

# WARWICK TOWN COUNCIL

## APPLICATION FORM

### COMMUNITY FUNDING



- Please read Guidelines Parts 1 & 2 before completing the form.
- Closing date for applications: 10 days prior to Committee Meeting.
- Applications must be countersigned by the supporting Town Councillor
- Warwick Town Council encourages applicants to have other partners, groups or charities supporting financially to the cost of the project.
- Grants under £3,000 will go forward for approval by the committee.
- Grants more than £3,000 will be taken to the committee for recommendation and then to the following Full Town Council meeting for final decision.

**To be eligible to apply for a grant you must be able to answer YES to all of the questions below**

- ✓ Your group has got a bank account (we cannot pay money into individual's accounts)
- ✓ Your group is non-profit making, i.e., a registered charity, a voluntary or community group, or a club or society.
- ✓ Your project will benefit people in Warwick (CV34)
- ✓ Your project requires a one-off payment (we cannot provide ongoing funding)
- ✓ Your project has not already started or been completed.
- ✓ Your application includes at least 3 comparison quotes to demonstrate best value for money (where applicable)

**Section 6 of this application, Town Councillor Declarations, must be completed before submitting your application to the office.**

<b>Section 1: Contact Details</b>	
Name of group/organisation applying	St Mary's Church Christmas Tree Festival Committee
Contact details of person completing the application form	Helen Fitzpatrick
This person is responsible for:	helenfitzuk@gmail.com
<ul style="list-style-type: none"> <li>• providing information if requested</li> <li>• receiving the grant money if awarded</li> <li>• signing the grant agreement</li> <li>• providing evaluation/feedback and ensuring a representative is available to present at our Annual Town Meeting, should the application be approved</li> </ul>	07889-420993
	c/o The Collegiate Church of St Mary Old Square, Warwick CV34 4RA

Section 2: Group/Organisation Details											
Briefly explain what your group/organisation does (e.g. – youth club, charity) & your aims and objectives	Organising committee for the 2023 Christmas Tree Festival to be held at The Collegiate Church of St Mary in Old Square, from the Victorian Evening on 23 <sup>rd</sup> November, until Sunday 3 <sup>rd</sup> December.										
Please provide the charity & VAT number for your group, if applicable	Part of St Mary's Church – charity number 1128087										
How many people are currently involved in your group /organisation?	<table border="1"> <thead> <tr> <th colspan="2">Members / service users</th> </tr> </thead> <tbody> <tr> <td>Women (18+) = 0</td> <td>Men (18+) = 0</td> </tr> <tr> <td>Girls (0-17) = 0</td> <td>Boys (0-17) = 0</td> </tr> <tr> <th colspan="2">Staffing</th> </tr> <tr> <td>Paid staff = 0</td> <td>Volunteers = 6</td> </tr> </tbody> </table>	Members / service users		Women (18+) = 0	Men (18+) = 0	Girls (0-17) = 0	Boys (0-17) = 0	Staffing		Paid staff = 0	Volunteers = 6
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Section 3: Project Information											
Project Title / Event	St Mary's Church Christmas Tree Festival 2023										
<p>Tell us about your project.</p> <ul style="list-style-type: none"> <li>• This should describe what you want to do with the money.</li> <li>• Planned timescales and start date of project.</li> <li>• Who the project will benefit and what age groups?</li> <li>• Location – where will your project be based?</li> </ul>	<p>Every year St Mary's Church holds a Christmas Tree Festival, supported by more than fifty Warwick business, schools and community groups, who sponsor and decorate Christmas Trees displayed throughout the Church. Thousands of people visit the Festival which opens on Victorian Evening and runs for the following ten days. Groups such as Spa Brass and local community choirs provide entertainment during the Festival. Special sessions are held for Warwick primary school pupils, retirement home residents, and Guide dog trainers. It is an important and much loved part of Warwick's Christmas celebrations.</p> <p>Last year (2022) the Festival attracted over 5000 visitors. It was one of the biggest Church based Christmas Tree Festivals in the UK.</p> <p>We are very keen to repeat the 2022 success in 2023, and are planning a publicity "blitz" to ensure that everyone in Warwick (and wider) is aware of the Festival and dates. The grant application is to meet the costs of this publicity including leaflets, and poster signage.</p>										

<p>How do you know there is a need for the work covered by your grant application?</p> <ul style="list-style-type: none"> <li>Describe the evidence you have got and the source (e.g., survey, statistical data etc)</li> </ul>	<p>The Christmas Tree Festival has been running for over a decade and normally attracts more than 4000 people. It is also the focus of many children's nursery and primary school visits, and care home outings. The 2022 Festival attracted a record 5307 visits.</p>
<p>Partnership Working</p> <ul style="list-style-type: none"> <li>What other partners are involved in the project and what are their contributions?</li> </ul>	<p>Warwick businesses, schools and community groups sponsor and decorate trees. Last year this included:</p> <ul style="list-style-type: none"> <li>Warwick Castle</li> <li>The Smithery</li> <li>Lyra Beauty</li> <li>Warwick Court Leet</li> <li>The Guide Dogs</li> <li>Molly Ollys</li> <li>Moore &amp; Tibbits</li> <li>The Friendship Project for Children</li> <li>Warwickshire Stitchers</li> <li>Evergreen School</li> <li>North Warwick Insurance</li> <li>Present Days</li> <li>2nd Warwick Sea Scouts Cubs and Beavers</li> <li>Da Capo Choir</li> <li>Kings High School</li> <li>The Apple Tree Tearooms</li> <li>All Saints C of E Junior School</li> <li>Warwick Books</li> <li>NV Her</li> <li>Warwick Visitor Centre and Tourist Information</li> <li>Thomas Oken tea rooms</li> <li>Olim gifts</li> <li>Coopers Estate Agents</li> <li>The Tilted Wig</li> <li>St Mary's Church Visitor Team</li> <li>Warwick Fairtrade Group</li> <li>The Lions</li> <li>Warwick Nursery School</li> <li>Westgate School</li> <li>Warwick Preparatory School</li> <li>Warwickshire Federation of Women's Institutes</li> <li>CJ Events</li> <li>Unlocking Warwick</li> <li>Wholesome Hedgehog</li> <li>Newburgh Primary School</li> </ul>


	<ul style="list-style-type: none"> <li>• The Warwick Bellringers</li> <li>• The Children's Play Village</li> <li>• Castle Small Puppet Theatre</li> <li>• The High Sheriff of Warwickshire</li> <li>• Market Hall Museum Knit and Natter</li> <li>• Happy Puccia</li> <li>• Warwick Sports</li> <li>• Heaphys</li> <li>• Kings Meadow</li> <li>• Jack's Shack</li> <li>• Russell Lane</li> <li>• DCA Design International</li> <li>• Concept Beauty Academy</li> <li>• Emscote Infants School</li> <li>• Warwick Childminders and Nannies</li> <li>• St Mary Immaculate School</li> <li>• Radio Warneford – Hospital Radio for Warwick Hospital</li> <li>• Encore Clothing Agency</li> </ul> <p>The Christmas Trees are supplied by Hinton's Nursery of Guys Cliffe Road at cost.</p>
<p>Equality of access</p> <ul style="list-style-type: none"> <li>• How will you ensure that your project is open to all or, if you are focusing on a specific group or community that the target audience will have access to the project?</li> </ul>	<p>The Festival will be open to all Warwick residents and town visitors during visitor opening hours, which are 10-4pm Monday-Saturday, and 12-4pm Sunday.</p> <p>Access to the Festival will be via the main door (the West Door) of St Mary's Church. We have agreed with the building contractor that during the Festival the building work on the Tower will not interfere with visitor access.</p>
<p>What economic or community-based need does your grant aim to fulfil?</p>	<p>The Festival is an important and much loved part of Warwick's Christmas celebrations, and contributes to the community through building positive associations between residents and many Warwick businesses and community groups. As a focus of Warwick's celebrations, it attracts visitors to the Town during the early part of the Christmas season, who then spend money in town centre cafes, restaurants, and shops.</p>
<p>What age group(s) will benefit from the project?</p>	<p>Tick/indicate all that apply:</p> <p> <input checked="" type="checkbox"/> 0-8      <input checked="" type="checkbox"/> 9-14      <input checked="" type="checkbox"/> 15-24      <input checked="" type="checkbox"/> 25-35  <input checked="" type="checkbox"/> 36-50      <input checked="" type="checkbox"/> 51-65      <input checked="" type="checkbox"/> 66+ </p>

How will it be monitored for success?	The St Mary's Visitor Team keep accurate records of the number of visitors to the Church during the Festival.
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Section 4: Financial Details	
How much money are you requesting from Warwick Town Council?	Total amount applied for: £335
Please provide a simple itemised breakdown of how this money will be spent.	<p>Please see separate sheet for cost quotations obtained.</p> <p>The items we would like to produce are:</p> <ul style="list-style-type: none"> <li>• 2500 x A5 colour advertising flyers</li> <li>• 2 x A0 Corex posters for the railings in Church Street and Northgate Street</li> <li>• 5000 x Visitor information leaflets – given to people visiting the Festival.</li> <li>• 2 x 1.5m x 1m PVC banners – displayed on the scaffolding outside Church.</li> </ul> <p>All printing includes the Town Council coat of arms and a statement acknowledging support received.</p> <p>In 2022 we discussed alternative sources of printing with George Palmer, including the options of getting the Town Council to arrange printing or using commercial printers within Warwick. These were considerably more expensive than our preferred approach of using UK based printing services via the internet. We have therefore continued that approach for 2023.</p> <p>As also suggested in 2022, we are reusing non-dated material produced in 2022 for 2023. Our grant request in 2023 is therefore smaller than 2022.</p>
Is this the total cost of the project?	<div>Yes</div> <div><input checked="" type="checkbox"/></div> <div>No</div>
If no, please give details of funds raised or applied for from other partners, agencies, groups etc:	<p>Other funds applied for/secured (including amount):</p> <p>There are no other grant applications required. Other costs are met by business and organisation sponsorship of Christmas Trees.</p>



What is the total cost of the project / event?	Total cost of mounting the Christmas Tree Festival is approximately £3200
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Section 5: Declarations	
Signature of main contact person	
Date form completed	19 June 2023

**The supporting Town Council must also complete section 6 to indicate their support and submitted at the same time as this completed application.**

Section 6: Town Councillor Declarations	
Name of Councillor supporting the project	Cllr Oliver Jacques
Have you been or will be actively involved in this project?	No
Does the application improve services for under 18's or the elderly?	Traditional festive event for all the family
Does the application include public involvement and offer equal opportunities?	Open to all
Does the application cover a deprived area in Warwick?	The festival encourages participation from all communities and businesses across Warwick
Has the group previously applied for funding from Warwick Town Council? If yes, please give details of their previous applications (dates, amount requested, projects/ events)	Yes. In 2021: £213 and in 2022: £400. The request this year is lower than in 2022 because St Marys are re-using some of the items purchased then.
Why do you feel Warwick Town Council should support this application?	The Christmas tree festival is an incredibly popular annual event in Warwick bringing together schools, community groups and businesses. It helps highlight the work of many charities and attracts tourists and visitors to the town centre.

I support this grant application and will attend the upcoming Committee Meeting to represent this application and answer any questions that may arise.

CUN  
OLIVER JACQUES  
Name of Councillor

  
Signature

19/06/2023  
Date

Completed forms and any supplementary sheets should be sent to:  
Warwick Town Council, The Court House, Jury Street, Warwick, CV34 4EW.  
Electronic copies can be sent to: [jaynetopham@warwicktowncouncil.org.uk](mailto:jaynetopham@warwicktowncouncil.org.uk)

### Printing quotations – Christmas Tree Festival 2023

Item - printing	Quote 1 Instantprint	Quote 2 Vistaprint	Quote 3 The Printed Group
2500 A5 Colour Flyers	<b>£55.10</b>	£71.99	£62.75
A0 Corex Posters x 2	£52.64	<b>£44.80</b>	£66.35
5000 Visitor information leaflets	£196.48	£217.19	<b>£159.04</b>
Banners to be displayed on the scaffolding outside church	£94.80	£141.66	<b>£77.05</b>

**Total of best quotes = £335.99**