

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:	Friends of Tinchcombe
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:	22/08/21
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:	£648.00
If Community Chest application has the grant applied for exceeded £1000:	N/A
If Festival Fund application has the amount exceeded £1500 per day: <i>(please note maximum of 2 days per event)</i>	No
How much does the organisation have as substantial and allocated resources?	£364.80

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.	Yes
Public Liability Insurance Certificates are required for any events or projects.	Yes
If staff will be involved Employee Liability Insurance Certificates are required.	N/A
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.	Yes
Match funding is extremely important and the applicant needs to demonstrate that this is in the process of being sought or is already committed.	Yes

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 checked="" type="checkbox"/>
Supporting local safety campaigns.	<input checked="" 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 checked="" type="checkbox"/>
Promote a sports -related initiative or event.	<input type="checkbox"/>
Increases visitors to Saltash and improves the local economy.	<input checked="" 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 checked="" type="checkbox"/>

Date application sent for review by the Chair and Vice Chair of P&F:	12/07/21
Date approved by Chair and Vice Chair of P&F: If application is refused please follow appeal procedures.	Click or tap to enter a date.
Date to be received by P&F Committee:	Click or tap to enter a date.

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:	