

Match Funding for Play Parks

RESPONSIBLE COMMITTEE: POLICY & FINANCE

This is a policy/procedure document of Saltash Town Council to be followed by both Council Members and Employees.

Current Document Status			
Version	2023	Approved by	FTC
Date	12/2023	Date	07.12.2023
Responsible Officer	AJT	Minute no.	261/23/24a
Next review date	Annual or as required		

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
01/2022	1	AJT	FTC 13.04.2023	18/23/24a	New policy (Ref Services 08.12.2022 Min no 98/22/23)
05/2023	2023	AJT	ATM 04.05.2023	65/23/24c(xi)	Readopted
10/2023	10/2023 DRAFT	AJT	Services 12.10.2023	88/23/24	Revised document approved for recommendation to P&F 10.2023
10/2023	10/2023 DRAFT	AJT	P&F 31.10.2023	87/23/24	Approved and recommended to FTC 07.12.2023
12/2023	12/2023	AJT	FTC 07.12.2023	261/23/24a	Approved

Document Retention Period
Until superseded

Match Funding for Play Parks

Background

Saltash Town Council is committed to investment in suitably equipped public play parks designed for children to play in, usually outside with suitable equipment, for the use of residents and visitors within the town. A fund has been established to offer up to £10,000 as match funding to enable local groups and organisations to enhance and improve play facilities in their area.

What is match funding?

Match funding is a straightforward concept. It involves a funder (in this case Saltash Town Council) agreeing to match or partially match an amount of funding already raised to a project up to a capped level.

Eligibility

Applications should be submitted by Local Community Organisations with a formal constitution.

The play park should be within the Saltash Town Council boundary, open at no cost and accessible to all users.

Only one application per site will be permitted and match funding will not be provided retrospectively. Any unused funds must be returned to the Town Council on completion of the project.

Applications to other Saltash Town Council grant schemes for the same project will not be accepted.

There is no time limit for submitting applications but if the fund is oversubscribed, the Town Council will look to award a higher number of projects requesting lower amounts of funding, rather than those requesting funds at the top of the limit. Once all the available funds have been allocated, no further applications will be accepted and the application form will be withdrawn from the website.

Application criteria

An application form is available on the Town Council website or from the Guildhall or community library hub during opening hours. Applicants should submit applications no later than six weeks prior to the next scheduled Services Committee meeting.

The applicant should provide the following:

- A copy of the organisations constitution.
- Proof of bank account and up to date statement(s). The available balance shown will be the value that is considered as part of the matching funding application.
- Evidence of local consultation demonstrating local need and community support.

- Accurate project costs with a detailed project plan.
 - Full costs for equipment with ongoing maintenance requirements included.
 - Materials and equipment to be from responsibly sourced materials.
 - Details of any planning requirements.
- Written confirmation of permission and support from the landowner for the scheme.
- Written confirmation that ongoing maintenance will be undertaken by the owner of the land/play park.
- Evidence of secured funds raised by the organisation and any confirmed partnership funding.

Submitted applications will be reviewed by the Town Clerk or a delegated Officer. Applications missing key information or not meeting the criteria will be rejected and the applicant offered guidance to enable a revised application to be submitted.

Evaluation of applications

Applications fulfilling the criteria will be reviewed by the Chair and Vice Chair of the Services Committee against the following benchmarks before being added to the agenda.

1. Accessibility and suitability of equipment.
2. Sustainability of equipment with long-term management and maintenance identified.
3. Filling strategic gaps in provision.
4. Deliverability of the project.
5. Local support for the project.
6. Funding requirements met.

Applicants will be invited to attend the meeting where the application is considered to answer questions (five working days' notice will be given). However, all evidence should be in writing and provided at the time of application.

The Services Committee will consider and score applications against the benchmarks using the scoring matrix¹. The level of the award by the Services Committee will be based on the evidence before them at the meeting.

¹ Scoring matrix - page 17

Post-application process

The project should be completed within 12 months with an interim report submitted to the Town Council after six months have elapsed. On completion of the project a final report should be submitted together with receipts.

If there is a delay to the project this should be reported to the Town Council immediately in writing with details of the reason for the delay and the revised estimation for completion.

Any equipment or materials removed from a play park as part of the refurbishment should be recycled or disposed of in a sustainable manner or considered for use in other areas where still in a usable condition.

The installation of all equipment must be in line with the Royal Society for the Prevention of Accidents (RoSPA) regulations to ensure user safety. This will need to be signed off by the landowner and form part of ongoing risk assessments.

The contribution to the project by the Town Council should be acknowledged in any publicity.

Applying for Match Funding

Applicant: prior to application

- Established group with formal constitution and bank accounts.
- Contact land owner to gain permission and support for project in writing.
- Consult residents and local users of play park to compile evidence of need and support.
- Check if there are any planning requirements.
- Fund raising - this can include applying for grants from other external providers. Evidence of secured funds will be needed for the application.
- Plan and cost the project.
- Complete and submit the application form. It is the responsibility of the applicant to ensure all relevant documents are provided at the time of application.

Consideration of the application

- The application will be reviewed for compliance by the Town Clerk or a delegated Officer.
- Applications that fail to provide the required information will be returned for the applicant to resubmit.
- Accepted applications will be reviewed by the Chairman and Vice Chairman of the Services Committee before being added to the next available meeting agenda.
- The Services Committee will consider the application to award match funding and the value to be awarded. The decision of the Services Committee is final.

After the Decision

- Applicants not awarded match funding will receive a summary of the reasons the application failed.
- Successful applicants will be advised in writing and asked to provide written evidence when the funds they have raised are in place to release the match funding from the Town Council.
- An interim project report should be submitted 6 months into the project with a final report on completion of the project which should be within 12 months of the funding award. Any delay to the project should be reported promptly.
- The contribution made by the Town Council should be acknowledged in all publicity.

Saltash Town Council

Play Parks – Match Funding Application Form

DATE APPLICATION SUBMITTED:

Contact Name:	
Position:	
Organisation:	
Contact Address:	
Telephone Number:	
E-mail:	
Status of Organisation:	
Charity/Company number (if applicable)	Charity No: Company No:
How long has your organisation been in existence?	

Please note that a representative of your organisation may be asked to attend a meeting of the Services Committee to answer questions on your application.

Application continues on next page

1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>? (Please list – continue on a separate sheet if necessary)				
Please list the aims and objectives of your organisation				
What are the main activities of your organisation?				

Are you part of a religious group?	Yes / No or N/A
Is the application is for a Church, School, education, health or social service establishment?	Yes / No or N/A

2. **Your project** - a detailed project plan should be supplied to include:
- Full costs for equipment with ongoing maintenance (this will fall to with the owner of the land/specific play park) requirements included .
 - Materials and equipment which should be from responsibly sourced materials.
 - Details of any planning requirements.

Project	Start Date	/ /
	Finish Date	/ /
	Total Cost	£
	Grant Applied For	£

Project title:	
Description of project (please continue on a separate sheet if necessary):	
Where will the project take place?	

Who owns the land the play park is situated on and do you have written permission for the works?	
---	--

<p>Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)</p>	
<p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p>	
<p>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation including Consultation with Community)</p>	
<p>How will the project be managed and how will you measure its success?</p>	
<p>Please give the timescale and key milestones for your project, including a start date and finish date. Note: The project should be completed within 12 months with an interim report submitted after six months have elapsed.</p>	

What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people (applicable only if your project involves working with this client group)	
---	--

3. How you will pay for your project.

What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	
How will you promote STC once application and project are complete?	

Partnership funding.

Please provide evidence of secured funds raised and any confirmed partnership funding.

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)

Other secured funds raised:

Source of funds eg. Donations, fundraising activity	Amount

Please confirm the bank account your project is using is in the project's name/organisation name	
---	--

Application continues on next page

4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organisation's most recent bank statements (mandatory)	
Evidence of local consultation demonstrating local need and community support	
A letter head showing the organisation's address and contact details	
A copy of your constitution and articles of association	
Accurate project costs with a detailed project plan <ul style="list-style-type: none"> • Full costs for equipment with ongoing maintenance² requirements included. • Materials and equipment to be from responsibly sourced materials. • Details of any planning requirements. 	
A copy of your organisation's latest set of accounting statements (if any exist)	
Evidence of secured funds raised by the organisation and any confirmed partnership funding	
Written confirmation of permission and support from the landowner for the scheme	
If your organisation has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council	
Other (please list)	

² Ongoing maintenance will fall with the owner of the land/specific play park.

If any of the above documents have not been enclosed, please give reasons why in the box below:

Application continues on next page

5. Declaration by the applicant

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we declare that, I/we have read the Town Council's Match Funding for Play Parks Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

I/we accept the following:

- (i) that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;
- (ii) that any grant offered will be used only for the purposes set out in this application;
- (iii) that we will provide reports on progress at the request of the Town Council as required by the Policy;
- (iv) the support of the Town Council will be publicised;
- (v) that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to the Town Council on demand.

Please be aware that the decision as to whether you have been successful in your application will be communicated to you shortly after the relevant Council meeting.

Signed:		
Print Name(s):		
Position(s):		
Date:		

Applicants should refer to the Privacy Notice on the Town Council Website www.saltash.gov.uk for details on how we use your data.

COMPLETED FORMS SHOULD BE RETURNED TO:

The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX or enquiries@saltash.gov.uk

OFFICE USE ONLY:	
Date received	
Received by	
Application reference	
Date to Services Chairman/Vice Chairman	
Approved to go to Committee	
Committee date	
Decision/Minute number	
Amount awarded	
Notes	

Match Funding Application scoring matrix

Evaluation Criteria

Match funding applications are scored against the listed evaluation criteria detailed in the Match Funding for Playparks policy:

1	Accessibility and suitability of equipment.	
2	Sustainability of equipment with long-term management and maintenance identified.	
3	Filling strategic gaps in provision.	
4	Deliverability of the project.	
5	Local support for the project.	
6	Funding requirements met.	
Total		/12

Scoring:

- 0 Does not meet criteria
- 1 Partially meets criteria
- 2 Meets criteria