



## PENZANCE TOWN COUNCIL

### Application to run Golowan Festival 2022 - 2024

#### Notes for Applicants

1. The name given in Part 1 should be the leader or point of contact for the group making the application.
2. The Council will only work in collaboration with an incorporated body set up with community aims on a not-for-profit or charitable basis. This is likely to be a Community Interest Company, Charitable Incorporated Organisation or a Charity with a separate company limited by guarantee. The incorporated status protects individuals financially and the not for profit status ensure surpluses are re-invested in the community/charitable aims of the organisation.
3. Additional weight will be given to applications with a pre-existing incorporated body. Where the applicant has yet to create a company, more weight will be given to applications where one or more of the proposed directors has previous experience as a director.
4. The skills and experience of members of the community group are of central importance in assessing the group's ability to deliver Golowan 2022 - 2024. Please give the full names of the key members of your group (not necessarily everybody) and their likely roles if known at this stage.
5. Please complete the 'Key Members' questionnaire for yourself and each key member of your team so we know the skills and experience of your core team members.
6. Use Part 4 to present your case for delivering Golowan 2022 - 2024 and for communicating additional information in support of your application.
7. Applications will be considered by a panel comprising the Mayor, the Chair of the Finance & General Purposes Committee and Town Clerk on week commencing **25 October 2021**. Applicants will be notified of the outcome on the **1 November 2021**.
8. Applications will be assessed on the basis of:
  - a. Ability to successfully deliver the Golowan Festival 2022 - 24 based upon an assessment of the skills, experience, track record of members of the proposed Group and the production of a comprehensive Business Plan and Project Plan, Financial Budget and Event Management Plan.
  - b. The Group's standing in the local community. This is an assessment of the Group's ability to inspire the confidence of the local community and supporters of the Golowan Festival. The past involvement of members in local community events and their reputations for working effectively and

harmoniously with diverse community groups will be central to this assessment (Evidence of this could include media articles or awards won).

- c. How well the proposed management structure meets or moves towards achieving community aspirations that Golowan should be overseen by a charitable body.

Completed applications are to be returned to the Town Clerk, Penzance Town Council, Penlee Centre, Penlee Park, Penzance, TR18 4HE no later than **12.00 (noon) on Friday 22 October 2021** in an envelope marked “Golowan 2022 - 2024 – ‘Application’ or by email to [hester@penzancecouncil.co.uk](mailto:hester@penzancecouncil.co.uk) (subject line to read: “Golowan 2022 - 2024 – Application”).

Please read the notes before completing this application and adjust the layout of the form as necessary to include all the information you wish to communicate.

**Part 1. Applicant Details** (Note 1):

Full Name	
Address:	
Telephone:	Email address

**Part 2. Community Group Details** (Note 2):

Name of Community Group:
Existing CIC/Company/Charity Name: Registered Number:
If your CIC/Charity does not already exist please answer the following:
Proposed Company name: Proposed directors :          Name any proposed directors with current experience as a director of a company or trustee of a registered charity (Note 3):

Additional comments (complete if necessary)
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**Part 3. Key Members of Group (Note 4):**

	Names of Key Members	Role in Golowan 2022 - 2024
1		
2		
3		
4		
5		
6		

**Part 4. Statement by Applicant (Note 6):**

<p>Please use this section for information to support your application for delivering Golowan 2022 - 2024.</p>
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**Part 5. Certificate by Applicant**

I/we wish to run the Golowan Festival in 2022 - 2024. I enclose details of the experience of key members of my group. If selected, we are prepared to enter into a Service Level

Agreement with Penzance Town Council to deliver key elements of the Golowan Festival 2022 - 2024 in exchange for a package of financial support.

Signature:

Name:

Date:

## Personal Details and Experience of Key Members

(complete for each key member of your team)

Full Name:	
Address:	
Telephone:	Email address:
Previous Experience in the Management of Festivals:	
Other Relevant Skills and Experience (in addition to Golowan)	