

<b>Board/Committee:</b>	GRANTS SUB BOARD
<b>Date of meeting:</b>	Thursday 27 <sup>th</sup> June 2024
<b>Title:</b>	Community Event Grant Fund Applications
<b>Author:</b>	Head of Corporate Policy and Community Safety
<b>Status:</b>	For Recommendation

## Purpose

To provide the Sub Board with Community Event Fund grant applications in order that members can determine grant awards.

## Recommendation

That the Board:

- Consider the four grant applications outlined in this report.

## **1.0 Background**

**1.1** In November 2022 the Policy and Organisation Board agreed to set up a new Community Fund to offer grants to local community projects to be administered via this Grants Sub Board.

**1.2** In March 2024, the Grant Sub Board established a Community Event Fund element. This report contains verified grant applications, up to £10,000, made since the last Grant Sub Board Meeting.

**1.3** The Event Community Fund has the following priorities and applicants are asked to identify which of the following their project will help to address:

- Enhancing community places and spaces;
- Bringing people together and building stronger communities;
- Improving sustainability and tackling climate change;
- Developing people, skills and opportunities.

**1.4** The Event Community Fund guidance advises that funding awards will be looked on more favourably where applications can demonstrate:

- A strong evidence of need;
- The proposed approach is likely to achieve the desired outcomes;
- The application does not contain high revenue costs that cannot be sustained long term;
- A lasting benefit can be achieved;
- It meets more than one of the four funding priorities;
- Match funding is provided;
- It will benefit a significant number of people;
- Public benefit outweighs any private gain.

## **2.0 Report**

**2.1** Accounts has confirmed that there is a total of £52,500 remaining in the Community Event Fund for 2024/25.

**2.2** Each grant application is shown in an Appendix as summarised below:

	<b>Applicant</b>	<b>Event Name</b>	<b>Amount</b>
Appendix 1	The Friends of Leesland Park	Park Fest 24	£1,068
Appendix 2	Fortonfest	Fortonfest	£7,000
Appendix 3	Montserrat Events CIC	Party in the Park	£10,000
Appendix 4	The Big Eat CIC	Gosport Sunset Festival	£10,000
Appendix 5	Gosport Waterfront Festival CIC	Gosport Waterfront Festival	£10,000
Total			£38,068

### 3.0 Next Steps

3.1 Subject to Members' decisions on each of the applications, the grants officer will advise the applicant accordingly and process the grant award (including satisfactory receipt of all information required, a grant agreement and bank account verification).

### 4.0 Risk Assessment

4.1 There will always be an element of a risk when issuing grants to a third party organisation. The Council has financial and legal due diligence measures in place to ensure that the risks are minimised and will not issue any grants until the Council is satisfied that these measures have been satisfied.

4.2 The Grant Agreement forms are part of the measures to ensure the money is used for the purposes set out in the application and agreed by the Sub Board.

### 5. Conclusion

5.1 This report facilitates the Grant Sub Board's role by enabling it to consider Community Grant Fund applications.

<b>Financial Services comments:</b>	Contained within this report
<b>Legal Services comments:</b>	There are no legal implications with respect to the process. The applications are solely to be judged by the relevant Sub-Board within the existing policy framework.
<b>Equality and Diversity:</b>	Community Fund application form template and guidance was reviewed by the Council's Equality & Diversity Lead Officer.
<b>Climate Change implications:</b>	Not applicable.
<b>Crime and Disorder:</b>	Not Applicable.
<b>Corporate Plan:</b>	Grant applications empower residents to help contribute to the six strategic priorities.
<b>Risk Assessment:</b>	Contained within the report.
<b>Background Papers:</b>	Community Event Fund Guidance.
<b>Appendices:</b>	Appendices 1- 4 contain the grant applications.
<b>Report Author/Lead Officer:</b>	Julie Petty, Head of Corporate Policy and Community Safety <a href="mailto:julie.petty@gosport.gov.uk">julie.petty@gosport.gov.uk</a> or 02392 545381.

## APPENDIX 1

### EVENTS FUND

**PLEASE NOTE THIS IS AN EXTRACT OF THE FULL APPLICATION<sup>1</sup>**

#### ORGANISATION DELIVERING THE EVENT

**Please tell us about the organisation that will be delivering the event.**

1.1 Name of organisation	The Friends of Leesland Park
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#### FURTHER DETAILS ON YOUR ORGANISATION

**Please tell us about the organisation that will be delivering the event.**

1.9 What kind of organisation/ business are you? i.e. registered charity, CIC, Limited Company, sole trader, etc.	Voluntary Organisation bound by own Constitution
1.10 What is your charity/ company number?	N/a
1.11 What is the purpose of your organisation?	The group was established with the object of assisting with the setting up and maintaining of a leisure and wildlife area for the people of this (Leesland) borough.
1.12 In which areas of Gosport does your organisation work?	Leesland and Newtown Council Ward
1.13 Does anyone in your organisation have any direct link with Gosport Borough Council (for example officers, councillors, contracts)?	Charles Park (Countryside Section)

#### ORGANISATION POLICIES

**Please tell us if you have the following policies in place.**

1.14 If your organisation is involved with children, young people or vulnerable persons, please tick if you have a safeguarding policy in place (if applicable)	N/a
1.15 Please tick if your organisation has an equalities and diversity policy in place (if applicable)	✓

<sup>1</sup> Only relevant answers have been included and personal information removed

## **2. ABOUT YOUR EVENT**

2.1 Event name	ParkFest 24
2.2 Event start date	14 September 2024
2.3 Event end date	14 September 2024
2.4 Description of event (no more than 200 words) See guidance for what information to include	<p>ParkFest 24's principal objectives are:</p> <ul style="list-style-type: none"> <li>➤ The presentation of a safe and enjoyable community event for local residents, their families and friends;</li> <li>➤ To assist locally based charity fundraisers raise funds for their respective organisations by providing free stall sites at the event;</li> <li>➤ To provide music students and locally based musicians with an opportunity to develop their stagecraft at an outdoor environment;</li> <li>➤ To recognise and celebrate the work of professionals and volunteers who have helped maintain the park and its amenities during the past year;</li> <li>➤ To raise local awareness to the presence of the park and its facilities and to encourage greater participation in the use of these features;</li> <li>➤ To raise the profile of the FoLP and to share our passion and commitment with all park users.</li> </ul>
2.5 Site of Event- please be specific	Leesland Park - grassland
2.6 How many people are expected to attend? For event of 500 people or more, the SAG protocol must be followed. See link above.	Approximately 500 people at peak time. Due to the operating hours of the event visitor numbers will fluctuate especially for the music only evening section of the programme.
2.7 How have you arrived at this expected attendance figure?	From figures observed at previous year's events.

### **DELIVERING FUND PRIORITIES**

**We want to know if your EVENT will help address one or more of the fund priorities, which are:**

#### **1. Enhancing community places and spaces**

2. **Bringing people together and building stronger communities**
3. **Improving sustainability and tackling climate change**
4. **Developing people, skills and opportunities**

2.8 Please outline the wider benefits of your event, specifically including how it will address any of the fund priorities in no more than 100 words.

ParkFest 24 is very much a community based event, the organisers and targeted audience all living within the immediate Leesland and Newtown Council Ward. The objectives of all FoLP events has been to bring people together to build stronger communities, to make new friends while promoting our valuable community place - the park and its facilities. The success of previous events has shown our objectives have been recognised and appreciated. Further to the above, ParkFest offers local college music students an opportunity to develop their performance skills through this opportunity to perform before a large and appreciative audience.

2.9 Please provide the name of any professional advisors involved in planning this event. N/A

### **3.0 COSTS AND FUNDING**

3.1 What is the total cost of the event including any non-recoverable VAT

£1641.40

3.2 How have the event costs been calculated?

The following prices reflect costs for ParkFest 23

PPLPRS Music Licence - £164.05

TEN - £21

Portable toilet hire - £321.60 (2023 costs)

Admin (printing, posters etc) - £30

Music costs £500

Bar Stock £604.75 (sale or return basis)

Any grant funding would be used to assist with the costs of presenting the event and in particular the music licence, toilet hire and music programme expenses.

### **GRANT REQUEST**

**Tell us how much grant you are applying to us for.**

3.3 Grant request

£1068.00

3.4 Grant request as % of event costs

65.06%

### **MATCH FUNDING**

**Tell us from which source you will be contributing to event costs. Please be advised that applications must evidence at least 10% match funding and not request more than 90% of eligible costs.**

3.5 Amount of own resources committed to this event	£573.00
3.6 Other grants or commercial sponsorship applied for/secured for this event. Please describe, list names and amounts:  Applied for: Secured:	None at this time
3.7 Loans	N/a
3.8 In kind- please describe	N/a

### FEES/ CHARGES

3.9 Will your event charge an entrance fee? If yes, what will this charge be and include?	No
3.10 Please confirm if your organisation would be willing to allow other groups to make use of any funded equipment or infrastructure. If so, please advise if a charge would apply.	N/a
3.11 Please provide details of any ongoing costs associated with your event and how they would be sustained long-term	N/a

### CONSENTS

4.4 Is planning permission or any permits or consents required for your event? If so, at what stage are they?	To proceed with this event the FoLP will be required to complete and forward a GBC landbooking form and SAG Notification of Event. The organisers are further required to purchase a Temporary Event Notice and PPLPRS Music Licence. We are familiar with these requirements and will action them at the appropriate time.
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## APPENDIX 2

**PLEASE NOTE THIS IS AN EXTRACT OF THE FULL APPLICATION<sup>2</sup>**

### Events Fund

Details of the Organisation delivering the event	
<b>Name of organisation</b>	Fortonfest
<b>Organisation type</b>	Other
<b>Please provide number</b>	
<b>Please state other</b>	Fundraiser
<b>What is the purpose of your organisation?</b>	To bring everyone else together for a day of fun and this year to raise awareness against knife crime
About the event	
<b>Event name</b>	Fortonfest
<b>Event start data</b>	06/09/2024
<b>Event end date</b>	07/09/2024
<b>Event site</b>	Forton park
<b>Description of Event</b>	A day of fun and fundraising for local charities  While happiness and togetherness is the order of the day my son will be remembered on the Friday evening his birthday and I raise awareness against knife crime Free entry with something for everyone
<b>How many people are expected to attend?</b>	400
<b>How have you arrived at this expected attendance figure?</b>	Over previous years attendance
Delivering Fund Priorities	
<b>Please tick the fund priority/ies that the event will help address</b>	Enhancing community places and spaces,Bringing people together and building stronger communities,Developing people, skills and opportunities
<b>Please outline the benefits of your event and specifically how it will address any of the fund priorities that you have ticked</b>	It's all about bringing people together and giving them a chance to maybe do something they haven't done before
Finances - Cost	
<b>What is the total cost of the event (including any non-recoverable VAT)</b>	7000
<b>Please provide a breakdown of the total costs and indicate which costs the grant would cover</b>	Insurances Toilet hire Silent disco hire Licences

<sup>2</sup> Only relevant answers have been included and personal information removed

	New gazebos First aiders Toilet hire Pa hire Stage hire etc  Usual festival fees
<b>Please upload any quotes for items over £1500</b>	
<b>Finances - Income</b>	
<b>Please provide a breakdown of income</b>	£2000 fro cllr Peter chegwyns councillors budget
<b>Please outline any ticket/admission/activity charges</b>	Free entry
<b>Finances - Match Funding</b>	
<b>Amount of financial commitment from the organisation</b>	Nothing all fundraising from raffles and auctions and people donating
<b>Amount of any contribution in kind and description</b>	Raffles and auctions and sponsorship (no sponsorship yet)
<b>Amount of other income (ie: grants or sponsorship) and description</b>	Zero atm
<b>Finances - Financial Reserves</b>	
<b>Financial reserves held (unrestricted and undesignated funds) held by your organisation, Amount:</b>	0
<b>The number of months running costs that this equates to</b>	0
<b>Finances - Grant Request</b>	
<b>Grant request amount</b>	5000
<b>Grant request as % of event costs (max 90%)</b>	70 ?
<b>Can your event be delivered on a smaller scale or different way?</b>	No
<b>If yes please provide details of this including a revised funding request amount</b>	
<b>Process and Policies</b>	
<b>Are any permits or consents required for your event?</b>	No
<b>If yes, please provide type and current status</b>	
<b>Is this a one off event?</b>	Yes
<b>If no please provide details of how you will sustain funding for this event in the future</b>	
<b>Is your organisation involved with children, young people or vulnerable persons?</b>	No
<b>If yes please confirm that you have a safeguarding policy</b>	
<b>Do you have an Equality and Diversity Policy?</b>	Yes
<b>If no, please state how you ensure Equality and Diversity</b>	
<b>Do you have relevant insurance policies for your organisation and event?</b>	Yes
<b>If yes please upload copies of insurance policies</b>	files.zip
<b>Does anyone in your organisation have any direct link with Gosport Borough Council (for</b>	No



<b>example officers, councillors, contracts)?</b>	
<b>If yes please state their name and role and/or contract</b>	

## APPENDIX 3

### EVENTS FUND

**PLEASE NOTE THIS IS AN EXTRACT OF THE FULL APPLICATION<sup>3</sup>**

#### ORGANISATION DELIVERING THE EVENT

**Please tell us about the organisation that will be delivering the event.**

1.1 Name of organisation	Montserrat Events C.I.C. Reg. No. 13264795
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#### FURTHER DETAILS ON YOUR ORGANISATION

**Please tell us about the organisation that will be delivering the event.**

1.11 What is the purpose of your organisation?	We organize events in and around Gosport and Lee which consist of musical entertainment, vendor stalls and children's entertainers. Most are free for the public to attend. Profits are used to support local and national charities.
1.12 In which areas of Gosport does your organisation work?	Lee-on the Solent – on Marine Parade, St. Faith's Church grounds, St. Faith's Church, Bulson Hall and Daedalus airfield. Gosport – Walpole Park and Trinity Church grounds.
1.13 Does anyone in your organisation have any direct link with Gosport Borough Council (for example officers, councillors, contracts)?	No

#### **2. ABOUT YOUR EVENT**

2.1 Event name	Party in the Park
2.2 Event start date	27 <sup>th</sup> July 2024
2.3 Event end date	28 <sup>th</sup> July 2024
2.4 Description of event (no more than 200 words) See guidance for what information to include	Live Music (local musicians including local young people) Food & Craft Market Children's Entertainment Funfair and Bar
2.5 Site of Event- please be specific	Walpole Park Gosport
2.6 How many people are expected to attend? For event of 500 people or	2,000 per day

<sup>3</sup> Only relevant answers have been included and personal information removed

more, the SAG protocol must be followed. See link above.	
2.7 How have you arrived at this expected attendance figure?	Based on the event in 2023

### **DELIVERING FUND PRIORITIES**

**We want to know if your EVENT will help address one or more of the fund priorities, which are:**

- 1. Enhancing community places and spaces**
- 2. Bringing people together and building stronger communities**
- 3. Improving sustainability and tackling climate change**
- 4. Developing people, skills and opportunities**

<p>2.8 Please outline the wider benefits of your event, specifically including how it will address any of the fund priorities in no more than 100 words.</p> <p>1. Walpole Park is a wonderful space right in the centre of Gosport with access from all over the Borough, so is an ideal place to hold community events and deserves to be utilised more often for the benefit of the residents of Gosport.</p> <p>2. Party in the Park offers an opportunity for the residents of Gosport to enjoy music and other entertainment, especially children, at no or very little cost. It fosters a community spirit and demonstrates what Gosport can offer its residents without having to travel outside the Borough to get entertainment.</p> <p>3. We do not address this in this application.</p> <p>4. We offer an opportunity to young local musicians to perform in front of a large audience, often the first time they have experienced an audience of this size. Many of these young musicians have gone on to perform at our other events, often for free as a way of thanking us for the opportunity and giving something to the community.</p>
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### **3.0 COSTS AND FUNDING**

3.1 What is the total cost of the event including any non-recoverable VAT	£14,200
<p>3.2 How have the event costs been calculated? Please indicate whether costs are a fixed quote or estimate etc. Events are likely to have a high number of small costs, so please provide an estimated breakdown of how you would spend grant. You can attach a separate sheet if necessary. An itemised summary of actual spend will need to be included as part of the End of Event Report All these costs are estimates based on what the cost was last year.</p>	

Performing Artists	£5,250
Equipment Hire	£2,500
Cost of other attractions	£ 800
Advertising & Marketing	£ 550
Cost of Land Use (to GBC)	£1,600
Direct expenses	£ 300
Hire of Security Staff	£ 900
Hire of other professional staff	£ 800
Insurance	£ 275
On Site Event Management	£ 500
Miscellaneous expenses	£ 725
<b>TOTAL</b>	<b>£14,200</b>

As this is a FREE to attend event for the public our only income is what we charge food vendors and stallholders to attend, which amounted to just over £4,000 last year and is expected to be the same this year.

### GRANT REQUEST

Tell us how much grant you are applying to us for.

3.3 Grant request	£10,000
3.4 Grant request as % of event costs	%70

### MATCH FUNDING

Tell us from which source you will be contributing to event costs. Please be advised that applications must evidence at least 10% match funding and not request more than 90% of eligible costs.

3.5 Amount of own resources committed to this event	£4,200
3.6 Other grants or commercial sponsorship applied for/secured for this event. Please describe, list names and amounts:  Applied for: Secured:	NIL
3.7 Loans	NIL
3.8 In kind- please describe	Volunteers to assemble and dis-assemble stage etc. and manage food vendors and stallholders.

## FEES/ CHARGES

<p>3.9 Will your event charge an entrance fee? If yes, what will this charge be and include?</p>	<p>No charge to attend</p>
<p>4.4 Is planning permission</p>	<p>Alcohol License and SAG to be submitted</p>
<p>3.10 Please confirm if you require any equipment for your event? If so, what stage are you using? If you are using other groups to make use of any funded equipment or infrastructure. If so, please advise if a charge would apply.</p>	<p>Not applicable as the grant does not cover any funded equipment or infrastructure. The stage is owned by Montserrat Events and any equipment hired is specifically for this event.</p>
	<p>Our stage was upgraded, thanks to a previous grant from GBC, and this is for hire to other organisations. We offer significantly reduced rates to charities and non- profit organisations.</p>

**CONSENTS**

**APPENDIX 4**  
**COMMUNITY FUND**

**PLEASE NOTE THIS IS AN EXTRACT OF THE FULL APPLICATION<sup>4</sup>**

## **APPLICATION FORM**

### **1 ABOUT YOU AND YOUR ORGANISATION**

#### **1.1 ORGANISATION DELIVERING THE PROJECT**

**Please tell us about the organisation that will be delivering the project.**

Name of organisation	The Big Eat CIC
Organisation address and postcode	Unit 24, Highcroft Industrial Estate, Enterprise Road, Waterloo, PO8 0BT

#### **1.4 FURTHER DETAILS ON YOUR ORGANISATION**

**Please tell us about the organization that will be delivering the project.**

Type of organisation * *please see guidance and select	CIC
What is the purpose of your organisation?	To reward and promote local street food and local musicians in the form of community events
In which areas of Gosport does your organisation work?	Across the Borough
Does anyone in your organisation have any direct link with Gosport Borough Council (for example officers, councillors, contracts)?	NO

#### **1.5 ORGANISATION POLICIES**

**Please tell us if you have the following policies in place.**

If your organisation is involved with children, young people or vulnerable persons, please tick if you have a safeguarding policy in place (if applicable)	<b>N/A</b>
Please tick if your organisation has an equalities and diversity policy in place (if applicable)	<b>N/A</b>

<sup>4</sup> Only relevant answers have been included and personal information removed

## **2. ABOUT YOUR PROJECT**

### **2.1 PROJECT SUMMARY**

**Please provide a name and a short description of your project.**

Project name	The Gosport Sunset Festival
Description of project (in a few sentences)	Free Community event including live music, wellness area, street food and community organisations
Approximately how many people will benefit from the project?	15,000 local people to attend over a 3 day period

### **2.2 DETAILS OF PROJECT FOR WHICH GRANT IS SOUGHT**

**Please explain what your project will do (max 200 words).**

In Walpole Park on 30<sup>th</sup> August till 1<sup>st</sup> September we will deliver a free community event named the Gosport Sunset Festival.

The event will include a 3-day lineup of live music.  
A wellness area including a number of stalls promoting wellbeing.  
The event will also feature the best street food and a funfair.

A number of local organisations will be offered a free pitch at the event to promote themselves and help them raise awareness and funds.

The event will also work with St Vincent 6<sup>th</sup> Form college in promoting their music department and we intend to offer a work experience place to any students who wish to learn more about how an event is run.

We would be happy to work alongside the HAZ (Heritage Action Zone) again this year.

The plan is to grow the event on the back of last year's successful event.  
The festival was well supported last year by locals and brought an end to the lineup of Summer Gosport events.

### **2.3 DELIVERING FUND PRIORITIES**

**We want to know if your project will help address one or more of the fund priorities, which are:**

- 5. Enhancing community places and spaces**
- 6. Bringing people together and building stronger communities**
- 7. Improving sustainability and tackling climate change**
- 8. Developing people, skills and opportunities**

**In the box below, please outline the wider benefits of your project, specifically including how it will address any of the fund priorities.**

By bringing together local organisations and charities at a well-supported free public event will help promote local support and attractions (5)

Offering a free community driven festival is a great way to bring people together.

As the cost of entry fees to events increases it is important to offer events that are inclusive to everyone in the form of free entry (2)

By offering work experience opportunities to college students the event is a great way to develop people skills and given them an insight into how events run. (4)

## 2.4 PLEASE PROVIDE THE NAME OF ANY ARCHITECT / OTHER PROFESSIONAL ADVISERS

Name of architect / adviser	MLD Event Group LTD
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## 3. COSTS AND FUNDING

### 3.1 WHAT IS THE TOTAL ESTIMATED COST OF YOUR PROJECT?

Total cost of the project including any non-recoverable VAT	£20,000
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### 3.2 HOW HAVE THE PROJECT COSTS BEEN CALCULATED?

Please indicate whether costs are a fixed quote or estimate etc. Please provide quotes for each item or works over £3k (three quotes are advised). For projects that have a high number of small costs (such as events) please provide an estimated breakdown of how the grant would be spent. An itemised summary of actual spend will need to be included as part of the End of Project Report.

Estimated budget based on – 1. Last year's budget 2. Contribution of Festival costs 3. Print costs 4. Stage and PA costs
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### 3.3 GRANT REQUEST

Tell us how much grant you are applying to us for.

Grant request	£10,000
Grant request as % of project costs	50%

### 3.4 MATCH FUNDING

Tell us from which source you will be contributing to project costs. Please be advised that applications which can evidence some match funding may be considered more favourably than those requesting 100% of costs.

Amount of own resources committed to this project	£2,000
Other grants secured for this project	£0
Loans	£0
In kind	£1,000



#### **4. TIMETABLE AND PROJECT MANAGEMENT**

##### **4.1 PLEASE TELL US WHEN YOUR PROJECT WILL START AND FINISH.**

**We expect projects to be completed within 2 years of a grant award.**

Estimated project start date	Immediate
Estimated project completion date	02/09/2024

##### **4.2 PLEASE TELL US WHO WILL BE RESPONSIBLE FOR MANAGING YOUR PROJECT**

Address and postcode	Unit 24, Highcroft Industrial Estate, Enterprise Road, Waterloooville, PO8 0BT
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## EVENTS FUND

**PLEASE NOTE THIS IS AN EXTRACT OF THE FULL APPLICATION<sup>5</sup>**

### **1 ABOUT YOU AND YOUR ORGANISATION**

#### **ORGANISATION DELIVERING THE EVENT**

**Please tell us about the organisation that will be delivering the event.**

1.1 Name of organisation	Gosport Waterfront Festival
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#### **FURTHER DETAILS ON YOUR ORGANISATION**

**Please tell us about the organisation that will be delivering the event.**

1.9 What kind of organisation/ business are you? i.e. registered charity, CIC, Limited Company, sole trader, etc.	Community Interest Company 14205835
1.11 What is the purpose of your organisation?	Annual, not-for-profit, single-event, family-oriented community music festival
1.12 In which areas of Gosport does your organisation work?	Serves all of Gosport especially the town and surrounding area.  Walpole Park, Gosport
1.13 Does anyone in your organisation have any direct link with Gosport Borough Council (for example officers, councillors, contracts)?	No

### **2. ABOUT YOUR EVENT**

2.1 Event name	Gosport Waterfront Festival
2.2 Event start date	16 <sup>th</sup> August 2024
2.3 Event end date	18 <sup>th</sup> August 2024
2.4 Description of event (no more than 200 words) See guidance for what information to include	Gosport Waterfront Festival is a three-day, outdoor, low-cost, not-for-profit family and community focused festival. It comprises of a main music stage which gives local artists from all over the borough and neighboring counties the opportunity and kudos of performing to a large fee-paying audience.  The festival also features internationally known headline acts. This allows the amateur artists across many genres the

<sup>5</sup> Only relevant answers have been included and personal information removed

	<p>exciting opportunity to appear with these headline acts on the same billing.</p> <p>The festival is securely and safely enclosed and patrolled by festival staff. In addition to the live music provided, the festival gives attendees the chance to experience a wide variety of food, leisure, craft, and creative workshops. It also features funfair rides and a licensed bar, appealing to a wide and varied breath of people across the local community.</p> <p>The festival attracts great interest and support across the Solent region and further afield resulting in a definitive upturn in tourism in the Gosport area over that weekend.</p> <p>The receipt of a grant from the council will allow us to keep the running costs of the festival low, which in turn ensures we can keep fees affordable to ensure its accessible to all the community.</p>
2.5 Site of Event- please be specific	Walpole Park, Gosport
2.6 How many people are expected to attend? For event of 500 people or more, the SAG protocol must be followed. See link above.	8000
2.7 How have you arrived at this expected attendance figure?	From previous years attendee numbers, and current ticket sales.

## DELIVERING FUND PRIORITIES

We want to know if your **EVENT** will help address one or more of the fund priorities, which are:

1. **Enhancing community places and spaces**
2. **Bringing people together and building stronger communities**
3. **Improving sustainability and tackling climate change**
4. **Developing people, skills and opportunities**

2.8 Please outline the wider benefits of your event, specifically including how it will address any of the fund priorities in no more than 100 words.

Walpole Park is a well-used, town-facing venue which is part of Gosport town's green-space plan. During the summer months it is a much-loved area of recreational enjoyment. The festival utilising this space results in it bringing large numbers of people together to help build a stronger community.

The Festival actively encourages voluntary involvement in its running, providing people of all backgrounds the opportunity to develop skills for a variety of careers in the creative and community industries. Many positions are available and the festival is totally

committed to recruiting assistance in line with diversity and inclusivity policies.

### **3.0 COSTS AND FUNDING**

3.1 What is the total cost of the event including any non-recoverable VAT	<b>£55,000</b>
3.2 How have the event costs been calculated? Please indicate whether costs are a fixed quote or estimate etc. Events are likely to have a high number of small costs, so please provide an estimated breakdown of how you would spend the grant. You can attach a separate sheet if necessary. An itemised summary of actual spend will need to be included as part of the End of Event Report  This figure is an estimate using past year's figures and quotes already received. 2022 Costings = £50166.91. (+ RPI 2023 @ 10%) (+ RPI 2024 @ 5%)  Costs cover estimated initial contracting and setup funding including deposits for contractors and subcontractors, fees levied by Borough Council for rental of land, and materials such as promotional media.  (spreadsheet attached at Annex A)  Please note: Previous operations have had a working model based on projected, expected funding streams and trust, which is becoming problematic in the current economic situation, so a 'startup fund' is extremely advantageous and will benefit the festival, customers and GBC's standing. It will be our every intent to publicise fully any funding awarded on social media and in local press.	

### **GRANT REQUEST**

**Tell us how much grant you are applying to us for.**

3.3 Grant request	<b>£10000</b>
3.4 Grant request as % of event costs	18%

### **MATCH FUNDING**

**Tell us from which source you will be contributing to event costs. Please be advised that applications must evidence at least 10% match funding and not request more than 90% of eligible costs.**

3.5 Amount of own resources committed to this event	<b>£5000</b>
3.6 Other grants or commercial sponsorship applied for/secured for this event. Please describe, list names and amounts: Applied for: Secured:	<b>0</b>
3.7 Loans	<b>0</b>
3.8 In kind- please describe – Family member of one of our volunteers has given £500 support.	<b>£500</b>

## FEES/ CHARGES

## CONSENTS

3.9 Will your event charge an entrance fee? If yes, what will this charge be and include?	Yes, Friday evening from 5pm £5 Saturday all day access £10 Sunday all day access £10
3.10 Please state if you are not a registered charity or if you are a charity, what stage are you at to make use of any funded equipment or infrastructure. If so, please advise if a charge would apply.	Consent required from Gosport Borough Council to hold the event at the venue of which we have obtained.
3.11 Please provide details of any ongoing costs associated with your event and how they would be sustained long-term	Website - £200 per year Domain name - £75 per year Premises license - £70 per year Storage for all the festival equipment in lock up - £120 per month rental. These are currently paid for from ticket sale revenue

## Annex A 2022 COSTS

Product/Service	Supplier	Quote plus VAT	
Walpole Park Hire	Reinstatement fee GBC	£200.00	
Headline BANDS	Two Much 2 Tone	£1,000.00	
	East17	£5,000.00	
	Gareth Gates	£5,000.00	
Riders & Hospitality	Old Lodge	£350.00	
Site Office	Wernics	£3,000.00	
Staging	Jamstage	£4,000.00	
Green Room		£900.00	
PA System		£6,500.00	
Emr PA		£300.00	
Backstage Marquee		£250.00	
FOH Marquee		£150.00	
Volunteer Marquee		£150.00	
Ticket Office Marquee		£150.00	
Staff Hospitality		£75.00	
Lighting System		£500.00	
2 wayRadios		£500.00	
Emr/Flood Lighting		£300.00	
Health/safety/security		£4,000.00	
First Aid	Mendip Medical Dave Spinks (First Aid)	£982.00	
Storage Unit	Jacobs well	£1,200.00	
Convenience Hire	Porta Loos/Posh Loos	£2,535.00	£714.00
Advertising		£1,500.00	

Event PLI	Event Ins	£1,475.91	
Fire Extinguishers		£200.00	
Security Staff		£4,000.00	
CCTV		£200	
Refuse collection	Urbaser Ltd.	£0.00	
Wristbands/lanyards		£450.00	
4x banners/sinage		£325.00	
A1 A3 A4 & A5 posters	GBC	£150.00	
Money collection containers			
Website	WIX.com	£250.00	£45.00
Domain names		£75.00	
Accountants	Wood Hicks & Co	£1,500	
Premises Licence	GBC	£70.00	
Fencing	Speedy	£3,600.00	

£50,837.91      £759.00

Net    £50,837.91  
VAT     £759.00  
Inc VAT   £51,596.91

### INCOME

Product	Service	Supplier	Estimated	Plus VAT
			£	£
Concession	Public & VIP Bar		8,000.00	1,600.00
Attraction	Fairground			
Concession	Catering\		£	£
concession	ice cream vans		3,000.00	600.00
stallholders			£800.00	
Advertising	Program	various	£	£
Ticket sales	VIP Pass	GCWF	150.00	30.00
Ticket sales	Gate Entry (Fri) £5	GCWF		
Ticket sales	Gate Entry (Sat) £10	GCWF		
Ticket sales	Gate Entry(Sun) £10	GCWF		
Ticket sales	Weekend Balance Safe	GCWF		
Ticket sales	Izettle Payments (Card)	GCWF		
Ticket sales	Eventbright advance			
Ticket sales	Tickets	GCWF		

Sponsorship	£			
	8,000.00			
Loan			£	-
Sponsorship				
Sponsorship	£	-	£	-
Sponsorship	£	-	£	-
Sponsorship	£	-	£	-
		<hr/>		
		£19,950.00	£2,230.00	
		<hr/>		

Net £19,950.00  
VAT £2,230.00  
Inc VAT £22,180.00

SUMMARY 2022

	<u>NET</u>	<u>VAT</u>
Estimated Income		
Less Estimated Expenditure	£28,500.00	
Estimated Profit	<hr/>	<hr/>
Loan	£15,500.00	
	£2,400.00	
Total	-£15,500.00	
Estimated Net Profit		
Plus VAT Refund Due	£0.00	
	<hr/>	
	£0.00	
	<hr/>	

## 2024 FINANCIAL INFORMATION

Service	Supplier	invoice recieved	Quoted + VAT	Payment due	Deposit Paid	Full payment made
Headline bands	E17		£5,000		£1,000	
	BBS		£800			
	Foo Forgers		£1,000			
Urban Agency	Amplify	Yes	£1,200	Dep 17th March	£575	
Lighting and electricity	DWAM Events	Yes	£4,841			
Marques	Premium Marquees Ltd	Yes	£836		£208.09	
Premises Licence	Gosport Borough Council	Yes	£70	21/03/2024 - Yearly		£70
Walpole Park	Gosport Borough Council	Yes	£3,690			
Site Office / Green Room	Wernick	Yes	£3,780			
Wix Website	Wix	Yes	£201.80	Yearly		£201.80
Accommodation for E17	Airbnb		£150			
<b>Riders and Hospitality</b>			<b>£50</b>			
Fencing	Beaver Tool Hire	Yes	£2,490.50			
Staging	JamStage		<b>£4,000</b>			
PA System			<b>£6,500</b>			
EMR PA			<b>£300</b>			
Staff Hospitality			<b>£100</b>			
Lighting system			<b>£500</b>			
2 way Radios			<b>£500</b>			
Security	Jock		<b>£4,000</b>			
First Aid	Medical Rescue Consultancy LTD	Yes	£2,947			
Storage unit	Jacobs Wells	Yes	£80	Monthly		
Porta Loo's and Posh loos	A1	Yes	£3,204			
Advertising						
Event PLI	Event Insurance	Yes	£2,378			
Fire Extinguishers			£396			
CCTV			<b>£200</b>			
Refuse collection			<b>£0</b>			
Wristbands/lanyards			<b>£450</b>			
4x banners/signage	Headline Printers		<b>£325</b>			
A1 A3 A4 & A5 posters	Speedy Printing		£35			
Domain names			£75	Yearly		£75.00
Accountants	Wood Hick & Co		<b>£1,500</b>			

Total

£51,203.30

£1,783

346.8



Date	Company	Contact	What for	Received	Notes
21/02/2024	Eventbrite		Ticket Sales	1244.8	
28/02/2024	Eventbrite		Ticket Sales	576	
06/03/2024	Eventbrite		Ticket Sales	307	
13/03/2024	Eventbrite		Ticket Sales	420	
20/03/2024	Eventbrite		Ticket Sales	177.6	
27/03/2024	Eventbrite		Ticket Sales	250.4	
	JRC				
20/03/2024	Facilities	John Ridley	Sponsorship	10000	
19/03/2024	A White	A White	Sponsorship	500	
03/04/2024	Eventbrite		Ticket Sales	322.4	
		<del>Fantazzy</del>			
03/04/2024	S Lyons	Facepaints	Stall	50	
15/04/2024	Eventbrite		Ticket Sales	458.4	
22/04/2024	Eventbrite		Ticket Sales	442.4	
29/04/2024	Eventbrite		Ticket Sales	36	
03/05/2024	K Finlayson	Tradetown	Stall	225	
07/05/2024	Eventbrite		Ticket Sales	24	
		<del>Louleigh's</del>			
10/05/2024	Kayleigh	Sweet Treats	Stall	225	
13/05/2024	Eventbrite		Ticket Sales	24	
		<del>Adrieana's</del>			
16/05/2024	A Reeves	Emporium	Stall	57	
20/05/2024	Eventbrite		Ticket Sales	48	
20/05/2024	J Mist	Boho & Blue Candle	Stall	50	
		<del>Magick</del>			
20/05/2024	R Cook	Fragrance	Stall	50	
20/05/2024	Kevin	AC Import	Stall	140	
		<del>Adrieana's</del>			
24/05/2024	A Reeves	Emporium	Stall	133	
28/05/2024	Eventbrite		Ticket Sales	168	
		The Windsor			
29/05/2024	Kathy	Castle	Advertising	275	
30/05/2024	Kevin	AC Import	Stall	200	
29/05/2024	Eventbrite		Ticket Sales	56	

Total	13912.2
Ticket Sales	4555
Stalls	1130
Advertising	275
Sponsorship	10500