

## **Grant summary**

Organisation

Barnaby Festival

Funding request

The group are requesting funding towards the development of an events weekend to be held in June 2023.

Total cost

£14,590

Grant requested

£2,000

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



## **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:	Trustee
Organisation:	Macclesfield Barnaby Festival
Address:	
Contact number:	
E-mail address:	chair@barnabyfestival.org.uk
Contact address (if different from above):	
Telephone number:	
Website:	www.barnabyfestival.org.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:	
Contact address:	
Telephone number:	
E-mail:	
Position in organisation:	Trustee

## Organisation profile

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

Table 3 Organisation profile

Registered charity:	Yes / No
Registration number:	1151155
Voluntary organisation:	Yes / No .Mainly powered by volunteers – Trustees are volunteers.
Community group:	Yes / No
Company Limited by Guarantee:	Yes / No 08005512
Not for profit organisation:	Yes / No
Social enterprise:	Yes / No
Other:	
How long has your organisation been in existence?	Since 2010
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:	Macclesfield Barnaby Festival, contemporary arts and culture, made with the community and powered by volunteers. Our charitable objective: To advance the education of the public in the arts, sciences and the history & heritage of Macclesfield by the provision of public events including performances, exhibitions, workshops, talks and by such other means as the trustees may determine

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 / No
Hire private land/premises/facilities	Yes / No We are loaned a small office f.o.c by Jan Hill
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	N/A
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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	0
Number of part time paid staff	1 – currently recruiting a freelance Creative Programme Director (just over 1 day per week)
Number of casual paid staff	0
Number of full time unpaid staff	0
Number of part time unpaid staff	0
Number of casual unpaid staff	0 All the trustees are volunteers

## 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/No
If yes, please tell us when and how much was awarded:	Previous Barnaby Festivals and funding for Barnaby AIR
How did you hear about the Community Grant Scheme?	Website and conversations

## 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:	April 2022 – March 2023 (There will be a 2 <sup>nd</sup> project April 2023 onwards which will be the delivery of the Events Weekend in June 2023)
Name of project (maximum 10 words):	<b>Macclesfield Barnaby Festival – Development of Events Weekend June 2023</b>
Briefly describe what the grant you are requesting is required for and why it is needed (maximum 150 words):	<b>This project is part of the work required to get Barnaby back on its feet after the pandemic and to make it sustainable in the long term. During the pandemic</b>

	<p><b>Barnaby was not able to hold any income generating events. We also lost some very experienced members of the Trustee Board (all volunteers) due to the massive workload of delivering Barnaby during this period.</b></p> <p><b>To move forward we are hiring a freelance Creative Programme Director to develop the programme by engaging with the community, artistic and delivery partners, doing some fundraising and building back up our volunteer base. This grant, as a one off, will pay for our insurance, website and IT costs enabling us to spend our limited funds on hiring the resource above. We have match funding from Cheshire East Council and Cheshire Communities Fund.</b></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><b>The project (phase 1) will deliver:</b></p> <ul style="list-style-type: none"> <li><b>• the costed plan for a programme of events</b></li> <li><b>• Community engagement</b></li> <li><b>• Fundraising ideas and applications</b></li> <li><b>• Newly engaged volunteers.</b></li> <li><b>• Time for the Trustees to focus on the sustainability of Barnaby</b></li> </ul> <p><b>These will all be inputs to the delivery project (phase 2- April 2023 onwards) for the June 2023 Events weekend. The delivery of the Events weekend will enhance community cohesion and civic and community pride. If we can raise sufficient funds we want to include a parade in June 2023. (We will be applying to ACE and other suitable funders including Cheshire East and Macclesfield Town Council (for funding in the financial year April 2023 onwards) This development project is fundamental to the survival of Barnaby. If no events are delivered in 2023 we will lose credibility with the community and supporters</b></p>
<p>How will your project or service be sustained in the future? Maximum 50 words):</p>	<p><b>This project (phase 1) and the delivery project (phase 2) will include grant applications and generating income. It will also give the Trustees time to deliver the sustainability plan. The Events</b></p>

	<b>weekend should be a mix of free and income generating/ break-even events. Please see our streamlined Vision, Mission and Values (supporting document) which is guiding this re-emergence phase with clear objectives, plan and actions</b>
If your application is for an event and you make a profit, please state how this will be used:	<b>Any income generated from events in the phase 2 project will be ploughed back in to delivering future work for Barnaby.</b>

## 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	N/A	
Furniture/fixtures/fittings	N/A	
Equipment purchase	N/A	
Equipment hire	N/A	
Premises/facility hire	TBA	During the development phase we may need to hire venues to hold public facing meetings – will be paid from other monies
Materials	TBA	During the development phase we may need to buy materials to be used in engagement sessions – will be paid from other monies
Advertising/marketing/publicity	See attached Appendix	During the development phase this will be limited as most will be via electronic means. The delivery phase will have more costs in this area.
Workshops/seminars/training	See attached Appendix	Unlikely to be needed
Other	£14,590	Phase 1 project costs which includes Insurance, accountancy, website and IT costs
Total Cost	£14,590	(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.)	£12,000	Yes/No	Yes/No
Own existing funds/fundraising	£590	Yes/No	Yes/No
Projected income from ticket sales etc.	n/a in this phase	Yes/No	Yes/No
Other Local Authority e.g. Borough/Town Parish		Yes/No	Yes/No
Sponsorship (Please specify)		Yes/No	Yes/No
Donations (please specify)		Yes/No	Yes/No
Non-cash or in-kind contributions	Volunteer hours – trustees, away day facilitator. Office – Jan Hill.	Yes/No	Yes/No
Total projected income	£14,590 including MTC grant	n/a	n/a
<b>Amount requested from Macclesfield Town Council</b>	£2000.00	n/a	n/a
<b>Balance outstanding</b>	£0.00	n/a	n/a
<b>Please state exactly what the town council funding will pay for:</b>  Insurance, accountancy and website/ IT costs to enable us to spend our limited funds on recruiting a Creative Programme Director to develop the programme including fundraising stakeholder engagement and volunteer development			
<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>  We will investigate other grants and funding options. The size of the Barnaby Programme in June 2023 will be determined by the funding that we can raise during the development phase and the delivery phase.			

## 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? Yes/**No**

Are the figures from the organisation's latest accounts? **Yes**/No

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

Table 10 Accounts summary

Account year ending	29/9/2021
Total income for the year:	£39,811
Total expenditure for the year:	£80,422
Surplus or deficit:	(£40,611)
Total savings or reserves in the bank at year end:	£20,032

## Bank details

Complete Table 11 with the organisation's bank details.

Table 11 Bank details

Organisation's bank account name (payee name):	Macclesfield Barnaby Festival Limited
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:	TBA – the size and spread of Barnaby depends on the funds we can raise
Which groups will benefit from your project (i.e. age, disability, ethnicity, disadvantaged etc.)?	A spread across the community. Initial plans for the 2021 festival ,that had to be cancelled, included a break out space (in conjunction with S4A and the Grosvenor Centre) which could have be accessed during the parade if the noise etc was overwhelming



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?	Yes/No
Does your organisation restrict access on the grounds of disability?	Yes/No
Does your organisation restrict access on the grounds of gender reassignment?	Yes/No
Does your organisation restrict access on the grounds of marriage and civil partnership?	Yes/No
Does your organisation restrict access on the grounds of pregnancy and maternity?	Yes/No
Does your organisation restrict access on the grounds of race?	Yes/No
Does your organisation restrict access on the grounds of religion and belief?	Yes/No
Does your organisation restrict access on the grounds of sex?	Yes/No
Does your organisation restrict access on the grounds of sexual orientation?	Yes/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/No
Governing Document	Yes/No
Safeguarding policies	Yes/No
Relevant insurances	Yes/No
Quotes/estimates for equipment	Yes/No N/A
Affiliation to a Governing Body	Yes/No N/A
Equalities and Inclusion Policy	Yes/No
Planning permission	Yes/No 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** / No (the chair email address)

### 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** / No

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** / No

Email address **Yes** / No

Phone **Yes** / No



## 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:	11/8/22
Name:	
Position in group:	Trustee

Signed:	
Date:	11/8/22
Name:	
Position in group:	Trustee and Treasurer

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.

## Appendix 1. Budget Breakdown

### Barnaby Pre Festival Budget

	<b>Total</b>	Cheshire Esst	Cheshire Community Fund	Own Funds	Macclesfield Town Council
Creative Director	£ 7,875	£ 7,875			
Stakeholder Engagement	£ 3,025	£ 1,025	£ 2,000		
Digital Platform	£ 1,340			£ 340	£ 1,000
Board Strengthening and Governance/Compliance	£ 2,350	£ 1,100		£ 250	£ 1,000
<b>Total</b>	<b>£ 14,590</b>	<b>£ 10,000</b>	<b>£ 2,000</b>	<b>£ 590</b>	<b>£ 2,000</b>

The above budget covers the 12 month period to the start of the 2023 Festival Period.