



Broadstairs & St Peter's Town Council

APPLICATION FORM FOR EVENT SPONSORSHIP

PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM

- a) Please complete the form carefully in readable CAPITALS in black ink or typed. The application needs to contain ALL the information requested and is required to be completed and returned with all relevant documentation. The grant-making criteria is on the Town Council's website at www.broadstairs.gov.uk.
- b) Please enclose an up-to-date copy of the Constitution/Rules of your organisation.
- c) Please enclose a copy of the latest accounts for your organisation. Please be accurate about your budget and finances. If your funding application is approved, we may ask for evidence of quotes to back up your budget statement.
- d) Public sector funds are limited so we are seeking a clear account of how you meet the Council's priorities in putting on your event. Please ensure that you consider your answers carefully as the process is competitive and your application will be assessed in accordance with the Grant Criteria as set out on our website.
- e) If appropriate, the Council may require that a member of the organisation attend a meeting of the appropriate Committee to give a presentation about the request.
- f) If appropriate, the Council may require that a Member of the Town Council be appointed to the organisation requesting financial assistance.
- g) Should your organisation be successful in its grant application, the Town Council requires that you acknowledge its financial assistance in ALL publicity, publications and social media posts by using the Town Council crest, with text "Broadstairs & St. Peter's Town Council" under the crest. Please contact the office for a high-resolution copy of this.
- h) Any financial assistance is given on the understanding that your organisation complies with current legislation on Equalities and Diversity and Unlawful Discrimination.

Your Details

Name of Organisation:

Broadstairs Food Festival CIC

Grant amount requested:

Easter 2026 £7,000; Autumn 2026 £7,000

FOR OFFICE USE ONLY

Date form received

Accounts Enclosed

Copy of Constitution

Grant Approved / Declined

1. Contact Name	Ms Jo Scott
2. Position	Festival Director
3. Address	4 Dalmaney Close. Broadstairs Postcode CT10 1HS
4. Telephone	07866857088
5. email	Info@broadstairsfoodfestival.org.uk
6. Website	broadstairsfoodfestival.org.uk
7. Name & address Of TREASURER	a above

1. What is the name of your event? A working title is acceptable.	
Broadstairs Easter Food Festival; Broadstairs Autumn Food Festival	
2. Where do you plan to hold your event? Do you own this land/property? If no, what is the name, address and contact telephone number of the owner? Have you received permission from the landowner to use the land?	
Victoria Gardens and promenade	
3. Which date(s) will your event be held on?	Please state the start date and time:
Easter 3rd to 5th April 2026 Autumn 2nd to 4th October 2026	3rd April 10.00 / 2nd Oct 10.00
<i>If you are applying for funding for a package of events then please outline these on a separate sheet and attach to this form.</i>	Please state the end date and time:
	5th April 17.00 / 4th October 17.00

<p>4. Is your event open to the public? If not, your event will not qualify for funding.</p> <p style="text-align: center;">Yes</p>
<p>5. Please provide a general description of your event. <i>Include things like where will your event be held, how it will be promoted and who you expect to attend.</i></p> <p>We acknowledge Kent's historical title of Garden of England, over 100 stalls of county produce. Demonstrations serve as a platform for discussion; sustainability, & workshops offer a chance to experience a new craft. Promotion is online, supplemented with hard copy ads. Families are encouraged through the provision of free activities.</p>
<p>6. How many times have you previously held this event? Is this the first time this event has been held?</p> <p>The Easter festivals commenced in 2012, as an auxiliary to the proven success of the Autumn event, debuted 2009</p>
<p>7. Please confirm how your event will be promoted/marketed?</p> <p>We use a mixed approach of magazine / journal advertising that extends through to north and mid Kent; have a targeted, structured online campaign. (FB/IG/web). Plus advertise in coach tour agencies bringing new visitors to the area</p>
<p>8. Please explain how the event links to at least one of the Council's 'Cleaner, Safer, Kinder' initiatives:</p> <p>We share the council's vision with regard to community involvement, developing and nurturing a team of 60+ volunteers who in turn are key to a family friendly festivals. We work hard to maintain a clean site, offering waste separation (card/glass). Single use plastics are discouraged. Post event, surplus food is donated (where practical) locally</p>
<p>9. Why do you think the council should sponsor your event?</p> <p><i>(i) How is the event going to support and promote Broadstairs & St. Peter's?</i></p> <p>Broadstairs Food Festivals put the town on the festival map with a brand that bears testament to the town's commitment to its community, fostering a sense of pride and identity. It not only benefits the town financially through increased footfall but also enhances its cultural and economic landscape.</p> <p><i>(ii) How will it support and benefit the local economy of Broadstairs & St. Peter's?</i></p> <p>The festivals are a significant contributor to the local economy, increasing visitor spending, tourism and employment in the town, boosting businesses during and post event. We work closely with the Chamber of Commerce and independent local businesses encouraging them to stage events and start new initiatives, concurrently with the festival. [examples 2024/5 - Jazz Festival; 2026 - new Poets' Event]</p>

Managing your Event EASTER

10. Is anyone else financially contributing to your event? If yes, please give the details below:	
(a) Funding secured: Name of funder:	Amount secured:
Chamber of Commerce	800.00
Flint & Flame	500.00
RentABar	1,000.00
Harvey Waste in kind support / service provided	1,000.00
(b) Funding applied for: Name of funder:	Amount requested:
Shepherd Neame	1,000
(c) Funding being used from Reserves or Fundraising: Details	Amount

11. If this would be your only source of funding, please explain why?

12. If this is a recurring event and you have received funding from the Town Council before, have you sought alternative funding from another funder? If not, why?

Majority of external funders limit themselves to Registered Charities and do not accept approaches from community interest companies

13. Is your organisation VAT registered? If so, please supply your VAT number:

430 5234 36

14. Do you have public liability insurance of not less than £5million to cover the event? If yes, please provide a copy with this application. If no then please outline below when you intend to secure it.

Local broker. Cover attached

15. Do you employ anyone to help with your event? If yes, how many people do you employ?

No PAYE; consultants and contractors only

16. Do you have any volunteers assisting your event? If yes, how many volunteers do you have?

Approx sixty

17. Please give a brief outline of the skills, experience and/or training that your employees or volunteers have in managing or working on an event.

Mostly retired professionals from a wide range of occupations including ex police / ex and currently serving fire officers; nursing staff, care givers and independent business people.

Volunteers are given a 90 minute H & S briefing prior to each event, delivered by a representative from Safety and Management Solutions - our appointed H & S advisors.

18. Is your event affiliated to any national or local support organisation? If yes, please provide full details:

Broadstairs & St Peters Chamber of Commerce
Produced in Kent

Easter projection : 6th Jan 2026**Nett****Direct Income**

Marquee Traders		29,250.00
Less chamber / abra	-	900.00
Less discount approx	-	400.00
Free standing; assorted		15,180.00
Bar		1,250.00
Prom / assorted		4,840.00
Traders power		3,300.00
	A	52,520.00

Direct costs

Advertising / marketing		2,500.00
inc correx; flyers; banners; posters; print		400.00
Power; supply & instal 2026 quote		4,461.00
Event management		13,000.00
NFD		1,000.00
Fencing		1,380.00
Ground cover		400.00
Ground kit: barriers, fire kit, trolley etc		166.00
H & S Consultants		760.00
Housekeeping sundries		100.00
Land Hire (using Sep 25)		11,500.00
Marquees, furniture, flooring 2026 quote		12,264.95
Medical supplies		1,000.00
PA		600.00
Portable toilets		1,648.00
Programme design, print		1,500.00
Security		1,785.00
Water		325.00
Waste - sponsorship adjusted		600.00
Vol and directors entertainment		900.00
Volunteers vouchers		800.00
	B	57,089.95

Represents 50% of annual fixed costs

Accountancy - end of year		600.00
Accountancy - VAT returns		250.00
Accountancy software		186.00
Book keeper		650.00
Insurances		1,300.00
Room Hire		210.00
Social media		1,500.00
Storage		333.33
Website and mailboxes		600.00
	C	5,629.33

Festival Marquee - free activities

Allowance for demonstrators costs	600.00
Allowance for materials	350.00

D 950.00

Known sponsorship

50% of annual Flint and Flame 500.00

50% of Chamber Commerce; less pitch fees 800.00

[discusion pending]

RentA Bar per event 1,000.00

Approaching

Shepherd Neame 1,000.00

E 3,300.00

Variable, based on 2025

Onsite Card donations 250.00

Prog adverts 750.00

POP donations and daily raffle 3,000.00

4,000.00

Volunteer value 110 hours @ £12.21 - 1,343.00

**Income less direct costs less 50% fixed costs;
less costs of workshops; plus known sponsorship
and variable**

- **3,849.28**

Grant to be requested 6,000.00

Total 807.72

Managing your Event - AUTUMN 2026

10. Is anyone else financially contributing to your event? If yes, please give the details below:	
(a) Funding secured: Name of funder:	Amount secured:
Chamber of Commerce	800.00
Flint & Flame	500.00
RentABar	1,000.00
Harvey Waste in kind support / service provided	1,000.00
(b) Funding applied for: Name of funder:	Amount requested:
(c) Funding being used from Reserves or Fundraising: Details	Amount

11. If this would be your only source of funding, please explain why?

Autumn projection : 11th Feb 2026**Nett****Direct Income**

Marquee Traders		29,250.00
Less chamber / abra	-	900.00
Less discount approx	-	400.00
Free standing; assorted		15,180.00
Bar		1,250.00
Prom / assorted		4,840.00
Traders power		3,300.00
	A	52,520.00

Direct costs

Advertising / marketing		2,500.00
inc correx; flyers; banners; posters; print		400.00
Power; supply & instal 2026 quote		4,461.00
Event management		14,000.00
Mentoring new fest director		2,000.00
Fencing		1,380.00
Ground cover		400.00
Ground kit: barriers, fire kit, trolley etc		166.00
H & S Consultants		760.00
Housekeeping sundries		100.00
Kitchen for Chefs dens		2,434.00
Land Hire		9,621.00
Marquees, furniture, flooring 2026 quote		12,264.95
Medical supplies		1,000.00
PA		600.00
Portable toilets		1,648.00
Programme design, print		1,500.00
Security		1,785.00
Water		325.00
Waste - sponsorship adjusted		600.00
Vol and directors entertainment		900.00
Volunteers vouchers		800.00
	B	59,644.95

Represents 50% of annual fixed costs

Accountancy - end of year		600.00
Accountancy - VAT returns		250.00
Accountancy software		186.00
Book keeper		650.00
Insurances		1,300.00
Room Hire		210.00
Social media		1,500.00
Storage		333.33
Website and mailboxes		700.00
	C	5,729.33

Festival Marquee - free activities

Allowance for demonstrators costs	850.00
D	850.00

Known sponsorship

50% of annual Flint and Flame	500.00
50% of Chamber Commerce; less pitch fees [discusion pending]	800.00
RentABar per event	1,000.00

Approaching

Shepherd Neame	1,000.00
It is hoped for 2nd sponsor	
E	3,300.00

Variable, based on 2025

Onsite Card donations	250.00
Prog adverts	1,500.00
POP donations and daily raffle	3,000.00
	4,750.00

Income less direct costs less 50% fixed costs; less costs of workshops; plus known sponsorship and variable

- 5,654.28

Grant to be requested

6,000.00

Total

345.72

Volunteer value 110 hours @ £12.21

1,343.00

Event Budget see attached accounts pages

Please provide the following details from your most recent annual accounts.	
Total Income	£
Less Total Expenditure	£
Surplus / Loss	£
Savings (Reserves, Cash, Investments)	£

Your Declaration

**Please complete the section below as the final part of your application.
Failure to complete this declaration could result in a delay to your application.**

Have you read and do you agree to comply with the Broadstairs and St. Peter's Town Council Criteria for the Awarding of Grants?	
Yes: <input type="checkbox"/>	: <input type="checkbox"/>


Broadstairs Food Festival CIC
Detailed Income and Expenditure Account
For The Year Ended 31 December 2024

	2024		2023	
	£	£	£	£
TURNOVER				
Events income from traders		92,216		86,125
Fundraising		7,914		12,984
Members sponsorship fees		4,417		17,079
Grants		7,500		7,000
Advertising income		1,490		725
Crowdfunding		1,564		1,765
		115,101		125,678
COST OF SALES				
Equipment hire	32,084		29,405	
Event management	24,000		24,000	
Electric and fuel costs	8,500		9,962	
Land hire	10,229		6,431	
Security	3,330		2,716	
Theatre session costs	2,248		5,238	
Other event costs	3,424		5,944	
		(83,815)		(83,696)
GROSS SURPLUS		31,286		41,982
Administrative Expenses				
Travel and subsistence expenses	40		-	
Storage and meeting room hire	968		897	
Repairs and maintenance	82		-	
Computer software, consumables and maintenance	368		341	
Insurance	2,756		2,442	
Printing, postage and stationery	1,815		3,786	
Social media and website	3,461		1,826	
Advertising and marketing	7,089		4,924	
Programme design and print	4,058		-	
Accountancy fees	1,465		1,290	
Health and safety support	3,445		3,356	
Subscriptions	50		30	
Bookkeeping fees	1,305		-	
Depreciation	112		25	
Entertaining	917		944	
Sundry expenses	1,036		532	
		(28,967)		(20,393)
OPERATING SURPLUS		2,319		21,589
Other interest receivable and similar income				
Interest on short term deposits	230		-	
		230		-
Interest payable and similar charges				
Bank charges	233		250	

...CONTINUED

Broadstairs Food Festival CIC
Detailed Income and Expenditure Account (continued)
For The Year Ended 31 December 2024

Paypal charges	51	-	
Other interest payable	83	51	
Eventbrite charges	-	221	
		(367)	(522)
SURPLUS BEFORE TAXATION		2,182	21,067
Tax on Surplus			
Corporation tax charge	44	4,168	
		(44)	(4,168)
SURPLUS AFTER TAXATION BEING SURPLUS FOR THE FINANCIAL YEAR		2,138	16,899

<p>Are you an employee of the Town Council or Thanet District Council? Are you related to an employee or a Councillor at the Town Council or Thanet District Council?</p> <p style="text-align: center;">NO</p>	
<p>I am an Employee: Please record your job title, department and line-manager.</p>	
<p>My relative is: Please provide their name, your relationship to them, and the role/job that they play at the Council.</p>	
<p>I certify that the information given on this form is correct, and understand that the form will provide the basis on which the grant application is considered. I enclose an up to date copy of the constitution or rules of the organisation and the latest accounts.</p>	
<p>SIGNED:</p> 	<p>DATE:</p> <p style="text-align: center;">14th Feb 2026</p>

Please return the completed form – together with all appropriate attachments:

**The Town Clerk
Broadstairs & St. Peter's Town Council
Pierremont Hall
Broadstairs
CT10 1JX**

town.clerk@broadstairs.gov.uk

CERTIFICATE

Policy: HU EVT 7415948 (41)



Certificate of public and products liability insurance

Insured name:	Broadstairs Food Festival CIC		
Business Description:	Food Festival Event Organiser		
Company address:	Malcolms 91 High Street Broadstairs		
Postcode:	CT10 1NQ	Country:	United Kingdom
Policy number:	7415948		
Insurer:	Hiscox Insurance Company Limited		
Policy Period:	From 26/08/2022 to 25/08/2023 both days inclusive		
Limit of indemnity:	£ 5,000,000		
Additional insureds:			

Signed for and on behalf of Hiscox Insurance Company Limited

Richard Watson
Group Chief Underwriting Officer

Note: this certificate is for information purposes only and does not contain the full terms, conditions and exclusions of the insurance cover and does not constitute a contract of insurance.