

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:

Coastal Community Learning CIC

Grant amount requested:

£994.97

FOR OFFICE USE ONLY

Date form received

Accounts Enclosed

Copy of Constitution

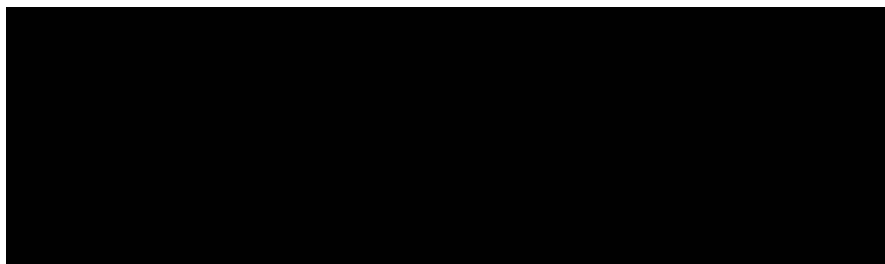
Grant Approved / Declined

1. Contact Name Tanya Curran

2. Position

Director

3. Address



4. Telephone



5. email

info@coastalcommunitylearning.com

6. Website

www.coastalcommunitylearning.com

7. Name & address
Of TREASURER

Annette Harrison
C/O Hilderstone College
14-16 St Peters Road
CT10 2JW

1. What is the name of your event? A working title is acceptable.

Our Green Day

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?

At the Sarah Thorne Theatre, Fordoun Road, Broadstairs CT10 2BN, Michael Wheatly-Ward 01843 863701 (Yes we have permission) Hilderstone College 14-16 St Peters Road Martin Milbank 01843 869171(yes we have permission)

<p>3. Which date(s) will your event be held on? 25th July</p> <p><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></p>	<p>Please state the start date and time: 25th July 10am</p> <p>Please state the end date and time: 25th July 3pm</p>
<p>4. Is your event open to the public? If not, your event will not qualify for funding. Yes</p>	
<p>5. Please provide a general description of your event. Include things like where will your event be held, how it will be promoted and who you expect to attend.</p> <p>It will be held in both the Sarah Thorne Theatre and Hilderstone College where a cafe will also be available. Based on the success of our previous events we will use a combination of flyers, posters in notice boards and local shops, local radio, our current mailing list as well as the mailing lists of the organisations who will be with us on the day and social media advertising.</p> <p>The event is to promote awareness of the environment, bringing other voluntary organisations together to inform the local community about volunteering opportunities, activities families and individuals can engage with to appreciate nature. We will also be running art, craft, and physical outdoor activities (walks and nordic walking). We have been in touch with the Windmill project, Thanet RSPB, Thanet Coastal Project and Monkton Nature reserve as well as Kent Adult Education. We will be running art and craft workshops using recycled or sustainable materials as well as having talks. The event is for all local residents of Thanet to attend.</p> <p>Workshops offered : Kent Adult Education running Bug hunt (educating children and parents/carers about caring for the environment and respecting wildlife) and Outdoor activities (make a bird feeder, printing with leaves and creating art with the natural environment)</p> <p>Coastal Community Learning will provide: Make a bag for life from recycled materials e.g. duvet covers, pillow cases Drawing from Nature Painting with sustainable media Bunting from sustainable materials Nature inspired mixed media (recycled materials) Local walk and talk Talks on various environmental issues x 3</p> <p>We are speaking to Coastal project and several individuals to arrange a local clean up activity for residents to also attend. I am also hoping to run a gardening activity as well but need to confirm details.</p> <p>I am aware there is another event on the same date, however feel strongly that this will draw more people to Broadstairs. Activities can be done with us and they can continue down to the sea front. We are offering specific art/craft activities whereas the other event is craft stalls and music so I feel it would compliment nicely.</p>	

6. How many times have you previously held this event? Is this the first time this event has been held?

I ran this event once before about 6yrs ago when I worked for Kent Adult Education. Lack of funding meant there wasn't money available to run it again. It was very successful back then and with my growing student base and presence in Broadstairs and St Peters I have confidence in the success of this one. Technically it will be the first time I will be running the event under my not-for-profit organisation Coastal Community Learning, however I have had past experience in running this kind of event.

7. Please confirm how your event will be promoted/marketed?

In terms of marketing we are planning a multi-channel approach including targeted social media promotion, distribution of printed materials within the local area and direct communication with our growing mailing list. In addition we would invite partner organisations to promote the event through their websites, newsletters and social media channels this will help to maximise reach and community engagement. This combined approach has resulted in strong awareness and very high attendance at the two events we have run since opening in September last year, our Open Day and Christmas Craft Fair.

9. Why do you think the council should sponsor your event?

(i) How is the event going to support and promote Broadstairs & St. Peter's?

The event will draw people into Broadstairs and St Peters, to take advantage of the amazing sights and activities available. By using well known local venues such as the Theatre and Hilderstone, both of these have strong community recognition, the event will highlight both the towns cultural and educational assets.

In addition we plan to have town walks and nordic walking to encourage local residents to explore and appreciate the natural beauty and history of the town, as well as promoting healthy active lifestyles. Previous events have been really well attended, promoting a strong sense of local pride and fostering a more engaged and connected community. This event will build on the previous success, promoting Broadstairs and St Peters as places where community, culture, education and wellbeing are valued.

(ii) How will it support and benefit the local economy of Broadstairs & St. Peter's?

By attracting visitors to the area, the event directly support the local economy. Attendees will be able to make use of local shops, cafes and restaurants bringing additional footfall into the area. By hiring the Theatre and Hilderstone will help directly to support them financial to help sustain their operations. Finally through the event, there will be increased awareness of the local activities and amenities which will hopefully encourage repeat visits providing longer term economic benefits for Broadstairs and St Peters.

Managing your Event

10. Is anyone else financially contributing to your event? If yes, please give the details below:	
(a) Funding secured: Name of funder:	Amount secured:
(b) Funding applied for: Name of funder:	Amount requested:
(c) Funding being used from Reserves or Fundraising: Details	Amount
Coastal Community Learning CIC (quiz night)	£300

<p>11. If this would be your only source of funding, please explain why?</p> <p>We are putting money towards this event and may have more after a Quiz night we are running on the 15th May to raise money. This event is so important and we will find a way to make it happen. Time has been a huge issue for me as the organisation only launched last September 2025. We have achieved so much for our local community but it has been a challenge with myself being stretched so far. I intend to apply for other small grants but I am aware the deadline for this one is looming and need to ensure it was submitted in time.</p>
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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?

This is the first time we have applied.

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

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.

Yes

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

There will be 4 employed members of staff

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

We have 8 volunteers

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.

I have worked with employees and volunteers over the last 16yrs in my Program Manager role at Kent Adult Education When I started Coastal Community, they all came with me to support. We have run a huge number of events from open days, to christmas markets, health awareness and an environmental day. All events have been very successful with all individuals bringing either teaching skills, welcoming/marshalling skills. We are an incredibly efficient and professional team with years of experience in hosting events.

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

No

Event Budget

Please provide a breakdown of your project's costs. Please note that this should be a breakdown of your total project costs	
Expenditure (eg Equipment, Transport etc)	£
Rent of Sarah Thorne Theatre for sessions	£200
Rent of Hilderstone College cafe and rooms	£200
Marketing, flyers, social media promotion	£185
Staff, tutors and general staff	£609.97
Materials for workshops	£100
	£
Total expenditure	£1294.97
Income (eg ticket sales, pitch hire etc)	£
From Coastal Community	£300
	£
Total income	£300

Please provide the following details from your most recent annual accounts.	
Total Income	£49,111
Less Total Expenditure	£48,406
Surplus / Loss	£704
Savings (Reserves, Cash, Investments)	£

Please be aware we have only been operating 7 months, these figures are total figures from when we started till current day.

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: Y	No:
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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?
No

I am an Employee: Please record your job title, department and line-manager.

My relative is: Please provide their name, your relationship to them, and the role/job that they play at the Council.

N/A

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.

SIGNED:

Tanya Curran

DATE:

20/4/26

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