilities over 5 years. We are totally inclusive so no groups will be excluded</b>
Which geographical area (whole parish or ward(s)) will benefit most from your project, event or activity?	<b>Macclesfield and the whole of Cheshire East, plus other surrounding areas</b>
Does your organisation restrict access on the grounds of age?	<b>No</b>
Does your organisation restrict access on the grounds of disability?	<b>No</b>
Does your organisation restrict access on the grounds of gender reassignment?	<b>No</b>
Does your organisation restrict access on the grounds of marriage and civil partnership?	<b>No</b>
Does your organisation restrict access on the grounds of pregnancy and maternity?	<b>No</b>
Does your organisation restrict access on the grounds of race?	<b>No</b>

Does your organisation restrict access on the grounds of religion and belief?	<b>No</b>
Does your organisation restrict access on the grounds of sex?	<b>No</b>
Does your organisation restrict access on the grounds of sexual orientation?	<b>No</b>

## Supporting documentation

Please complete Table 13, selecting Yes or No to indicate if you have the documents. You do not need to send these documents in with your application (apart from your Governing Document, which must be signed, and Safeguarding Policies, to be supplied by e-mail or post within 7 days of submitting this application) but we may request copies at a later date.

Up to date Annual accounts/income and expenditure	<b>Yes</b>
<b>Governing Document</b>	<b>Yes</b>
<b>Safeguarding policies</b>	<b>Yes</b>
Relevant insurances	<b>Yes</b>
Quotes/estimates for equipment	<b>Yes</b>
Affiliation to a Governing Body	<b>Yes/No</b>
Equalities and Inclusion Policy	<b>Yes</b>
Planning permission	<b>No</b>

## Data Protection

Please ensure that you read this section before submitting your application.

### Grant application administration

Part or all of the information you supply to us will be held on our IT system. This information will be used for the administration of grant applications and for statistical analysis.

Copies of your application, but with personal details redacted, will be provided at the relevant council meeting for consideration of awarding the grant.

For transparency purposes, information about successful grant applications is added to our website and made available to the local press. The press may request contact details of someone able to provide additional information.

Please indicate below if you consent to us passing on your name and email address to the local press for this purpose.

**Yes**

## Grant application support

Please indicate below if you agree for this form to be shared with CVSCE for the purposes of evaluating the application against Macclesfield Town Council's criteria for grants:

**Yes**

Please indicate below if you agree if you agree to CVSCE contacting me by the following methods to provide feedback or offer additional support on completing this application:

<b>Postal address</b>	<b>Yes</b>
<b>Email address</b>	<b>Yes</b>
<b>Phone</b>	<b>Yes</b>


## Declaration



Please complete table 13 – two signatories are required.

I certify that to the best of my knowledge all the information contained within this application is correct.

I confirm that I understand, agree and accept the terms and conditions of this grant as set out in the Grants and Funding Policy.

Table 13 Declaration

Signed:	
Date:	<b>06/06/22</b>
Name:	
Position in group:	<b>Chairman</b>

Signed:	
Date:	<b>06/06/22</b>
Name:	
Position in group:	<b>Group Secretary</b>

Return to Macclesfield Town Council, Macclesfield Town Hall, Macclesfield SK10 1EA

For further information on how Macclesfield Town Council processes personal data, please view our privacy policy at [www.macclesfield-tc.gov.uk](http://www.macclesfield-tc.gov.uk) or call 01625 374142.