



# Saltash Town Council



## Grant Application Form

**APPLYING FOR:**  
(Tick one box)

Community Chest Grant

Festival Fund Grant

**DATE APPLICATION SUBMITTED:**

1st November 2021

<b>Contact Name:</b>	
<b>Position:</b>	Head of Service
<b>Organisation:</b>	Greenwich Leisure Limited
<b>Contact Address:</b>	Saltash Leisure Centre, Callington Road, Saltash, PL12 6DJ
<b>Telephone Number:</b>	
<b>E-mail:</b>	
<b>Status of Organization:</b>	Charitable Social Enterprise
<b>Charity/Company number (if applicable)</b>	<b>Charity No:</b> XR43398 <b>Company No:</b> 27793R
<b>What geographical area does your organization cover?</b>	United Kingdom

How long has your organization been in existence?	28 years.
---	-----------

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

### 1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
<p><b>Have you applied for a grant from Saltash Town Council within the last 5 Years?</b></p> <p>(Please list – continue on a separate sheet if necessary)</p>		N/a		
<p><b>Please list the aims and objectives of your organization</b></p>	<p>We aim to get more people, more active, more often. We promote healthy and active lifestyles, giving communities access to facilities that help improve their health and happiness through participation in activities.</p> <p>We do provide more than access. As a charitable social enterprise, we also invest in our communities as we are a not for profit organisation, this includes investing time and effort in encouraging everyone to take advantage of our services.</p>			

<b>What are the main activities of your organization?</b>	Public Leisure Centres, Libraries and Children's Centres. Saltash Leisure Centre provides a range of Health & Fitness activity including a gym and fitness classes, Swimming and Cafe facilities.
---	---

	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?	
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?	
If application is from an education, health or social service establishment – do you work in partnership with other groups?	
If application is from an education, health or social service establishment – is project in addition to statutory services?	

## 2. Your project

<b>Project</b>	<b>Start Date</b>	15th November 2021
	<b>Finish Date</b>	31st January 2022
	<b>Total Cost</b>	£ 3,000
	<b>Grant Applied For</b>	£ 1,500

<b>Project title:</b>	Saltash Leisure Centre Awareness Campaign
-----------------------	---



<p><b>Description of project</b> (please continue on a separate sheet if necessary):</p>	<p>Saltash Leisure Centre is under threat of closure unless, GLL, Cornwall Council and the community can find a solution, to make the Centre sustainable for the long term. Memberships at the Centre have dropped from 880 down to 460 due to the pandemic. It is widely recognised that to ensure the Centre remains a key service for the community that local people need 'to use it or lose it'. A hard hitting local marketing campaign is needed to support the community efforts to drive more membership to the Centre. These funds will support local advertising, including banners, signage on bus stops and leaflet drops to the community.</p>
<p><b>Where will the project/activity take place?</b></p>	<p>The marketing campaign will take place around Saltash and surrounding villages.</p>

<p><b>Who will benefit from the project?</b> (What groups will benefit and approximately how many people will benefit in total)</p>	<p>Ultimately the community of Saltash will benefit from a sustainable Leisure Centre.</p>
<p><b>What evidence do you have that this project is required?</b> (This might be survey work or statistical evidence)</p>	<p>Cornwall Council has been completing public consultation on the future of Saltash Leisure Centre. Through the public meetings and discussions, it has become clear a local campaign is required to drive membership numbers.</p>
<p><b>What support have you received for this project?</b> (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)</p>	<p>The local community have set up a Save Saltash Leisure Centre campaign and have been actively encouraging as many local people as possible to join the Centre. There is huge social media support for this campaign.</p>

<p><b>How will the project be managed and how will you measure its success?</b></p>	<p>The General Manager at the Leisure Centre will oversee the project. It's success will be measured by the level of membership achieved as we try to demonstrate the sustainability of this Centre.</p>
<p><b>Please give the timescale and key milestones for your project, including a start date and finish date.</b></p>	<p>We aim to start a promotion as soon as possible, but no later than 22nd November. The promotion will be focussed on driving up the membership pre-Christmas, while also creating awareness for the traditional busy New Year period. The initial campaign will finish by the end of December.</p>
<p><b>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)</b></p>	<p>N/a</p>

**3. How you will pay for your project.**

<p><b>What will the money be spent on?</b> (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	<p>Banners, flyers, local door drops, poster advertising.</p>
<p><b>How will you promote STC once application and project are complete?</b></p>	<p>We will make it clear on material that STC has supported this campaign.</p>

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	Yes
--	-----

**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)	✓



<b>A letter head showing the organization's address and contact details</b>	✓
<b>A copy of your constitution and articles of association</b> (or similar documents if the above do not exist, showing the organization's status)	✓
<b>A copy of your organization's latest set of accounting statements</b> (if any exist)	
<b>Copies of any letters of support for your project</b>	
<b>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</b>	
<b>Other</b> (please list)	

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

Saltash Leisure Centre does not have it's own bank account. The wider business uses one account. If you want evidence of this account please let me know and I will try and sort something.

Please note I can provide Saltash Leisure Centre accounting information confidentially.

## 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.

<b>Signed:</b>			
<b>Print Name(s):</b>			
<b>Position(s):</b>	HEAD OF SERVICE		
<b>Date:</b>	01 / 11 / 2021		