



REQUEST FOR FUNDING FOR SPECIFIC PROJECT

FINANCIAL YEAR 2025 - 2026

DATE: ...12/01/26.....

TO: KENILWORTH TOWN COUNCIL / FINANCE & GENERAL SERVICES COMMITTEE.

Please read the Project Support Grant Criteria before completing this form

NAME / GROUP & MAIN CONTACT	Kenilworth Carnival 2026 Anne Brough/Jon Sabin
PROJECT TITLE	Kenilworth Carnival 2026
TOTAL SUM REQUESTED	£16000.00
COSTING OF PROJECT WITH FULL DETAILED BREAKDOWN	£4000.00 - Entertainment Abbeyfield's £4000.00 - Traffic Management Company £8000.00 – Carnival Procession
DETAILS OF OTHER SOURCES OF FUNDING APPLIED FOR AND NAMES OF PARTNER ORGANISATIONS IF PROJECT IS JOINT/ MULTI GROUPS AND DETAILS OF FUNDING SUPPORT REQUESTS MADE BY THEM	Wilsons Funfair Donation
PLEASE CONFIRM THAT YOU HAVE ENCLOSED YOUR MOST RECENT AUDITED BALANCE SHEET OR EQUIVALENT.	Balance Sheet to follow
TIMESCALE / DATE OF EVENT	Saturday 21 st June Teddy Bears picnic Saturday 27th June 2026 to Sunday 28th June 2026 (money not required til May 2026)
NUMBER OF KENILWORTH RESIDENTS TO BENEFIT	8000
OTHER INFORMATION IN SUPPORT OF THE APPLICATION	

Please see below:

Kenilworth Carnival 100 Years this year & is a long-standing event for Kenilworth and surrounding villages. We hold a Procession throughout the town and a 1 day plus two-day entertainment on Abbey Fields.

The event brings joy to participants and the public who watch and attend. It increases a sense of pride in the town and attracts people from far and wide. People connect to the culture and heritage of the town.

It also connects people to other like-minded individuals who share same passions as them.

The event can help reduce isolation and loneliness, strengthens community spirit and civic pride, brings people of different ethnic backgrounds, community groups, families and friends together.

The event also offers a good opportunity to bring together the community to fundraise for local causes. This occurs with the charity stalls at the event and the money collected on the procession. Local Guide and Scout troops, Waverley Day Centre, Newlands, Guide Dogs, Stoke Society, Myton Hospice, Carnival Comforts Fund are a few charities which have been supported over the years.

The event makes people smile, can reduce stress and keep people mental stimulated, lifts people mental health and wellbeing.

The Carnival Committee needs help with funds to continue this traditional event, which has been running for many decades in Kenilworth. This year is Kenilworth's Biggest & longest running event of 100 Years. We need your help to make this momentous occasion a great success.

As this is the 100th Year Celebrations we would like to give the town council the opportunity to sponsor the whole procession.

We will be using the limited funds we have in the account to assist this year's Carnival; we may have sponsorship from Wilson's Fun Fair and 2 local businesses. We are also in the process of changing our standing to become a registered charity.

KENILWORTH CARNIVAL ACCOUNTS

Income and Expenditure for the year ending 31 December 2025

Opening Balance £7657.56

INCOME		EXPENDITURE	
Car Park	£415.00	Band	£1800.00
Draw	£830.00	Draw	£100.00

Stalls	£3365.00	Entertainment	£3320.00
WDC Grant	£3000.00	Health & Safety	£5309.20
Street Collection 24	£2235.47	Field Facilities	£535.00
Street Collection 25	£1824.18	Licences	£978.50
Sponsorship	£2250.00	Lorries	£3650.40
		Donations	£3280.34
		Thank you	£255.00
		Bank Charges	£75.91
	£13,919.65		£19,304.35

Balance at bank £2272.86

Lloyds 30-94-93 01320613

Constitution Kenilworth Carnival

The aims of the committee are to plan and provide for the town of Kenilworth a Carnival procession and peripheral entertainment.

As a by product of this Carnival Day it is also the aim of this committee to devote excess monies to support Kenilworth charitable organisations and Kenilworth residents as deemed by the committee. However, its principal reason for fundraising is to support its prime aim of providing a weekend of entertainment for local and visiting people annually at the end of June. The committee shall comprise of those people whom should willingly give their time and effort to fulfil the above aims.

The officers of the committee shall be President, Chair, Secretary and Treasurer.

The president is nominated by the members for as long as he or she is willing to serve. The Presidents duty is to preside at all general meetings of members to exercise a general supervision and interest in the committees' affairs, to present the committee on important occasions and to be available for consultation when required.

The Chair is responsible for the conduct of the committee in managing its affairs. He or she is elected for one year from the AGM. He/She presides at all committee meetings, maintains order and directs deliberations toward fulfilling the committees stated aims. The Chair must remain impartial in all dealings with members. The Chairman in conjunction with the Secretary is responsible for the coordination of all activities of the committee.

The Secretary's duties in general are to make, keep and to render available whenever required, a list of all members and inaccurate record of all committee proceeding to summon the members to meetings to prepare a agenda for each meeting to conduct correspondence as and when directed by the committee and to draft any committee reports as necessary. In conducting correspondence with third parties this implies a responsibility in all area of the committees activities and hence the source of all communication with and

from the committee.

The Treasurer also acts within the wishes of the committee and has the duty to receive and monies to the committee and to record all fiscal transactions in connection with the work of the committee.

It is also the duty of the treasure to establish an account in a bank named by the committee, to pay bills submitted to the committee when empowered to do so, to record the receipt and expenditure and to prepare the yearly statement of accounts and financial balance.

The three elected officers of the committee shall retire and may be nominated for re-election at the AGM.

Sub committees may be formed to formulate discrete aspects of the organisation and may each nominate a chairman for the purpose of their meetings and to act as spokesperson for that subcommittee to the general committee.

All aspects of the work of the subcommittee shall, unless otherwise delegated, be subject to the approval of the general committee. There shall be no implied mandate for any action by the sub committee except in an emergency and at the discretion of both the Chair and Secretary.

Members also have a duty to attend regularly in order that as many views as possible dictate the policy of the committee. Although the quorum is set at a good representative number, certain policies may be deficient through ultimate dissent by members not being present to add their views.

Proposals from the chair do not require a seconder, but this order should not be exercised frequently except on important issues on which the Chair is confident of a general consensus.

Any decisions taken on the consensus of the committee shall be the collective responsibility of all the members of the committee.

The minutes of the previous meeting shall be agreed by all members present as a true record and shall be duly signed and dated by the Chair.

If for any valis and good reason the Chair declares the meeting adjourned and leave the Chair, no other business of the committee may be transacted.

PLANNING PROCEDURE

As soon after the AGM. As is practicable the Chair iincongution with member of the committee shall identify critical mile-stones throughout the coming year. From the outcome of this discussion the Secretary will publish a calendar to ensure that all planning is completed in time and that no critical item is forgotten. The majority of the information for this exercise will be gleamed from the Secretary communications file.

Responses to questions raised by Councillors:

1) Details of the constitution and legal status of the organisation to which any grant agreed will be paid?

Looking at charity status possibly changing current comforts charity position

2) Details of the trustees who will be accountable for any grant agreed.

Anne, Jon, Mel and (new treasurer is being appointed)

3) An independently examined set of accounts for the 2025 carnival and associated events, including the income collected on the street, grants received (including that from Wilsons) and a breakdown of the expenditure incurred in putting on the carnival, funfair and associated event elements.

Provided earlier in the application

4) Details of the process followed to ensure that all funds received from the street collection are properly recorded, accounted for and distributed in a timely manner. need to do in a

timelier fashion

Document in accounts

5) Details of how the applicant ensures that all elements of the carnival and associated activities comply with relevant legislation and regulations.

Instructions and guidelines given by WDC events - Licence given to hold event

6) A list of how many community groups and individuals take part on floats and with stalls. Floats and walkers

A DINO'S DAY OUT • CARNIVAL KING GRANDAD • CHINEWRDE
CARNIVAL COLLECTIVE • CHINEWRDE MORRIS DANCERS •
COVENTRY CLASSIC CAR CLUB • KENILWORTH CAR SPA •
KENILWORTH RFC MINI AND JUNIORS • KENILWORTH ROUND
TABLE • KENILWORTH TOWN JUNIORS • KENILWORTH WARDENS
FOOTBALL CLUB U 12'S AND JUNIORS • ST. JOHNS SCHOOL
• TALISMAN THEATRE • THE COPPER HOUSE CLUBS • THE
KENILWORTH CENTRE AND RADIO ABBEY • THE REINGE CLINIC •
VIVA THEATRE ARTS • WAVERLEY DAY CENTRE

Stalls

ALZHEIMER'S SOCIETY • BOBBYS BAR • COLOUR KABOOM • COVENTRY
SCOUTS • CRAFTY SARAH SEWS • EDDIES ICES • KREESH KARAOKE
CREW • MACMILLAN CANCER SUPPORT • MAD ABOUT THE BUNS •
MYTON HOSPICE • SALVE • SUCCULENT PIG • THE REINGE CLINIC
• THE SPARKLE STATION • VOLKSCAFE COFFEE • WARWICKSHIRE

FREEMASONS . Warwick School . Clarendon Arms . Blind Dogs .

7) Details of how the applicant measures how many people watch the event.

Kenilworth carnival Is a massive event the spreads across the town.

We estimate approx. 5000 attendees over the whole event. However, if you have any suggestions on how we could get a more precise number we are more than happy to have a go.

8) Evidence to support the claimed impact of the carnival and associated activities.

We monitor this by reports from social media, returning stalls and sponsors and entries to the carnival inc all reviews and feedback.

Please see below just 1 email we received.

Hi Anne,

Thanks again for having us at this years carnival, it was a great event as ever!

Many thanks

John Badr

Head of Event & Food Operations

Face book thank yous - thanks on the day - thanks after event.

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Data Protection Statement

The information which you give when completing your application form will be used in accordance with the Data Protection Act 1998 and for the following purposes: to enable the organisation to create an electronic and paper record of your application; to enable the application to be processed; to enable the organisation to compile statistics, or to assist other organisations to do so, provided that no statistical information that would identify you as an individual will be published. The information will be kept securely, and will be kept no longer than necessary.

PLEASE RETURN THE COMPLETED FORM AND ENCLOSURES TO

**THE TOWN CLERK
KENILWORTH TOWN COUNCIL**

VIA EMAIL TO kentc@kenilworth.org

On your covering email – please confirm the following

Name and contact email and daytime telephone number.

Bank details – name and address of payee, bank sort code and account number