



Saltash Town Council



Grant Application Form

APPLYING FOR:

(Tick one box)

Community Chest Grant

☒

Festival Fund Grant

☐

DATE APPLICATION SUBMITTED:

29/04/2021

Contact Name:	
Position:	
Organisation:	
Contact Address:	
Telephone Number:	
E-mail:	
Status of Organization:	
Charity/Company number (if applicable)	Charity No: Company No:
What geographical area does your organization cover?	Coombe Woods

How long has your organization been in existence?	12 years in September
---	-----------------------

Please note that it may be asked to attend a meeting of the Policy and Finance Committee to answer questions on your application.

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)	April 19	Coombe Woods Regeneration Project	£600.00	Yes
	April 20	Coombe Woods Regeneration Project	£600.00	Yes
Please list the aims and objectives of your organization	My aims and objectives is to educate people of the community of the beauty and landscape of Coombe Woods. This will allow them to learn what birds, trees and other wildlife habitat in the woods as well as what plants and flowers there are. By regenerating the woods it allows people to enjoy walks, sit down and take in the sounds of nature and have some peace and quiet away from normal life.			

What are the main activities of your organization?	The main activities of Coombe Woods involve litter picking, keeping the woods clean and tidy for all to use and maintaining the brambles. Coppicing trees to make live hedges, planting saplings and bulbs to enhance and entice wildlife in to the woods for all to enjoy.
---	---

	Yes / No or N/A
Are you part of a religious group?	NO
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	NO
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	NO
If application is from an education, health or social service establishment – do you work in partnership with other groups?	NO
If application is from an education, health or social service establishment – is project in addition to statutory services?	NO

2. Your project

Project	Start Date	1st / June / 2021
	Finish Date	30th / June / 2021
	Total Cost	£ 700
	Grant Applied For	£ 700

Project title:	Coombe Woods Regeneration Project- Tree identification plaques.
-----------------------	---

Description of project (please continue on a separate sheet if necessary):	The Project is the Regeneration of Coombe Woods. To make the woods as educational as possible and pleasant for people to enjoy.
Where will the project/activity take place?	Coombe Woods
Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	This project will benefit everyone. There are no specific groups as everyone such as walkers, children and adults can enjoy.
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	Word of mouth, social media and local news articles.
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)	I do not get any support from others organizations. I solely do this by myself.

How will the project be managed and how will you measure its success?	I will manage the project myself. Its success will speak for its self, as everyone will reap the benefits.
Please give the timescale and key milestones for your project, including a start date and finish date.	This project is ongoing. I am aiming to get thee plaques in by the end of June hopefully.
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)	N/A

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)	The money will be spent on plaques for the Identification of different tree species.
How will you promote STC once application and project are complete?	Word of mouth and social media and hopefully local news articles.

Saltash Town Council considers Match Funding is extremely important. Please list any applications you have made for funding from other organisations in the table below:

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

Please confirm the bank account your project is using is in the project's name/organization name	Saltash Lions Club
--	--------------------

4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organization's most recent bank statements (mandatory)	
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	

A letter head showing the organization's address and contact details		N/A
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)		N/A
A copy of your organization's latest set of accounting statements (if any exist)		N/A
Copies of any letters of support for your project		N/A
If your organization has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council		
Other	Bird signs and Maps are present in the woods at the moment.	

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

Do not have access to bank statements of Saltash Lions Club and as I'm not an organization I do not have a letter head.

I have used Saltash Lions Club before and they are happy to let me use their bank account again if this grant is approved.

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 Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

I/we confirm that a risk assessment will be completed prior to an event granted funding by the Town Council.

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;
- (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:	29/4/2021		

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

Grant Application Checklist

PLEASE CHECK THAT THE APPLICATION DOES NOT CONFLICT WITH THE FOLLOWING:

- Statutory services.
- Expeditions or trips.
- Replacement for statutory funding.
- Bursaries or scholarships.
- Projects outside of Saltash.
- Individuals.
- Hospitality.
- National Charities.
- Salaries or routine administration costs.
- “Upward funders”- local groups who send fundraising to central headquarters for redistribution.
- Private organisations operating as a business to generate a profit or surplus.
- Projects with party political links.
- Organisations intending to support or oppose any particular political party or to discriminate on any grounds.
- Projects which discriminate on any grounds.
- Projects which do not benefit the Saltash community at large.
- “Branches” that could be funded by the main organisation.
- Buildings that are uninsured.
- A project that competes or conflicts with any service, project or event being supported, organised or funded by the Town Council.
- Applications from organisations with substantial and allocated resources will not be considered a priority for funding and will usually be unsuccessful.
- Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

Name of Organisation/ Applicant:	Coombe Woods Regeneration Project
Is application fully completed:	<input type="checkbox"/>
Have the organisation, or a sub group of the same organization, applied for funding in the same financial year:	No
When is the event or project to commence:	01/06/21
Does the application directly benefit the residents of Saltash and clearly demonstrate this:	Yes
Is the application submitted 20 working days prior to the next P&F Meeting:	Yes
Has the application shown intent to clearly acknowledge the support of the Town Council on publicity material:	Yes
Amount of funding applied for:	£700.00
If Community Chest application has the grant applied for exceeded £1000:	No
If Festival Fund application has the amount exceeded £1500 per day: <i>(please note maximum of 2 days per event)</i>	N/A
How much does the organisation have as substantial and allocated resources?	N/A

Mandatory requirements:

All of the following requirements must normally be met by applicants. Where they are not met a clear reason should be given in writing with the application. Please ensure all relevant documents are received:

Copies of the most recent bank statements must be provided.	No
Public Liability Insurance Certificates are required for any events or projects.	No
If staff will be involved Employee Liability Insurance Certificates are required.	No
Buildings Insurance will be required if an application relates to funding towards this purpose.	N/A
Full contact details for the applicant as well as any registered address for the organisation should be supplied.	Yes
A copy of the constitution for the organisation should be included.	No
Match funding is extremely important and the applicant needs to demonstrate that this is in the process of being sought or is already committed.	No

What Key Priority Area does the application fall under:

(Please tick all that apply)

The promotion of tourism and leisure for both residents and visitors to the area with a community focus.	<input type="checkbox"/>
Supporting local safety campaigns.	<input type="checkbox"/>
Benefit health and wellbeing.	<input checked="" type="checkbox"/>
Promote pride in the community.	<input checked="" type="checkbox"/>
Highlight important local issues/history/culture to local residents and students.	<input type="checkbox"/>
Promote a sports -related initiative or event.	<input type="checkbox"/>
Increases visitors to Saltash and improves the local economy.	<input type="checkbox"/>
Promotes environmental issues which improve the local area.	<input checked="" type="checkbox"/>
Takes into account locals when organising events.	<input checked="" type="checkbox"/>
Takes the environment and waste management into consideration.	<input type="checkbox"/>

Date application sent for review by the Chair and Vice Chair of P&F:	12/05/21
Date approved by Chair and Vice Chair of P&F: If application is refused please follow appeal procedures.	12/05/21
Date to be received by P&F Committee:	27/05/21

Checklist after Committee Consideration:

Date letter sent to inform applicant of the decision:	Click or tap to enter a date.
Date for supporting documents and receipts to be received:	Click or tap to enter a date.
Date for report to be received by P&F Committee after the event:	Click or tap to enter a date.

Checklist after Event / Project Completed:

Receipts sent to Finance:	Choose an item.
Did all the funding awarded be utilized:	Choose an item.
If not how much was unspent:	£0.00
Date Finance has been informed of funding used:	Click or tap to enter a date.
Date report received by P&F:	Click or tap to enter a date.

Date Admin Completed:	Click or tap to enter a date.	Signed:	
Date Finance Completed:	Click or tap to enter a date.	Signed:	