

## **VE Day Grant application**

### **1. Swaffham Town Council**

#### **What would you like to do with the grant you are applying for? Please describe your planned project / activity and which anniversary or anniversaries will be commemorated. 500**

Swaffham Town Council are holding a 'Celebration on the Market Place' on Friday 8<sup>th</sup> May to commemorate and celebrate the 75<sup>th</sup> Anniversary of VE Day. The event will start at 1.30pm with a commemorative parade and service in the church of St Peter and St Paul, everyone will be welcome to attend and all the 'uniform' groups and local community groups from the town will be invited to take part. This part of the day will culminate in the Last Post / playing of Battle's O'er at the Buttercross on the Market Place.

Between 3pm and 7pm there will be an outdoor family street party to which the whole town will be invited. There will be a mix of 40s and modern music playing on the Buttercross all afternoon providing a backdrop for the event. Everyone will be encouraged to 'bring a picnic' and there will be tables and chairs provided across the Market Place, shops and cafes around the town centre will provide additional food and drink to keep everyone well fed. The Town Council is working with the WI and caterers in the town to provide a free cake to the first 500 (or maybe more!).

There will be children's activities with a vintage theme including chair swings and swing boats at 1/- (for 5p) a ride, splat the rat, a coconut shy etc. To go with the 40s theme in the Assembly Rooms there will be the chance to watch the experts jump and jive and maybe give it a go. Visitors will be encouraged to come dressed in 40s style with a prize for the best dressed on the day.

The Market Place and town centre will be 'dressed' for the weekend with bunting, flags and shop window displays.

#### **How will you involve the local community in the activities? 500**

The Town Council will be organising and supporting the event and will subsidise the day so that everyone can come and enjoy the afternoon. It is hoped that the mix of entertainment will attract young and old and the event will be publicised widely, all of Swaffham will be invited. The Royal British Legion, Icen Partnership and Swaffham Heritage are all involved in the planning and organisation of the day.

Local community groups will be involved in all elements of the day. They will be invited to come and have a stall / run an activity. The Women's Institute will be helping to supply free cake on the day.

Local military charities have been invited including: SSAFA, Royal British Legion, Scotties Little Soldiers and Help for Heroes. Local veterans will be given a special invitation to both the Service and Family Celebration.

The Town Council will work with local businesses to encourage them to take part and to sponsor activities or other elements of the day.

#### **Please tell us how many people you expect to take part in your project? 200**

It is expected that between 2 and 3,000 people will take part in the event over the course of the afternoon.

**Total Cost of Project**

£2,500

**BRECKLAND**

**How much are you applying for**

£500

**Budget summary: please tell us how you plan to spend the grant you are asking for. 200**

£300 Hire of vintage Swing Chair ride for the afternoon.

£200 Children's entertainer will be doing face painting (free of charge) and spending time around the event creating balloon animals etc. for the children.

## 2. Breckland Grant via NCF

**The Breckland WWII Commemoratory Grant Scheme provides grants of up to £500 for community projects and celebratory events that will commemorate the 75th anniversaries of VE and VJ day, and 80th anniversaries of Dunkirk, and the Battle of Britain.**

### **Eligible groups will be Breckland based:**

- Registered charities and constituted community groups;
- Town and Parish councils;
- Schools providing community activity;
- Not for profit social enterprise or community interest companies;
- Church/ PCC for secular projects.

### **Eligible activities:**

- Celebratory Community events (Street Parties/Dances/Dinners/Lunches);
- Educational Workshops or talks;
- Documentation projects (books, film and audio recordings etc);
- Social gatherings capturing personal stories, memories and experiences of local people;
- Art, literature, music, theatre or film experiences for the community.

### **The fund will not support:**

- Trips and visits of any kind;
- War memorial refurbishments.

Priority will be given to projects that are able to evidence match funding.

Priority will be given to projects that are delivered in line with national celebrations dates:

- VE Day: 8<sup>th</sup> – 10<sup>th</sup> May
- Dunkirk: 26<sup>th</sup> May – 4<sup>th</sup> June
- VJ Day: 14<sup>th</sup> – 16<sup>th</sup> August
- Battle of Britain: 10<sup>th</sup> July – 31<sup>st</sup> October

All projects receiving a grant will be required to add the Breckland Council logo with the words 'supported by' to added to any publicity.

We aim to inform groups of decisions by March 2020.

### 3. Application form for both grants

#### Supporting documents

To complete your application, you are required to submit supporting information that provides evidence of how your organisation is set up, and details of your project. In most cases we require:

- A copy of your constitution or governing document
- A copy of your most recent annual accounts (or current financial statement if your organisation has been operating for less than 1 year)
- A copy of your equal opportunities policy/ statement
- A copy of a recent bank statement

Depending on your project, you may also need to submit:

- A copy of relevant safeguarding policies if your project involves work with children and/ or vulnerable adults
- Copies of quotes or estimates if applying for funds to pay for equipment or services
- Evidence that relevant permissions are in place to enable your project to begin without delay

If you would like to discuss your project before making an application, or have any questions, please contact the Grants Team on [01603 623958](tel:01603623958) or email [grants@norfolkfoundation.com](mailto:grants@norfolkfoundation.com)