

Grant summary

Organisation

Silk Heritage Trust

Funding request

The trust is applying for money to run a celebratory and accessible event 'Making Macclesfield' as part of Heritage Open Days. A walking tour starting and finishing at the museum will highlight points of interest around Macclesfield while directing participants to other Heritage Open Day events around town.

Total cost

£1,950

Grant requested

£1,950

Although the total cost and the grant requested are the same, the Silk Heritage Trust will be contributing staff time to the project.

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:	[REDACTED]
Position in organisation:	Education Coordinator
Organisation:	Silk Heritage Trust
Address:	The Silk Museum, Park Lane, Macclesfield, SK11 6TJ
Contact number:	[REDACTED]
E-mail address:	[REDACTED]
Contact address (if different from above):	
Telephone number:	[REDACTED]
Website:	https://macclesfieldmuseums.co.uk/

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:	The Silk Museum, Park Lane, Macclesfield, SK11 6TJ
Telephone number:	[REDACTED]
E-mail:	[REDACTED]
Position in organisation:	Director

Organisation profile

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

Table 3 Organisation profile

Registered charity:	Yes
Registration number:	519521
Voluntary organisation:	No
Community group:	No
Company Limited by Guarantee:	Yes
Not for profit organisation:	Yes
Social enterprise:	No
Other:	
How long has your organisation been in existence?	Since September 1981 – 41 years
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:	The Silk Heritage Trust's purpose is to inspire engagement with Macclesfield's rich and diverse history amongst local people and visitors; and to encourage pride of place.

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	Yes
Hire private land/premises/facilities	Yes / No
Hire local authority land/premises/facilities	Yes / No
Lease the land/premises/facilities	Yes / No
Please give details of lease expiry date/length of lease	

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	1
Number of part time paid staff	11
Number of casual paid staff	10
Number of full time unpaid staff	0

Number of part time unpaid staff	25
Number of casual unpaid staff	0

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	Yes
If yes, please tell us when and how much was awarded:	2017 - A Grant of £10,000 was made by Macclesfield Town Council in order to develop interpretation relation to Marianne Brocklehurst's Travels in Egypt 2018 – A Grant of £4000 was awarded to relocate and present the war memorials in the Silk Museum
How did you hear about the Community Grant Scheme?	Town Council webpages

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:	Saturday 10 th September 2022
Name of project (maximum 10 words):	Making Macclesfield
Briefly describe what the grant you are requesting is required for and why it is needed (maximum 150 words):	We are applying for money to run a celebratory and accessible event 'Making Macclesfield' as part of Heritage Open Days (HOD). A walking tour starting and finishing at the museum will highlight points of interest around Macclesfield while directing participants to other Heritage Open Day events around town. The museum will be sharing and capturing local stories as part of our new Oral Histories project. The building will be a hub of activity including storytelling, crafts and music. We are collaborating with the local U3A, Family History Society of Cheshire,

	<p>Canal & River Trust, Christ Church Renaissance Project, freelance artists and storytellers on the programme of activities.</p> <p>Macclesfield has a rich and diverse heritage and this event is an opportunity for people to celebrate this, while sharing their stories and exploring what heritage means to other people.</p>
<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>	<p>This event is focussed on celebrating everything Macclesfield and on providing local people with a space to tell their own stories and share their take on 'heritage'. The programme will include a range of activities, all free of charge. It is hoped that the wide variety of activities will ensure that there is something to appeal to everyone, giving visitors a sense of place and a positive experience of Macclesfield community.</p> <p>The event will bring footfall into the town centre and take people around the centre through the participating venues, while animating the town centre, making it look vibrant and appealing to residents and visitors.</p> <p>Being part of the larger national HOD programme will bring attention to Macclesfield from a wider region too. The event will benefit from the branding of a national marketing campaign (print/web/digital). HOD is promoted through VisitBritain for international visitors.</p>
<p>How will your project or service be sustained in the future? Maximum 50 words):</p>	<p>The museum is working with new community partners, enabling us to reach new audiences and tell more diverse stories. The oral history materials are of local interest, will be an asset for the website and will feed into future exhibitions. The head-in-hole cutout will be a great addition for school groups and public visits.</p>
<p>If your application is for an event and you make a profit, please state how this will be used:</p>	<p>Heritage Open Day events have to be free to attend so there will not be a profit.</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		
Furniture/fixtures/fittings	£600	Head in hole cut outs to be used as part of this event and that can be used at future events in Macclesfield. Good photo opportunity and way for people to share their involvement in the event through social media channels.
Equipment purchase		
Equipment hire		
Premises/facility hire		
Materials	£250	Materials for drop-in craft activities and printing costs for activity providers.
Advertising/marketing/publicity	£300	Printing costs for a 'design your own deckchair' postcard to be distributed in the community and at schools in the lead up to the event. Ties with the theme of the event and encourages involvement. Macclesfield Museums will publicise the event in press and on social media.
Workshops/seminars/training		
Other	£400	Storyteller fee – telling local heritage stories
	£400	Artist fee – running art activities throughout the day connecting people and place. Proposed project to build a collaborative image

Item	Estimated cost	Details
		of Macclesfield using rubbings from buildings around town.
Total Cost	£1,950	

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.)		No	No
Own existing funds/fundraising		No	No
Projected income from ticket sales etc.	0	No	No
Other Local Authority e.g. Borough/Town Parish		No	No
Sponsorship (Please specify)		No	No
Donations (please specify)		No	No
Non-cash or in-kind contributions	Museum staff managing the project and delivering the walking tour. Spaces being made available free of charge for charities/community organisations as part of the event. Museum volunteers and volunteers associated with collaborating groups supporting the event delivery. Macclesfield Museums will	Yes	Yes

Item	Amount	Applied for and expected to hear date	Confirmed
	publicise the event in press and on social media.		
Total projected income		n/a	n/a
Amount requested from Macclesfield Town Council	£1950	n/a	n/a
Balance outstanding		n/a	n/a
Please state exactly what the town council funding will pay for:			
<p>Money secured through this grant will be used to:</p> <ul style="list-style-type: none"> • purchase a 'Head in Hole' photo board, • pay freelance artists to deliver art activities and storytelling, • purchase materials for drop in craft activities, • support community groups delivering activities (purchasing materials and printing), • printing for 'design your own deckchair' postcard to promote the event. 			
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:			
<p>Receipt of this grant would allow us to make this event larger and more attractive to a wider audience. It will provide some money with which we can support community organisations in getting involved. Macclesfield Museums are committed to offering the walking tour and Oral Histories activities as part of Heritage Open Days and these will take place irrespective of the outcome of this bid.</p>			

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: 758116518

Table 10 Accounts summary

Account year ending	31 st March 2021
Total income for the year:	£329354

Total expenditure for the year:	£277529
Surplus or deficit:	£51725
Total savings or reserves in the bank at year end:	£51725 represents restricted funds and endowed funds carried forward

Bank details

Complete Table 11 with the organisation's bank details.

Table 11 Bank details

Organisation's bank account name (payee name):	The Silk Heritage Trust
Organisations bank account sort code and account number:	[REDACTED]

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:	250
Which groups will benefit from your project (i.e. age, disability, ethnicity, disadvantaged etc.)?	Our target audience will be people currently living in Macclesfield. The programme will focus on intergenerational activity encouraging people of all ages to celebrate Macclesfield together. The oral histories element of the activity will look to capture a diverse set of histories from local people.
Which geographical area (whole parish or ward(s)) will benefit most from your project, event or activity?	Macclesfield
Does your organisation restrict access on the grounds of age?	No
Does your organisation restrict access on the grounds of disability?	No
Does your organisation restrict access on the grounds of gender reassignment?	No
Does your organisation restrict access on the grounds of marriage and civil partnership?	No
Does your organisation restrict access on the grounds of pregnancy and maternity?	No

Does your organisation restrict access on the grounds of race?	No
Does your organisation restrict access on the grounds of religion and belief?	No
Does your organisation restrict access on the grounds of sex?	No
Does your organisation restrict access on the grounds of sexual orientation?	No

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	Yes
Governing Document	Yes
Safeguarding policies	Yes
Relevant insurances	Yes
Quotes/estimates for equipment	Yes
Affiliation to a Governing Body	Yes
Equalities and Inclusion Policy	Yes
Planning permission	N/A

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:

Postal address Yes
 Email address Yes
 Phone Yes



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:	17/05/22
Name:	
Position in group:	Education Coordinator

Signed:	
Date:	20/05/22
Name:	
Position in group:	Director

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