



Saltash Town Council



Grant Application Form

APPLYING FOR: Community Chest Grant
 (Tick one box)
 Festival Fund Grant

DATE APPLICATION SUBMITTED:

Contact Name:	MARK FOX
Position:	TREASURER
Organisation:	SALTASH LIONS CLUB
Contact Address:	
Telephone Number:	
E-mail:	
Status of Organization:	CHARITABLE INCORPORATED ORGANISATION PART OF INTERNATIONAL ASSC- LIONS CLUBS
Charity/Company number (if applicable)	Charity No: 1180991 Company No: —
What geographical area does your organization cover?	SALTASH

How long has your organization been in existence?	SINCE 1921
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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>Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>?</p> <p>(Please list – continue on a separate sheet if necessary)</p>				
<p>Please list the aims and objectives of your organization</p>	<p>Promoting Community Volunteering Relief of Poverty + those in need Provide an open forum for discussion of public interest. Encouraging Service Minded people to serve their community Support youth organisations to develop skills, capacities + capabilities.</p>			

<p>What are the main activities of your organization?</p>	<p>we have a charity shop in our High Street. We organise + attend events in and around Saltash.</p>
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	<p>Yes / No or N/A</p>
<p>Are you part of a religious group?</p>	<p>NO</p>
<p>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?</p>	<p>NO</p>
<p>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?</p>	<p>NO</p>
<p>If application is from an education, health or social service establishment – do you work in partnership with other groups?</p>	<p>NO</p>
<p>If application is from an education, health or social service establishment – is project in addition to statutory services?</p>	<p>NO</p>

2. Your project

<p>Project</p>	<p>Start Date</p>	<p>04 / 06 / 2022</p>
	<p>Finish Date</p>	<p>04 / 06 / 2022</p>
	<p>Total Cost</p>	<p>£ 1250-00</p>
	<p>Grant Applied For</p>	<p>£ 650-00</p>

<p>Project title:</p>	<p>SALTASH LIONS PLATINUM JUBILEE CELEBRATIONS</p>
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<p>Description of project (please continue on a separate sheet if necessary):</p>	<p>Fun day for people of Saltash. Planned events are - Dog Show, Big Bonney Area, Local Fair + Music events throughout the day.</p>
<p>Where will the project/activity take place?</p>	<p>Warfelton Field - Saltash</p>

<p>Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)</p>	<p>Families + Friends of Saltash Residents</p>
<p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p>	<p>Part of Queen Elizabeth Platinum Jubilee Celebrations</p>
<p>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)</p>	<p>We have permission from Cornwall Council to hold the event. We have 4 other parties taking part in the day who are sharing the cost.</p>

<p>How will the project be managed and how will you measure its success?</p>	<p>our members will manage the project and success will be how many people attend + enjoy the event</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>one full day of activities on the field on Saturday 4th June 2022.</p>
<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)</p>	<p>N/A</p>

3. How you will pay for your project.

<p>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)</p>	<p>Portable Toilet Blocks. Fiesta ID coverage</p>
<p>How will you promote STC once application and project are complete?</p>	<p>By adding STC to our publicity either on social media, written press releases etc</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	Lions Club of Saltash.
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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	✓
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)	✓
A copy of your organization's latest set of accounting statements (if any exist)	—
Copies of any letters of support for your project	—
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 (please list)	

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

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):	MARK FOX		
Position(s):	TREASURER		
Date:	22/2/2022		

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 Email: enquiries@saltash.gov.uk

OFFICE USE ONLY:	
Date received	
Received by:	
Application Reference:	
Date to P&R Chairman/Vice Chairman	
Approved to go to Committee	
Committee Date	
Decision/Minute number	
Amount awarded	
Application refused by P&R Chairman or refused by Committee	
Appeal notice issued	
Appeal received	
Approved for Committee	
Decision/Minute number	

Appendix 2

Definition of Voluntary / Community Organisation

For the purposes of Saltash Town Council's Community Grants Scheme, a voluntary or community organisation is:

1. **Formal.** It has a formally-constituted character (excludes informal groups, households, families and friends) and may be a company limited by guarantee, a housing association, an unincorporated association, a friendly society, etc.
2. **Private.** It is not a part of government, established by statute or royal charter, or under a substantial degree of executive control by government (excludes universities and non-department public bodies); it may include consortia composed of local authorities and others (e.g. local regeneration and development bodies), if the consortium is formally constituted and, at the very least, given a name
3. **Self-governing.** It has its own decision-making system and usually a formal constitution with procedures for accountability to independent trustees or its own members or constituents (e.g., excludes any so-called "self-help groups" which are in fact directly run by clinicians)
4. **Non-profit-making and distributing.** It does not distribute any surpluses to owners or members but spends them on serving its basic purpose (excludes commercial concerns but includes organisations which charge users or the public for services, undertake contracts for statutory bodies or operate commercial subsidiaries which trade and transfer profits to parent organisations)
5. **Non-political.** It is not engaged in supporting candidates for political office (excludes political parties but includes campaigning and pressure groups, even though they are not eligible for charitable status e.g. Greenpeace, Child Poverty Action Group)
6. **Voluntary.** It has an element of involvement of volunteers (some voluntary and community organisations appear to be entirely reliant on paid staff; however, their trustees or committee members are, in fact, their only volunteers).

While this definition applies to formal organisations (those with constitutions or rules and which probably are registered with the Charity Commission, local authority or intermediary bodies, etc.), less-formal groups based in neighbourhoods or local communities are not necessarily excluded.