



Please read the Grant Criteria document before you start your application process.

Application Reference (Office use only): GR23/2526	
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<u>1: CONTACT DETAILS</u>	
Name of Organisation:	Congleton Museum Trust
Address of Organisation:	Market Square, Congleton, Cheshire, CW12 1ET
Name of Applicant:	Sergey Kamenskiy
Position:	Joint Chair of Trustees
Telephone Number:	01260 276360
Email address:	info@congletonmuseum.co.uk
Website:	https://www.congletonmuseum.co.uk/
Registration Number (If relevant)	701430
<u>2: ABOUT YOUR ORGANISATION</u>	
What type of organisation are you?	Registered charity
<p>We are a local history museum located in Congleton, behind the town hall. The main exhibition displays objects from 5,000 years ago to today. We deliver learning sessions to local schools, run free family activities during school holidays, and run monthly heritage walks around the town.</p>	

3: COST DETAILS/ RESOURCES/ TIMETABLE

Project Title:	Roman Week 2026
Project Objectives:	To provide free, high-quality cultural and educational activities for families during February half-term; to introduce children to Roman life in Britain through hands-on, creative and immersive learning; to support alternative ways of learning for pupils with different learning needs; to encourage family engagement with local heritage; and to strengthen Congleton Museum's role as an accessible, welcoming and community-focused space within the town.
Brief Project Description:	Every year during February half-term, the museum runs Roman Week. This year Roman Week returns to Congleton Museum from Wednesday 18 to Saturday 21 February 2026, offering four days of free, drop-in family activities. Designed as a playful and immersive introduction to Roman life in Britain, the event features more than ten hands-on activities available each day, encouraging visitors to explore history through making, experimenting, dressing up and discovery. Families can write on Roman wax tablets, build roads, grind grain, explore Roman food, clothing, hygiene and engineering, follow a Roman numerals trail around the galleries, and take part in interactive games showing how the Romans changed Britain. Alongside the daily programme, each day includes a special themed activity, from creating mosaics and making Roman shields to designing coins and handling real Roman pottery as an archaeologist. Activities run throughout the day on a drop-in basis, allowing families to join at any time or return on multiple days. Roman Week is free to attend.
Total Cost of Project	£1865
Total contribution sought:	£245
Details of cost breakdown and budgets:	£1,620 in-kind contribution for volunteer time. £90 for craft and session materials, including card, paints, pre-cut templates, wax tablet materials, plastic storage boxes and other essential consumables. £110 for two reusable photo-zone banners (100 × 200 cm). £45 for targeted Facebook social media promotion.

What will the money be spent on?/ Resources needed:	£90 for core craft materials (card, paints, pre-cut templates, wax tablet materials, plastic storage boxes) required to deliver hands-on activity stations, enabling participants to make and take home completed work. £110 for reusable photo-zone banners to support visitor engagement and annual re-use. £45 for digital promotion in place of printed flyers to reduce carbon impact and increase audience reach.
Any ongoing costs:	No
Details of confirmed match funding, include source Cash/Grant: In kind:	£1,620 in-kind contribution representing volunteer time, based on a reasonable hourly rate and up to ten volunteers per day contributing a minimum of three hours across four delivery days.
Estimated timescale of project from start to finish:	All project activity will take place in February 2026. Preparation of craft materials and session resources, along with social media promotion, will be completed in advance of February half-term. Roman Week will be delivered over four days from Wednesday 18 to Saturday 21 February 2026. Reusable materials will support future annual delivery.
4: POTENTIAL BENEFITS/ OUTPUTS	
What are the potential benefits/outputs to residents of Congleton	The project will provide free, high-quality cultural and educational activity for local primary school pupils and their families during February half-term. Roman Week supports alternative, hands-on learning for children with different learning needs, offering an engaging environment outside the classroom. The programme encourages creativity, curiosity and confidence, supports family participation, and increases access to local heritage. The event also contributes to town-centre footfall and reinforces Congleton Museum as a welcoming, community-focused space. This would be the third Roman Week the museum has planned. 2023 Roman Week saw a total of 389 visitors over 5 days with a record breaking 109 visitors in a single day (real soldiers were in the museum), 2024 Roman Week saw 693 visitors over 6 days with a new record of 274 visitors in a single day. For the current year, the programme has been adapted to focus on a structured activity-station format and hands-on learning, rather than live re-enactment. As a result, we expect attendance to be lower than the peak year but comfortably above the earliest delivery, reflecting a balanced and sustainable level of engagement aligned with the revised format.
Are there similar services/ projects provided in the area	No
5: EVALUATION	
How will the project be evaluated and who will carry out the evaluation?	Evaluation will be carried out through short feedback questionnaires distributed to participants following the event, with an online feedback form also available. On-site evaluation will be supported by project volunteers, who will encourage participation and assist visitors in completing the forms. Feedback will be used to assess audience reach, learning outcomes and overall visitor experience.

Describe how you will promote the Town Council in your project.	Congleton Town Council will be acknowledged as a project partner through inclusion of its logo on activity station signage and in social media promotion related to Roman Week. This will ensure that all participants and audiences are aware of the Council's support for the project.
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: Grants - Congleton Town Council (congleton-tc.gov.uk) I/we have read the policy: YES / NO
Will you be attending the meeting to support your application	Date will be provided by the RFO YES/NO

Declaration

- I am authorised to make this application on behalf of the above organisation.
- I understand and agree that the application and supporting documents will be presented on a public agenda, and that any private information will be redacted.
- I certify that the information contained in this application is correct. If the information in the application changes, I will inform Congleton Town Council as soon as possible.
- I give permission for Congleton Town Council to retain this information electronically. The information in this form will be used for the administration of grant applications.
- I understand that Congleton Town Council will use any personal information I have provided for the purposes described under the Data Protection Statement which can be found [Constitution - Congleton Town Council \(congleton-tc.gov.uk\)](http://congleton-tc.gov.uk)

Signed:	REDACTED	Date:	08/02/2026
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Please return your form and supporting documents to info@congleton-tc.gov.uk or post to RFO, Congleton Town Hall , Congleton Town Council,. High Street, Congleton , CW12 1BN