

TORPOINT TOWN COUNCIL

Application for Grant for Voluntary Organisations

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

Notes to Applicants

To help us process your application quickly, please:

- Read the Applicant Guidance Notes carefully
- Complete the application fully – we will not consider incomplete forms
- Let us know if you have any questions before sending in your application

Name of organisation	TAC CIC (Torpoint Artists Collective)
Full postal address	61 Fore Street, Torpoint, Cornwall PL11 2BL
Contact name/position	Sarah Brittain Edwards TAC Co-Director
Telephone number	079 8660 6311
Email	sarah@torpointartistscollective.co.uk
Charity Registration Number (if applicable)	15571272
Project title	'Light Up Torpoint' workshops
Estimated start date	1st Nov 2025

Please tell us about the project and why you think it should receive the contribution from Torpoint Town Council

This project builds on the success of previous lantern-making initiatives in Torpoint, which have brought creativity, joy, and community spirit to the town. We aim to expand this tradition by supporting a larger lantern parade and creating opportunities for more people to take part in both making and celebrating.

To achieve this, we propose running two full-day workshops led by professional artist [Laura Frances Martin](#), an experienced lantern maker and facilitator. She will guide participants in learning new skills and creating lanterns that can be carried in the parade. The workshops will be carefully designed to reach both young people and the wider community:

- **School Workshop at Carbeile School:** Children will work in teams to design and build larger lanterns that can become a feature of the parade on Saturday 29th November at the xmas lights switch on event. This will give them a sense of ownership and pride, as well as inspire creativity and teamwork.
- **TAC Artists and Existing Volunteers Workshop:** Open to TAC Artists and existing lantern making volunteers to meet and learn together; this session will focus on sharing

lantern-making skills, laying the groundwork for volunteers and artists to lead future lantern-making activities, and support volunteers in confidence and creativity when delivering their lantern making event on 22nd November. This workshop will be both a fun, social event, and a space to plan and collaborate on the parade together.

Workshops will take place in early November, allowing enough time to prepare for the winter lantern parade on 29th November 2025.

Why Support is Needed

This contribution will directly enable the community to take the next step towards developing Torpoint's lantern event into something bigger and more sustainable for the future, with the ambition of holding a major lights and lantern celebration in 2026.

- **Professional Input:** Commissioning a skilled artist will raise the quality of the work, inspire participants, and pass on knowledge to local people for years to come.
- **Materials & Reusable Resources:** With investment in LED lights and materials, the event can grow sustainably, reducing costs in future years.
- **Community Cohesion:** The project brings together children, families (as participants and spectators in the parade), artists, and volunteers. It builds skills, confidence, and civic pride while offering a joyful, creative experience.
- **Legacy:** This isn't just about one event – it's about embedding lantern making into Torpoint's community calendar, ensuring a tradition that grows each year.

Budget Summary

- Artist fees (2 days @ £350/day, inc. prep & planning): £700
 - Travel: £50
 - Materials: £100
 - Reusable LED lights: £100
- Total: £950

Contribution Requested from Torpoint Town Council

We are seeking support towards these costs to make the project possible. TAC will volunteer time to manage and coordinate the commissioning, marketing, and delivery. The event will also be promoted through TAC's networks and the Town Council's existing channels, maximising community engagement.

Conclusion

This project deserves support because it strengthens Torpoint's community identity, encourages creativity across all ages, and builds on the hard work and energy already invested by local people in past lantern events. With your contribution, we can ensure this year's workshops are the foundation for something truly special, lighting up Torpoint year after year.

Who will benefit from the project and how many of those are residents of Torpoint parish?

This project is designed to benefit a wide cross-section of Torpoint's community:

- **Children and Young People** – Pupils at Carbeile School will directly take part in lantern-making, gaining creative skills, teamwork experience, and the pride of seeing their work showcased in the lantern parade. Around 40 children are expected to participate.
- **Parade Participants and Spectators** – Beyond the workshops, the project will benefit everyone who joins or attends the lantern parade. This includes hundreds of Torpoint residents who will enjoy a vibrant, creative, and inclusive community event.
- **Volunteers and Community Groups** – TAC volunteers, artists and existing lantern making volunteers will benefit from training and collaborative working with a professional artist, building local capacity to organise future lantern events, and learn skills they can pass on in future years, ensuring a sustainable tradition.

In total, we estimate over 50 direct participants in workshops and lantern-making, the majority being residents of Torpoint parish, plus several hundred indirect beneficiaries through the public lantern parade and community celebration.

Project costs (Please provide a breakdown of the costs of the project)	£	p	Funding	£	p	S = Secured A = Applied for (delete as applicable)
Laura Martin - artist fees (2 days @ £350/day, inc. prep & planning)	£700			£700		S/A
Travel (artist travel costs)	£50			50		S/A
Materials (willow, paper & glues)	£100			£100		S/A
Reusable LED lights:	£100			£100		S/A
Marketing and promotion, project management	£500		TAC In kind support managing the project and promoting.	£500		S/A
			Amount you are seeking from Torpoint Town Council	950		
Total cost*			Total income*	1450		

Please note: *The Total Cost and Total Income amounts must balance
(e.g. Total Cost - £100; Total Income - £100)

Checklist (Please make sure you have included the following with your application)	√
Written confirmation of any match funding awarded to your project (a letter or e-mail)	
Your organisations latest set of accounts or latest bank statement	

Declaration	
I declare that the information supplied in this application is true.	
I agree that, if this application is successful, any grant money received will be used for the purposes described in this form and in accordance with the terms and conditions listed below. I confirm that I am duly authorised and empowered to confirm this on behalf of the applicant group.	
Signature:	<i>Sarah Brittain Edwards</i> Date: 23/09/25
Name (Please Print): Sarah Brittain Edwards (On Behalf of TAC)	

Torpoint Town Council - Terms and Conditions

1. Grants awarded must only be used to support the expenditure identified in the application, as approved, and for no other purpose.
2. Torpoint Town Council receives a report within 12 months of receipt of the grant, clearly showing that the money has been spent on the project.
3. The applicant must not use the grant for any unlawful activities, the promotion of political and/or religious activity or activities that are discriminatory on the grounds of religion, race, sex, sexual preference, age or disability.
4. Projects should not be for private profit.
5. If appropriate, the applicant must have insurance for any activity which the grant will be wholly or partly funding. This includes public liability cover at any community event.
6. Recognition of Torpoint Town Council financial support must be included on any promotional material.
7. The applicant will be required to participate in any publicity deemed appropriate by Torpoint Town Council associated with the offer of funding.
8. If the project is cancelled or only partially achieved, remaining grant monies must be returned to the council immediately.
9. If the council makes a grant the project must be started within 12 months, or the full grant must be returned to the council immediately. If a delay is occasioned through no fault of the grantee the start date can be deferred, but only with council approval.

10. When an organisation has assembled a funding package, the council must be provided with the relevant terms and conditions under which these grants were awarded. This should include any additional conditions stipulated by the Grants board/ funding body at the time of the award.
11. The council reserves the right to visit the organisation and observe the project to ensure that the grant is being spent as intended.

Torpoint Town Council may provide a grant to another public body provided that the use of any financial support meets the council's strategic aims and objectives and will lead to a direct benefit for local residents in Torpoint.

TORPOINT TOWN COUNCIL

GUIDANCE NOTES TO ACCOMPANY THE GRANT APPLICATION FORM

The attached notes are designed to assist in completing the application form for financial assistance to voluntary and community bodies. It is advisable to produce as much information as possible to accompany the form. Any grant assistance must benefit some or all of the residents within the Torpoint parish boundary (i.e. the grant cannot benefit an individual or exclusively non-residents of the parish).

This form is only to be used by:-

Voluntary or community group - that is a not for profit organisation.

A Registered Charity

SECTIONS

1. Name of Organisation – This is the name of the organisation that is registered and in which name the bank account is established. The Council will only communicate with this organisation. Please do not name an organisation and then ask for cheques etc. to be made out to other organisations or individuals. This could have the effect of your application not being considered or any offer of grant assistance being withdrawn. If you have a constitution or terms of reference please provide it with the application.
2. Address – The address to where all correspondence in connection with this application will be sent.
3. Contact name and Position – The name and position of the contact and position in connection with this application.
4. Telephone number and email address – This is to contact the applicant if we require additional information or seek clarity. The email address will be used if it is a more convenient method of communication.
5. Charity Registration Number – If a charity please give the registration number.
6. Project Title – Please give the name of your project.
7. Estimated Start Date - If the project has already started please give the approximate date of the project commencement.
8. Please tell us about the project and why you think it should receive the contribution from Torpoint Town Council – The answer to this question is most important. The Council will only normally consider grant assistance for specific projects in other words to enable an organisation to progress or to undertake a piece of work that is essential. The Council will not usually consider grants for the day to day running costs (such as transport costs, utility costs etc.) as this would question the long term sustainability of the organisation. It can give general grants but this would be exceptional and at the discretion of the council. Please supply any additional information that can support your application. The Council must have assurance that the organisation is sustainable. It would also be useful to understand where the project will be delivered or where it is based.
9. Who will benefit from the project and how many of those are residents of Torpoint parish? - This is important as it allows the council to understand who will benefit from the project. It will also guide the council in allocating funding to enable as diverse a spread of grant assistance as possible and not just support for specific groups. Please avoid being vague by writing a reply such as "local residents". It is important that some or all of the beneficiaries are residents of the parish. The Council would also be interested in how many as a percentage of the total numbers of beneficiaries are residents of Torpoint parish if that information is available.
10. Project Costs – This section is most important as is the accuracy and concise nature. Please do not be vague. The amount of grant being sought from the Town Council must be specific. The Town Council will not consider applications without this section being completed fully.