

CORONAVIRUS EMERGENCY GRANT APPLICATION



During this period of emergency, The Town Council wants to help local organisations who are already best able to serve the community in Faversham. Funding has been diverted from 'Community Events' to fund the Coronavirus Emergency Grants, which are available to constituted organisations.

If you need assistance to complete this form please contact the office using the details on page 4

Project Name	Creek Creative Covid-19
Grant Amount Requested Maximum amount per application is £500 ¹	£373.81 pw

Organisation Name²	Creek Creative CIC
Organisation Address	1 Abbey Street Faversham Kent ME13 7BE
Telephone Number	07786352037
Email Address	anne@creek-creative.org
Contact Name	Anne MacLaren
Position Held in Organisation	Director

1. About the project you are planning

1.1. What do you plan to do with the Community Grant funding you are seeking?

We plan to use the funding to keep Creek Creative viable and safe during the Covid-19 crisis, to cover immediate costs such that our facility remains in a position to reopen once the lockdown is lifted.

1.2. How have you identified this need?

The need is identified as a lack of income during lockdown and contingency funds in the bank. Creek Creative operates without any regular grants, funding provision or financial reserves: with the closure of the Café, Gallery, Shop and suspension of classes and other events we no longer have sufficient income to cover rent, utilities and increased hygiene and maintenance costs even at a reduced estimate.

2. Project Funding and Costs

2.1 Please provide a breakdown of your project's costs. Please note that this should be a breakdown of your total project costs³

Expenditure	£
Accountancy Fees	£366.00
Utilities (Estimated at 50% of most recent monthly average)	£697.83
Deep Cleaning and Essential Maintenance / Electrical works	£556.00
	£
Total Project Costs	£1,619.83
Please state whether this is a one-off, weekly or monthly request	Monthly (paid weekly £373.81)

3. About your organisation

3.1. What type of organisation are you? Please tick the relevant category:

Registered Charity	<input type="checkbox"/>	Registration Number:
Voluntary Organisation	<input type="checkbox"/>	
Limited Company - Community Interest Company	<input type="checkbox"/>	Company Number: 06702090

Community Group		
Other		Please Specify:

3.2. Briefly describe your organisation. Describe your organisation, how many members/users you have, if you charge subscription fees and the usual activities/services you provide. If you are a new organisation please describe the activities/services you plan to provide.

Creek Creative is a well established arts venue in the town centre providing a popular Gallery environment (and Shop) supporting local artists and makers, as well as a Café / Meeting place for the public. Various local Community groups such as Parkinson’s Society, U3A, Craft Groups, Carers Support EK Support Group, Masonic members and Coeliac Sufferers meet on a regular basis in the public area. We also host a broad range of creative classes on a weekly basis, and monthly group events in Printmaking. We provide studios and workshops for 39 Artists with deskspaces for a further 7 individuals, all of whom are currently struggling under the Covid19 lockdown restrictions.

3.3. Do you have a Constitution or Memorandum of Association? Please state which and include a copy with your application -.

Yes - a Memorandum & Articles of Association

3.4. Projects working with children, young people or vulnerable adults must have a safeguarding policy. If you don’t have a safeguarding policy or relevant DBS checks in place you can still apply for funding but you will be required to put these in place before any grant is awarded.

Do you have a safeguarding policy?	Yes but N/A
Do your Staff/Volunteers have valid DBS checks?	N/A

3.5. Depending on the nature of your project, you may require public liability insurance.


Do you have public liability insurance?	Yes
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3.6. Any Other Information. Please provide any other information which you consider to be relevant to your application.


Despite continually exploring all currently available financial support, unfortunately we do not qualify for the Local Authority £10K Covid19 Emergency Grant or any of the Arts Council Emergency Funding on offer.

4. Declarations

4.1. To be completed by a senior member of your organisation

I confirm that I am authorised to sign this declaration and that to the best of my knowledge and belief, all replies are true and accurate.	
Name	Simon Giles
Post Held	Director
Signature	

4.2. To be completed by the person completing the application (must be different to above)⁴

I confirm that I am authorised to sign this declaration and that to the best of my knowledge and belief, all replies are true and accurate.	
Name	Anne MacLaren
Post Held	Director
Signature	

5. Checklist

<p>Have you answered every question? have all signatures been completed?</p>

Please submit your completed Application Form and Additional Documents to:

Louise Bareham
Town Clerk
Louise.bareham@favershamtowncouncil.gov.uk

Or post to:

Town Hall
12 Market Place
Faversham
ME13 7AE

¹ Maximum payment at any one time
² Must be a fully constituted or recognised organisation
³ A regular weekly or monthly grant may be agreed for a period not exceeding 3 months
⁴ In an emergency situation, one signature may be sufficient, subject to the discretion of the Town Clerk