



Broadstairs & St Peter's Town Council

EVENT FUNDING APPLICATION FORM

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 by the due date with all documentation. The grant-making timetable and 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 audited 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 Panel of Councillors will have a scoring sheet and be assessing your application in accordance to 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 justify 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 any publicity or publications by the use of the Town Council Logo, with text below.
- h) Any financial assistance is given on the understanding that your organisation complies with current legislation on Equalities and Diversity and Unlawful Discrimination.
- i) If you have run the event before, then please attach any press reports, feedback or evaluation reports which have been written after the event has taken place (n.b. this will cease to be a requirement from the 31st November 2017, as all future grant applications will need to complete a grant monitoring and evaluation form, see grant criteria for further information)

Your Details

Name of Organisation:

Broadstairs Dickens Festival CIC

Grant amount requested:

£4760

FOR OFFICE USE ONLY

Date form received13 May 2026.....

Accounts EnclosedTo follow.....

Copy of Constitutionyes.....

Grant Approved / Declined

6. Website

1. Contact Name

2. Position

3. Address

4. Telephone

5. email

7. Name & address

Treasurer

Elizabeth Dilkes

Director

CT10

www.broadstairsdickensfestival.co.uk

Treasurer - Louise
, CT9

EVENT SPONSORSHIP APPLICATION FORM

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

Broadstairs Dickens 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?

The Festival will take place across Broadstairs, it is welcome to all Broadstairs locations to take part. Known activities include the following locations;

- Victoria Gardens Bandstand – local schools choirs (Friday afternoon)
- Victoria Gardens Bandstand – childrens activities and other family activities
- Pierremont Park – Afternoon Tea and Antiques market
- Bleak House – Victorian Fayre
- Sarah Thorne Theatre – An Evening with Charles Dickens
- Palace Theatre – Dickens heritage (B&W) film
- Other shops and cafes – Dickens themed activities
- Beach - The Victorian Beach Party
- Beach – charity “Urchin” litter pick
- Holy Trinity Church – Dickens themed Evensong
- Other paces of worship – Victorian / Dickens services

3. Which date(s) will your event be held on?

Friday 12th June 2026 to Sunday 14th June 2026

If you are applying for funding for a package of events then please outline these on a separate sheet and attach to this form.

Please state the start date and time:

Afternoon of the 12th June 2026

Please state the end date and time:

Approximately 9.30pm on Sunday 14th June 2026

4. Is your event open to the public? If not, your event will not qualify for funding.

Yes – we welcome all and we had approximately 5,000 attendees at the 2025 event. We hope that this is matched and probably increased in 2026

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.

The festival is a celebration of the life, times and works of Charles Dickens and how he is associated with Broadstairs.

Events will be focused towards literary (readings, plays etc), "screen free" entertainment (heritage activities, singing, dancing etc), immersion in the era (outfits, history events, parade etc) and pan Broadstairs family activities (markets, litter picks, nice food, good locations).

The aim of the 2026 festival is to bring the whole of Broadstairs into the Dickensian frame of mind. We will use the locations that are classic for Broadstairs (Bandstand, Beach etc), but in addition we will build on the success we had in 2025 at Bleak House; we will use Pierremont Park and Pierremont Hall. On top of this we will utilise more of our shops and bars and we will include our arts locations (The Palace and Sara Thorne theatres).

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

This will be the 89th year and we are building this as a planning year for the big 90th in 2027.

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

We will look to use a mix of classic and social media activities

- Around town we will have A3/A4/A5 flyers and posters, they will aim to keep the local residents up to speed with any new activities that are being included
- We will use our website, Instagram and Facebook
- We will use the local press (Broadstairs Beacon etc) and radio
- We have groups of costumed re-enactors attending other events with flyers, posters and answering questions. These costume re-enactors also go to groups all over Kent and London to do talks about the festival and Dickens and Broadstairs
- National magazine coverage from "Britain" Magazine

In addition, we are really hoping that our activities will create a word of mouth buzz to bring the Dickens Festival back as one of the show cases of the Broadstairs calendar.

8. Please describe how you will meet our funding criteria:

(i) How does your event take into account the needs of the community?

The newly appointed board take this point as the critical element of how we are engaging with the Festival. We are creating a framework to allow the different areas of the event to capitalise on the communities they already support, while adding activities that will cover all ages and diverse needs.

- We are adding in more activities that will interest young families. We will be looking to have specific events that will show them skills they may not have seen before
- We have an active and literary community in Broadstairs and we want to make sure we honour the Dickens legacy for them
- We want to welcome many visitors to the town. To make it an event that Thanet locals will want to come to. In addition we want to get it on the agenda of Festival goers from across Kent, into London and the wider global Dickens community.

(ii) Please explain how the event links to Sports, Health or Well-being?

The Festival is a joyous and happy occasion. We want to make sure that it promotes a feeling of well-being through literacy legacy. We want to make sure that the activities are “screen free”, wholesome and highlight the health and happiness of being by the seaside in Broadstairs.

(iii) And/or: How does the event have a clear link to Culture, Arts or Music?

The 2026 Festival will try very hard to bring the literary elements of Dickens more into focus. Not only with the play and heritage cinema event. We are looking to have more readings and more Victorian style activities. We are looking to capture the Victorian culture and show how themes of need and poverty are still relevant and important in 2026.

(iv) And/or: How does the event have a clear link to Broadstairs & St. Peter's Heritage?

We are lucky to have such a strong link with Charles Dickens and his association with many elements of Broadstairs and St Peters.

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?

This annual event attracts many visitors, including some from overseas. As it has been going on for so long we have multiple generations of people who have enjoyed it and look forward to it. We think that the new activities will bring a positive view of Broadstairs. As it should show the town in a good light, it will make people think of coming back for other events in town, This should increase the desire to live, work and visit Broadstairs.

But at a more fundamental level, it is a joyous and established part of the summer season and is enjoyed by many local people.

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

The increased footfall brings trade across the town. This benefits our shops, cafes, restaurants and bars. As it is before the traditional summer holidays, it helps to extend the season bringing

revenue into town earlier bridging the gap between Easter and Summer. With the increased focus across the town and the migration of people between activities in Pierremont Hall, the Bandstand and Bleak House, we will get lots of footfall walking past our mainly independent shops, cafes and restaurants.

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:
Busy Bees – to finance some elements of the parade	Cash contribution £600 (into BDF funds)
Sarah Thorne Theatre – to finance the play	In kind contribution of approx £1000
<i>Note: the aim of the 2026 Festival is to make it more self funding for the specific areas of activity. Leaving the Festival team to focus on marketing, health and safety and other umbrella activities</i>	
(b) Funding applied for:	
Name of funder:	Amount requested:
(c) Funding being used from Reserves or Fundraising:	Amount
Details	
The current reserves are in resolution with the previous Festival bank. We have no current reserves and are self funding from Directors and early activities	Nil

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

For the 2026 event and onwards, we are changing the focus of the funding we request and how we would look for support from the Town. Historically, the Festival has looked for the funders to support the individual costs and activities at the different locations. For 2026 we are looking to have the different venues manage their own activities, costs and revenues. As the Festival we want to market it well, showcase the town in a good light and make it safe and available to all.

The activities will get some additional funding through our own fundraising events. However, our general approach is that fundraising and private sponsorship will help to maintain the individual activities, With the Dickens Festival CIC being the overarching umbrella organisation that helps support these activities.

As this is a bridge between the previous team managing the Festival and the important 90th Anniversary event, we are not looking for specific business sponsorship into the Dickens Festival Funds, we will be looking into this again for the 90th.

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?

Historically, each year we have sought business sponsorship, organised fund raising events, we hold collections/tombola during the festival and also charge for stall holders.

For 2026, the newly formatted board are looking to see what elements need to be part of the central umbrella activities versus individual and business sponsorship.

<p>13. Is your organisation VAT registered? If so, please supply your VAT number:</p> <p>No</p>
<p>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.</p> <p>Yes, this has been secured for the 2026 event</p>
<p>15. Do you employ anyone to help with your event? If yes, how many people do you employ?</p> <p>The newly formatted Dickens Festival group is 100% volunteer. No person is paid for our activities from the CIC. The individual activities are using the resources of the businesses that operate in those areas (Haversham and Cratchit, Sarah Thorne, Pierrement Hall etc).</p>
<p>16. Do you have any volunteers assisting your event? If yes, how many volunteers do you have?</p> <p>Yes – approximately 30 including committee.</p>
<p>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.</p> <p>All volunteers are briefed on what is expected from them, especially in Health and Safety. Some of the volunteer efforts are prior to the event (for example, managing the outfits)</p>
<p>18. Is your event affiliated to any national or local support organisation? If yes, please provide full details:</p> <p>The worldwide Dickens Fellowship</p>

Event Budget

<p>18. Please complete the following budget sheet. Please give as much detail as possible. When you make your application you should also enclose audited copies of your most recent accounts including the organisation's current Bank or Building Society balances.</p>	
<p>TOTAL PROPOSED COST OF EVENT</p>	<p>£5360</p>

TOTAL CONTRIBUTION REQUESTED FROM THE TOWN COUNCIL	£4760	
Event Expenditure: <i>Please list the costs you will incur in putting on your event – This should include all expenses from security, marquees, music and entertainment, marketing and promotion. Please over-write the sections below providing as much detail as possible.</i>		
PLEASE NOTE YOU MUST ITEMISE ALL EXPENDITURE - DO NOT SUMMARISE COSTS – IF NECESSARY USE A SEPARATE SPREADSHEET OR PAGE		
Cost	Itemised	Total
Hire of facilities (such as a hall or marquee)	Nil for 2026	£0
Security and Stewardship <ul style="list-style-type: none"> - Marshal Support during the parade - First Aid Team for Parade and 	£ 120 £ 250	£370
Marketing and Promotion <ul style="list-style-type: none"> - Electronic – website, social media etc - Traditional – advertising in the Beacon - Physical – posters, leaflets etc 	£ 300 £ 130 £1000	£1430
Statutory costs – licences, road closures, land hire etc - Short term road closure	£250	£250
Insurance for Parade (all locations/performers have their own insurances)	£ 130	£130
Live entertainment <ul style="list-style-type: none"> - Grand Parade – Horse and Carriage - Bandstand – Saturday lunch for Children (Inspiration Creatives) - Bandstand – Sat / Sun – Punch and Judy - Bandstand – Sunday afternoon for elder residents (Coastal Concert Band) 	£ 600 £ 300 £ 180 £ 400	£1480
Support for plays and readings <ul style="list-style-type: none"> - Sarah Thorne play - Disclaimers Talks and Dickens Museum activities - Around town readings (two armchairs for Jackanory style) 	£ 500 £ 300 £ 200	£1000
Costume Management for the Grand Parade	£ 200	£200
General Emergency / Late Costs Fund.	£ 500	£ 500
Total Cost of Event (A) approx		£5,360

Event Income: <i>Please outline what income the event will generate and what other sponsorship funds you have been able to secure.</i>		
Monies from Dickensian talks and from town based events (for example, Quix Nights) including the Busy Bees people	£600	
Note: we have not asked for specific business sponsorship in 2026, but we know a number of businesses are spending money to support the event	Nil	
Total Income Raised (B)	£600	
Variance between A and B	£4760	



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: No:

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.

N/A

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 audited accounts.

SIGNED:

Elizabeth Dilkes

DATE:

6th May 2026

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