

Section 3 About Your Organisation

Name of Organisation Berwick Goldwing Light Parade

What type of organisation are you (please tick)

Registered Charity

Unregistered Community Group/Club/Society

Y

Other (please state):

Do you have a set of rules or a constitution (please tick)?
(please supply a copy if this is your first application to BTC)

Yes

Y

No

Where does your organisation work (please tick)?

Just in the Berwick, Tweedmouth and/or Spittal area

Y

Regionally in the North East and/or Southern Scotland

Throughout Northumberland

Nationally

For the most recent financial year please state:

Income

Expenditure

Year end balance

What does your organisation do?

We organize the Berwick Goldwing Light Parade once a year, to raise moneys for and on behalf of the RNLi Berwick Life Boat.

This event brings people from all over the UK and Europe. We have bikes and trike from France, Germany and Holland last year.

This year we already have more bike and trikes booked up for this year's event on the 15th September 2018.

With a new record of 15 bikes already booked up, coming over from Germany.

How many people take part in your activities each year? 500 to 1000

How many people are involved in your organisation? 50

Committee & Volunteers 50

Paid Staff (FTE)

Section 4 Your Project

Describe your project [Continue on a separate sheet as necessary; include any drawings or plans of your project that will help explain what it is about]

Berwick Goldwing Light Parade is a spectacular light display, with a difference. Up to 70 Honda Goldwing bikes and trike travelling round the Town fully illuminated, With most of the riders in fancy dress. There will be a static display of bikes and trike during the day. With lots for the kids with fun ride and bouncy castles, face painting and have your photo taken on one of our Honda Goldwings. There will also be many local businesses involved in this event.

Why is it needed? (include details of any research you have carried out to identify the need and describe any specific benefits for the people of Berwick, Tweedmouth and Spittal)

This will be this events 5th year, which brings in to the town so many people from all over the area and beyond. After speaking to businesses in the area, we have been told that this has filled the BB and the Holiday Parks in the Berwick Upon Tweed.

How will you measure the success of your project?

This will be our Fifth year organising this event, the numbers have gone up each year with last Year seeing our biggest number of people at the main event and the firework display to date.

What is the total cost of your project? £3585

Please provide a project budget

Have you asked any other organisation for help to fund the project?

If yes, please give details below

Yes

y

No

Organisation	Amount requested	Outcome
Local business	£1585	£300.

Section 4 Your Project (continued)

What will the Town Council grant be used for?

Item	Cost	Purchased or hired?	Town Council Contribution
Firework Display	£2000	Purchase	£2000
Running costs	£1585		£1580
Total requested from Town Council			

How will you publicise the Town Council's assistance (for example at the event and/or in publicity or other material)?

We will publicise through our web site, 7000 flyers and social media (our Facebook page)

What will happen if you are not given funding at this time?

We would have to cancel the Firework display.
We would also not hold this event in 2019.

Declaration

I, the undersigned, declare that:

1. I am authorised to make the application on behalf of the applicant organisation
2. I certify that the information contained in this application is correct
3. If the information in the application changes in any way I will inform Berwick Town Council
4. I understand that any grant may only be paid when confirmation of specific expenditure, e.g. an invoice, is available
5. I give permission for the Town Council to record the details of my organisation electronically and to contact my organisation by phone, mail or email with information about its activities and about funding opportunities.
6. I undertake to supply Berwick-upon-Tweed Town Council with a report on how all funds were spent within six months of receiving any grant.
7. I undertake to retain **all** receipts and invoices relating to the project as evidence of expenditure, and to make these available for inspection if required.
8. I understand that Berwick Town Council reserves the right to recover any amounts given in the event that the conditions the grant is made under are not fulfilled or the organisation ceases to exist

Signed: on behalf of Berwick Light Phoenix

Name (please print): Ronald Lawson Date: 20/5/2018

Checklist

Please enclose the following with your application. We will only process your application when we have received them

Constitution or set of rules	<input checked="" type="checkbox"/>
Latest annual accounts or balance sheet	<input checked="" type="checkbox"/>
Copy of a bank statement less than 3 months old	<input checked="" type="checkbox"/>
Equal Opportunity Policy (If applicable)	<input type="checkbox"/>
Child Protection or Vulnerable Adult Policy (If applicable)	<input type="checkbox"/>
Copies of written estimates/quotes for any building or other work	<input type="checkbox"/>
Copies of catalogue pages/quotes for any equipment purchase or hire	<input type="checkbox"/>

Please keep a copy of this application

Please note that any grant will only be paid when copies of any licenses, permissions etc. related to the project, such as licences for drink or entertainment or permissions for road closures or planning, are provided to Berwick Town Council

CONSTITUTION

1. **NAME** *The name of the Association shall be Berwick Light Parade (BLP)*
2. **OBJECTS** *The **objectives** of BLP, which will be non-profit-making, shall be to Raise fund **on** behalf of the Berwick Life Boat RNLl*

*BLP shall strive to do all things necessary to attain these principal **objectives** both by undertaking its own projects and by encouraging, supporting and working with other groups, organisations and individuals to achieve the Association's aims.*
3. **MEMBERSHIP** *Membership of BLP shall be open to any individuals, representatives of community groups and other organisations interested in helping achieve the objectives of the Association. Each individual or group shall have the same rights and responsibilities and be entitled to take part in the activities of BLP. There shall be no membership subscription. Group representatives will only be entitled to one vote.*
4. **OFFICERS** *The affairs of BLP will be managed by a **committee** comprising representatives elected from the membership. The **committee** shall have at least 5 members and no more than 7 members. The **committee** shall elect a Chairman, Secretary and Treasurer. The Steering Group shall meet at least four times per year and at meetings where a vote is called for, each member shall have one vote. In the event of a tied decision the Chairman shall have a casting vote. The **committee** shall have the power to co-opt additional members. The quorum for a meeting of the **committee** shall be 5.*
5. **MEETINGS** *The Annual General Meeting shall be held before the last day of November each year, on a date to be decided by the Officers. [An EGM can be requested by 10 members or one third of the membership if there are fewer than 30 members. the EGM must be held within 28 days of a valid request]. An Annual General or Extraordinary General Meeting of BLP shall require at least 14 days notice. All papers relating to such meetings shall be sent out to members in advance of the proposed meetings by email or ordinary post. The quorum for an Annual General Meeting or Extraordinary General Meeting shall be 20 members or two thirds of the membership if there are fewer than 30 members.*
6. **COMMITTEE POWERS** *The **committee** shall have responsibility for the general management and direction of the funds and affairs of BLP and in particular (but without prejudice to the foregoing)*
 - *may appoint such Sub-Committees as it deems appropriate;*
 - *may nominate any members of the Group as delegates to serve on another body;*
 - *may invite individuals or representatives of organisations to join such Sub-committees as it deems appropriate;*

7. *ACCOUNTS* *During the lifetime of BLP no income or property shall be distributed to the Officers or any other participating individuals except to reclaim authorised expenses or as remuneration for duties or services undertaken for BLP and authorised by the committee. A bank account shall be kept in the name of Berwick Light Parade Withdrawals from the bank account shall require signatures from two of the three Officers of the committee. All expenditure must be authorised by the Officers of BLP or by a sub-committee delegated by the Officers.*
8. *AUDITORS* *An independent examiner shall be appointed to verify the Annual Accounts.*
9. *NOTICES* *Notices to members of the committee shall be deemed sufficiently served if sent by post to the member's address or by e-mail.*
10. *ALTERATIONS* *Alterations to this Constitution will require the consent of an AGM or EGM. Notice of any motion to amend the Constitution must be in the hands of the Secretary at least 28 days before the AGM or EGM at which the matter is to be discussed.*
11. *WINDING UP* *In the event of BLP being wound up, any income or property shall not be paid to or distributed among members of BLP but shall be given or transferred to such other [RNLI] institution or institutions having objectives similar to some or all of the objectives of BLP*
12. *Committee* *Chairman :- Mr Ron Lawson*
Secretary :- Mrs Wendy Smith
Treasurer :- Mr Tom Gardiner
Liaison Officer :- Mrs Lynda Miller