



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: House of Comfort CIC

Grant amount requested: £4,055

FOR OFFICE USE ONLY

Date form received

Accounts Enclosed

Copy of Constitution

Grant Approved / Declined

1. **Contact Name:**
Ijeoma Sharon
Josiah

2. **Position: Founder**

3. Address: [REDACTED] Brierley Hill, Dudley, United Kingdom

Postcode: DY5 3XF

4. **Telephone:** [REDACTED]

5. **email:**

[REDACTED]

6. **Website:**

www.houseofcomfortcic.org

7. **Name & address Of**
TREASURER

Finance contact and
address: to be
confirmed before
submission.

1. What is the name of your event? A working title is acceptable. Slique Empowerment Initiative	
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? Broadstairs QRBC Hall Address: QRBC Broadstairs CT10 1NU No, I do not own it. Permission to use QRBC has been confirmed. Venue owner/contact name and telephone: to be confirmed before submission.	
3. Which date(s) will your event be held on? 6th and 7th November 2026 <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 start date and time: 9am – 4pm, 6th and 7th November
4. Is your event open to the public? If not, your event will not qualify for funding. Yes, it is open to the public.	
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 Slique Empowerment Initiative – Women’s Community Empowerment Programme will be a free, two-day community event held at Queen’s Road Baptist Church (QRBC), Broadstairs, on 6 and 7 November 2026; bringing women from Broadstairs, St Peter’s and surrounding Kent communities together for two days of learning, connection, confidence building and empowerment. The event will provide practical, accessible workshops focused on skills such as beauty (makeup, hairstyling and fashion designing), content creation (including generative AI content creation tools and processes), wellbeing and networking. Attendees will also have opportunities to learn how practical skills can be developed into employment, self-employment or additional income, while connecting with other women and local community organisations. The event will be promoted through social media, local community groups, flyers and posters, word of mouth, local businesses, community networks and partnerships with relevant organisations across Kent. We will encourage local organisations and businesses to share the event with women who may benefit from the opportunity. We expect to welcome women from diverse backgrounds who have survived Domestic Violence including local residents, aspiring entrepreneurs, women seeking new skills or opportunities, and those looking to build their confidence, social connections and personal development. The event is designed to be welcoming and accessible, with no requirement for previous experience or specialist knowledge. Our aim is to create a supportive community environment where women can learn, connect, discover their potential and take positive steps towards a new beginning. We will maintain clear financial records and declare any surplus or unspent grant funds to the Council. Any remaining funds will be returned or used only with the Council’s written approval.	

6. How many times have you previously held this event? Is this the first time this event has been held? This event has previously been held twice in Broadstairs
7. Please confirm how your event will be promoted/marketed? Social media, word of mouth, sharing of fliers to the community, churches, email marketing.
8. Please explain how the event links to at least one of the Council's 'Cleaner, Safer, Kinder' initiatives: <i>The Slique Empowerment Initiative directly supports the Council's "Kinder" and "safer" initiatives by creating an inclusive and supportive community space where local women can connect, learn, rebuild confidence and feel valued. The event will help reduce social isolation by bringing women from different backgrounds together and creating opportunities for positive relationships and community connection.</i> <i>The initiative also contributes to a "Safer" community by providing women with access to practical skills, personal development and information that can strengthen their confidence, independence and ability to make positive choices for themselves and their families. Where appropriate, we will also signpost attendees to relevant local community and support services. By providing a welcoming, accessible and empowering environment, the event aims to promote entrepreneurship, reduce unemployment and social isolation and also strengthen community relationships and contribute to a more connected, confident and supportive Broadstairs and St. Peter's.</i>
9. Why do you think the council should sponsor your event? We believe the Council should sponsor the Slique Empowerment Initiative because the event will provide a meaningful, accessible and inclusive opportunity for women in Broadstairs, St Peter's and the surrounding community to connect, learn new skills, build confidence and discover opportunities for personal and economic development. The event aligns closely with the Council's vision of creating a Cleaner, Safer and Kinder Broadstairs and St Peter's by strengthening community connections, encouraging participation and creating a welcoming environment where residents can learn from and support one another. <i>(i) How is the event going to support and promote Broadstairs & St. Peter's?</i> The event will place Broadstairs and St Peter's at the heart of a positive community experience, encouraging local residents to participate in an event that celebrates the diversity, talents and potential within the community. We will actively promote the event across social media, local community groups, local networks, flyers, posters and through partnerships with community organisations and local businesses. This will help raise awareness of Broadstairs and St Peter's as a welcoming, inclusive and supportive place to live, work and visit. Where possible, we will also involve local organisations, speakers, volunteers and businesses in the event, creating opportunities for the wider community to participate and showcase what Broadstairs and St Peter's has to offer. The Council already recognises the importance of community events in bringing residents together and helping people discover organisations that educate and empower the community. Our event will build on this approach by creating a dedicated space for women to connect, develop skills and access opportunities. <i>(ii) How will it support and benefit the local economy of Broadstairs & St Peter's?</i> The event will contribute to the local economy by encouraging attendees to engage with local businesses and services before, during and after the event. We seek to involve local businesses and suppliers wherever possible, including local venues, caterers, printers, photographers, speakers, stallholders and other service providers. Local women-led businesses and community

enterprises will also have opportunities to showcase their products, services and skills to attendees. By attracting participants from Broadstairs, St Peter's and surrounding areas, the event has the potential to increase footfall in the local area, with attendees able to use local cafés, shops, restaurants and other businesses alongside attending the event. The initiative will also support the longer-term local economy by helping women develop practical skills, confidence and knowledge that could lead to employment, self-employment or the development of small businesses. In this way, the event is not only supporting the local economy on the day but investing in the skills and economic potential of local residents.

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:
None	
(b) Funding applied for: Name of funder:	Amount requested:
National Lottery Awards for All	
Pride in place Dudley	
Arthur Bate Fund through POhWER	
Co operative bank	
(c) Funding being used from Reserves or Fundraising: Details	Amount
Not Applicable	

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

As a community focused initiative, our priority is to make the event accessible to women regardless of their financial circumstances. We do not want the cost of participation to become a barrier to women who could benefit from the skills, wellbeing support and opportunities provided through the event.

The funding would enable us to cover essential event costs such as venue hire, facilitators, workshop materials, equipment, marketing, refreshments and accessibility requirements, while allowing attendance to remain free for participants.

As a developing community initiative, we currently have limited financial resources and are therefore seeking external funding to enable us to deliver the event to a high standard without placing the cost on participants. We will also explore opportunities for in kind support, local partnerships, sponsorship and volunteer contributions to help maximise the impact of the funding received.

The founder will contribute makeup services and use of her light and tripod as in-kind support. No cash value has been assigned to these contributions, and they are separate from the £4,055 funding request.

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?

We have explored other community and charitable funding opportunities but have not secured other funding for this event. We continue to seek partnerships, sponsorship and in-kind support. Previous Town Council funding history: to be confirmed before submission.

13. Is your organisation VAT registered? If so, please supply your VAT number: No, not applicable.

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 not then please outline below when you intend to secure it.

No. Cover has not yet been secured. The budget includes an estimated £360 for insurance. The intended date for arranging cover of at least £5 million is to be confirmed before submission.

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

No

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

Yes, 5 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. Safeguarding, ushering, Follow-up, social media management, mentoring & tutoring
18. Is your event affiliated to any national or local support organisation? If yes, please provide full details: No, not applicable

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)	£
Content Creation Facilitators (Including Transportation costs)	£600
Local Hair Facilitator	£300
Event Coordinator - subject to eligibility and appointment	£600
Photographer	£300
Hall hire (QRBC)	£275
Shared accommodation for three nights (estimated)	£350
Return Rail Travel for founder (estimated)	£180
Local Transport with Equipment	£50
Light Lunch and Refreshments	£300
Makeup products and hygiene consumables	£300
Hair workshop consumables	£150
Participant Travel Support	£100 (£10 each)
Publicity and registration	£40
Insurance (estimated)	£360
Post-event participant follow-up	£150
Total expenditure	£ 4,055
Income (eg ticket sales, pitch hire etc)	£ 0

Not applicable	
	£
Total income	£ 0

Please provide the following details from your most recent annual accounts.	
Total Income	£100
Less Total Expenditure	Approximately £26 (bank charges; exact amount to be verified)
Surplus / Loss	Approximately £74
Savings (Reserves, Cash, Investments)	Approximately £74 (bank balance; exact amount to be verified)

Annual accounts are not yet available. Figures summarise activity to date as reported by the applicant: one £100 donation, no programme expenditure, and bank charges only. Balance and charges are approximate pending verification against the bank statement. Reporting period/end date: to be confirmed.

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?
 Response to be confirmed by the applicant before submission.

Yes:x	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 not.

I am an Employee: Please record your job title, department and line-manager.
 Not applicable

My relative is: Please provide their name, your relationship to them, and the role/job that they play at the Council.
 Not applicable

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. An up-to-date copy of the constitution or rules must accompany this application. Annual accounts are not yet available. An income and expenditure summary is provided below; please advise whether

any further financial evidence is required.	
SIGNED: ljeoma	DATE: 7/10/2026

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