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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:	The Uppingham Partnership for 'Christmas in Uppingham'	
Name of Representative	Miranda Jones	
Telephone Numbers:	Main -	Mobile - 07912032583
Email Address:	uppinghamtownpartnership@gmail.com	
Address of Organisation:	26 Newtown Road, Uppingham LE15 9TS	
Address of Representative:	7 Farleigh Gardens, Uppingham, LE15 9RH	
To whom should the grant aid cheque be made payable to?	The Uppingham 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 reindeer - a very popular attraction and also a Face-Painter for the children coming 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 £4700
The reindeer cost £600, face painter £120

Part 6 – How much are you applying for?

£720.00

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

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

The CiU organising committee raises all funds via local sponsors, income from stallholders attending the event and ice rink sales.

Although there is credible support for the event amongst the town centre businesses, so far this year fundraising has proven difficult.

At the point of submitting this application (23/11/17) we are £1700 short of funds.

Income	Forecast	Actual	Balance	Costs	Balance
Market	2020	£	-£	Skating Rink Hire	£
Stalls		1,815.00	205.00		1,320.00
Local Retailers	600	£	-£	Reindeer	£
Local Sponsors (The Crown Inn)	300	225.00	375.00		600.00
Local Sponsors (R Wills)	600	£	£	Entertainment	£
Local Council (Rink)	1320	300.00	-		1,790.00
Skating Rink Sales (Rink)	250	£	£	Marketing / Print / Web	£
		600.00	-		752.23
		£	-£	First Aid & Legal	£
		-	1,320.00		200.00
		£	£	Expenses (misc)	£
		-	-		40.00
	£	£	-£		£
	4,840.00	2,940.00	1,900.00		4,702.23
					-£
					1,762.2

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 pays invoices as they become due, reclaiming the cost from funds raised.

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.

Uppingham 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.

Income and Expenditure Statement to 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.

I have consulted with all members of both UTP and the Christmas committee following the outcome of last month's Grant Aid application and it is with their agreement recorded via email that I submit this application

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?		No
B	If 'yes' to A above do you have a safeguarding policy in place and operational? (if so please attach a copy)	N/A	N/A
C	Does your organisation include participation by both able and disabled individuals?		No

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	
B	Do you agree to confirm that the funds have been used for the specific purposes set out in this application?	Yes	
C	Do you consent to provide an update for the annual town meeting held in May each year if requested to do so?	Yes	

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: M JONES

Signature: 

Date: 29-11-2017

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



THE UPPINGHAM PARTNERSHIP

Live-Work-Play

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

01/04/2016 through 31/03/2017

Opening Balance	£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



The Uppingham Partnership - Trading as The Uppingham Town Partnership.
Registered in England and Wales. Registered No: 08370577 Registered Office : 26 Newtown Road, Uppingham,
Oakham, Rutland LE15 9TS

uppinghamtownpartnership@gmail.com

 @UppTownPartners  @TheUppinghamTownPartnership

Uppingham Feast Day – Uppingham Film Nights – Christmas in Uppingham



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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
PayPal Income	£0.01
Total Income	<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



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Live-Work-Play

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	



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Live-Work-Play

	£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>
Income/Expenditure	£8,447.03
Bank Balance @ 31st March 2017	<u>£8,447.03</u>



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