



UPPINGHAM TOWN COUNCIL

Town Clerk: Neil Wedge

Telephone: 01572 822681
 Email: townclerk@uppinghamtowncouncil.co.uk
 Website: uppinghamtowncouncil.gov.uk
 Twitter: @UppinghamTC

Address: Town Hall, High Street East, Uppingham, Rutland LE15 9PY

Grant Aid Application Form

Part 1 – Information about you or your organisation:

Name of Organisation:	Christmas in Uppingham/Uppingham Town Partnership	
Name of Representative	Miranda Jones	
Telephone Numbers:	Main -	Mobile - 07912032583
Email Address:	uppinghamtownpartnership@gmail.com	
Address of Organisation:		
Address of Representative:	7 Farleigh Gardens, Uppingham, LE15 9RH	
To whom should the grant aid cheque be made payable to?	Uppingham Town Partnership	

Part 2 – What is your idea and reason for applying for grant aid funds from Uppingham Town Council?

The Christmas in Uppingham Organising Committee is requesting grant aid funds towards the costs of this year's Christmas in Uppingham Late Night Shopping and Entertainment Event

Part 3 – Who in the community would benefit from your project and what difference would it make?

Christmas in Uppingham is an annual community event which benefits Uppingham residents and town centre businesses. It is a key event in the Town's calendar.

Part 4 – How will you know the project has been a success having used the money requested?

We are specifically requesting money to pay for the hire of the skate rink which forms a focal part of the town centre entertainment. The skate rink is a very popular attraction and draws people to the event.

Part 5 – What is the total cost of your project or idea? (please enclose any quotes you have received)

The cost of putting on the Christmas in Uppingham event is approximately £4400
The skate rink costs £1320

Part 6 – How much are you applying for?

£1320

Part 7 – Have you applied for funding elsewhere and if so to please provide details?

The CiU organising committee raises all funds via local sponsors, income from stallholders attending the event and ice rink sales. We ask retailers for a £25 donation towards the event. Income from stall holders usually raises £1500 so we must raise £2900 locally.

Although there is credible support for the event amongst the town centre businesses, so far this year fundraising has proven disappointing and one of our major sponsors has not been forthcoming with their usual generous donation.

The major benefit of receiving this grant aid would be that we would not have to rely so heavily upon local businesses to fund the event.

This is the first time that Christmas in Uppingham has applied to the Council for money towards the cost of the event.

Part 8 – Please give a description and breakdown of how you will spend the money including the date when it is needed?

The Town Partnership covers all costs for its events and as it was due, has paid this invoice in the expectation that the money would be raised through donations/grant aid.

The Town Partnership makes up any difference in income and expenditure for events such as Feast Day, Film Night and Christmas in Uppingham. The partnership is a not-for-profit organisation and has no funding streams. Any year on year subsidies reduce the organisation's available balance and is not sustainable in the long term.

Part 9 – If your application is unsuccessful do you have other funds available to ensure your project or idea progresses? Please give details.

Town Partnership would have to draw on its funds

Part 10 – You will need to supply the most recent set of accounts for your organisation including a balance sheet where available or applicable. Please state the date of the accounts and attach a copy.

31st March 2017

Part 11 – Please confirm by attaching a letter of authority for this application to be made on behalf of the organisation or alternatively a set of formal minutes signed by the Chairman where a decision has been agreed to apply.

Please find attached: Approved minutes / letter or email of authority (delete as appropriate)

Part 12 – Please confirm the following information if you are sports club or organisation:

A	Does your organisation include participation by children under the age of 18?	Yes	No X
B	If 'yes' to A above do you have a safeguarding policy in place and operational? (if so please attach a copy)	Yes	No
C	Does your organisation include participation by both able and disabled individuals?	Yes	No X

Part 13 – Please confirm the following:

A	Do you agree to allow members of council inspect the project for the grant aid monies have been applied for?	Yes X	No
B	Do you agree to confirm that the funds have been used for the specific purposes set out in this application?	Yes X	No
C	Do you consent to provide an update for the annual town meeting held in May each year if requested to do so?	Yes X	No

Part 14 – Emergency funding application:

Please explain why this is an emergency funding application (only complete if this application needs to be granted outside of the months of May and November):

Full Name: MIRANDA JONES Signature: 

Date: 26/10/17

Please return the form and enclose a set of accounts (if applicable) to Neil Wedge, Uppingham Town Council, 49 High Street East, Uppingham, Rutland LE15 9PY

Uppingham Town Partnership 1st April 2016-31st March 2017

01/04/2016 through 31/03/2017

Opening Balance	£	8,654.92	£	8,654.92
Income				
Christmas in Uppingham Income				
Stall Hire/Town Shop	£	2,660.00		
Reindeer	£	600.00		
Ice Rink Takings	£	215.00		
Donation	£	1,450.00		
		Total Christmas in Uppingham Income	£	4,925.00
Feast Day Income				
Stall Hire	£	1,765.00		
Sponsorship	£	900.00		
Donation	£	1,000.00		
		Total Feast Day Income	£	3,665.00
Film Night Income				
Door Takings	£	2,369.00		
		Total Film Night Income	£	2,369.00
Musical Safari Income				
Surplus Cash Banked	£	25.00		
Stall Hire	£	575.00		
High Sheriff Funding	£	1,200.00		
Donation	£	250.00		
		Total Musical Safari Income	£	2,050.00
Miscellaneous				
	£	PayPal Income	£	0.01
Total Income 2016-2017	£	<u>13,009.01</u>	£	<u>13,009.01</u>
Expenses				
Christmas in Uppingham				
Zip Ties	£	6.45		
Thank you Cards	£	5.39		
Stall Hire	£	30.00		
Road Closure	£	52.50		
Reindeer	£	600.00		
Prize Money	£	600.00		
Musical Safari Refund	£	30.00		
Miscellaneous	£	19.65		
Medical Cover	£	200.00		
Ice Skating	£	1,320.00		
Entertainment	£	160.00		
Advertising	£	514.00		
		Total Christmas in Uppingham	£	3,537.99
Companies House Expenses				
Account Submission	£	26.00		
		Total Companies House Expenses	£	26.00
Feast Day				
Road Closure	£	52.50		
Medical Cover	£	185.00		
License	£	21.00		
Hire of Equipment	£	228.00		
Expenses	£	25.00		
Entertainment	£	3,773.50		
Advertising and Materials	£	814.82		
		Total Feast Day	£	5,099.82
Film Night Expenses				
Refreshments	£	2.00		
Projectionist	£	1,560.00		
Hire of Town Hall	£	441.00		
Cable Ties	£	5.00		
Advertising	£	160.98		
		Total Film Night Expenses	£	2,168.98
Insurance				
Insurance	£	369.11		
		Total Insurance	£	369.11
Musical Safari Expenses				
Surplus to be banked	£	25.00		
Surplus returned to Charity	£	654.00		
Medical Cover	£	175.00		
Entertainment	£	490.00		
Advertising	£	671.00		
		Total Musical Safari Expenses	£	2,015.00
Total Expenses	£	<u>13,216.90</u>	£	<u>13,216.90</u>
Income over Expenditure	£	8,447.03		
Opening Balance	£	8,654.92		
Income	£	13,009.01		
Expenditure	-£	<u>13,216.90</u>		
Barclays Closing Bank Balance @ 31st March 2017	£	<u>8,447.03</u>	£	<u>8,447.03</u>

THE COOLEST
ATTRACTION FOR ANY EVENT

i-SK8

CONTRACT

Uppingham Town Partnership,
Uppingham.
Rutland.

Contract Number	5533
Date:	25.09.17
Hire Start Date	07.12.17
No: Of days	1
Item Required	12m x 12m
Running Hours	5.00 - 9.30

FAO: MIRANDA JONES

Total hire price	£	1,100.00
VAT 20%	£	220.00
Total	£	1,320.00
50% Payable by	02.10.17	£ 660.00
50% Payable by	31.10.17	£ 660.00

<p style="text-align: center;">Please note: Rink can only be secured with return of signed contract within 7 Days <u>i-sk8-uk Obligations</u></p> <ol style="list-style-type: none"> 1. 12m x 12m Synthetic ice rink with barriers installed and dismantled 2. Sufficient ice skates in a range of sizes (Childrens and Adults) 3. Ice skate distribution point 4. Seating for skate change area 5. Protective floor coverings 6. Rubber matting. 7. Snow Machine 8. Music/PA system 9. £10 million public liability insurance 10. Fully trained and insured ice rink personnel <p style="text-align: right;"><i>[Signature]</i> i-SK8-uk</p>	<p>Clients Obligations</p> <ol style="list-style-type: none"> 1. Provide sufficient security throughout hire period 2. That necessary access and parking is provided for vehicles on installation days 3. Provide power (standard 240v) 4. Provide first aider <p>Cancellation schedule: over 30 days notice (from date Event services are to be supplied) 50% of the total contracted price will be forfeited. 15-30 days notice, 75% of total contracted cost will be forfeited. Less than 15 days, 100% of total contracted cost will be forfeited.</p> <p>Any date change made within the cancellation charge period will be deemed to be a cancellation of the original booking and the appropriate cancellation charges will become due.</p> <p style="text-align: center;">PLEASE SIGN AND RETURN WITH DEPOSIT PAYMENT WITHIN 7 DAYS</p> <p>Client</p>
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MOBILE ICE RINKS

249 Toddington Road. Luton. Bedfordshire. LU4 9ED
Tel: 0845 6860332 Mobile: 07810 735941

**THE COOLEST
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Uppingham Town Partnership,
Uppingham,
Rutland.

FAO: MIRANDA JONES

Invoice No: 5533 - 1
Booking No:
Hire Date: 07/12/17
Invoice Date: 25/09/17

DEPOSIT INVOICE

1. 12m x 12m Synthetic ice rink, installed and dismantled
2. Sufficient ice skates in a range of sizes (Adults)
3. Ice Skate distribution point
4. Seating for skate change area
5. Protective floor coverings
6. Rubber matting
7. Snow Machine
8. Music/PA System
9. £10 million Full public liability insurance
10. Fully trained and insured ice rink personnel.

Deposit.....	£550.00
VAT.....	£110.00
Total Due.....	£660.00

Payment £660.00 due by 2nd October 2017

Please pay via bank transfer or cheques payable to iSK8

Bank: Lloyds TSB
Name: iSK8
Sort Code: 30-66-76
Account No: 46016768

VAT No: 902 9099 20



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i-SK8

Uppingham Town Partnership,
Uppingham,
Rutland.

FAO: MIRANDA JONES

Invoice No: 5533 - 2

Booking No:

Hire Date: 07/12/17

Invoice Date: 25/09/17

BALANCE INVOICE

1. 12m x 12m Synthetic ice rink, installed and dismantled
2. Sufficient ice skates in a range of sizes (Adults)
3. Ice Skate distribution point
4. Seating for skate change area
5. Protective floor coverings
6. Rubber matting
7. Snow Machine
8. Music/PA System
9. £10 million Full public liability insurance
10. Fully trained and insured ice rink personnel.

Balance..... £550.00
VAT..... £110.00
Total Due..... £660.00

Payment £660.00 due by 31st October 2017

Please pay via bank transfer or cheques payable to iSK8

Bank: Lloyds TSB
Name: iSK8
Sort Code: 30-66-76
Account No: 46016768

VAT No: 902 9099 20

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