



# Saltash Town Council



## Grant Application Form

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

Community Chest Grant

Festival Fund Grant

**DATE APPLICATION SUBMITTED:**

14/04/2022

<b>Contact Name:</b>	James Jenkins
<b>Position:</b>	Chairman
<b>Organisation:</b>	Friends of Tincombe
<b>Contact Address:</b>	
<b>Telephone Number:</b>	
<b>E-mail:</b>	
<b>Status of Organization:</b>	Not For Profit Constituted Community Group
<b>Charity/Company number (if applicable)</b>	<b>Charity No:</b> <b>Company No:</b>
<b>What geographical area does your organization cover?</b>	Tincombe Park - Saltash

How long has your organization been in existence?	Since 14 <sup>th</sup> November 2020
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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><b>Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>?</b></p> <p>(Please list – continue on a separate sheet if necessary)</p>	21/06/21	Tincombe Tea Party	£648	Y
<p><b>Please list the aims and objectives of your organization</b></p>	<p>To help ensure Tincombe Park Open Community Space is a well-maintained natural space and a safe public site, enhancing the quality of life for nature and local people.</p> <p>Working in collaboration with <b>Cornwall Council, CORMAC</b> and <b>Cornwall Wildlife Trust, Saltash Environmental Action,</b> and <b>Saltash Tree Wardens</b> the Friends of Tincombe aims to enhance the diverse natural environments and bringing people together as a community.</p>			

<b>What are the main activities of your organization?</b>	<ul style="list-style-type: none"> <li>● To identify, support, enhance and monitor habitats and the wildlife using them</li> <li>● To improve public access throughout the site</li> <li>● To identify and provide facilities and resources to increase safe public use and amenity</li> <li>● To identify needs for educational activities at all levels from casual visitor to primary school child, and provide opportunities and facilities for meeting those needs</li> <li>● To identify opportunities for social events, including fund-raising</li> <li>● To provide for benches/flowers and wildlife attractions.</li> </ul>
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	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?	N/A
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?	N/A
If application is from an education, health or social service establishment – do you work in partnership with other groups?	N/A
If application is from an education, health or social service establishment – is project in addition to statutory services?	N/A

## 2. Your project

<b>Project</b>	<b>Start Date</b>	6 <sup>th</sup> August 2022
	<b>Finish Date</b>	6 <sup>th</sup> August 2022
	<b>Total Cost</b>	£1281.28
	<b>Grant Applied For</b>	£335

<p><b>Project title:</b></p>	<p><b>Tincombe Tea Party</b></p>
<p><b>Description of project</b> (please continue on a separate sheet if necessary):</p>	<p>The Tincombe Tea Party will be a celebration of community and the natural habitat, giving residents the opportunity to enjoy picnics and time together on Tincombe Green and to thank those that have volunteered over the last year at the park.</p> <p>Entry will be free. A swing-band will provide live music and a singer may attend too.</p> <p>There will be various activities for children, including a making a bug pompom competition in collaboration with Scrapstore.</p> <p>The tea and refreshment tent will be run in collaboration with 2nd Saltash Scouts, helping to embed a sense of community in the younger generation.</p> <p>We will offer local crafters and businesses the opportunity to set up stalls to promote and sell their wares and services.</p> <p>We have asked a local historical actor to attend the event as Thomas Tincombe, to encourage awareness of the history of the site.</p>
<p><b>Where will the project/activity take place?</b></p>	<p>Tincombe Green adjacent to Tincombe Road.</p>
<p><b>Who will benefit from the project?</b> (What groups will benefit and approximately how many people will benefit in total)</p>	<ul style="list-style-type: none"> <li>● The Tea Party will raise funds for the Friends of Tincombe to support community use of the area</li> <li>● The Tea Party will promote community cohesion involving Saltash Scrap Store, The Scouts and other local independent businesses.</li> <li>● It will offer the users of Tincombe the chance to meet the Friends of Tincombe committee and allow consultation about future direction of projects.</li> </ul>

	<ul style="list-style-type: none"> <li>● The Tea Party will connect and celebrate the community after the challenges of Covid.</li> <li>● Any money raised from the event will be used to improve the environment and natural habitat at Tincombe, including wildlife education and leisure facilities. This will benefit all the users of Tincombe.</li> <li>● Increasing numbers of people spend time at Tincombe since Covid. This Tea Party will allow the Friends of Tincombe to provide information on wildlife and the natural habitat, delivering benefits for health and wellbeing.</li> <li>● The 2nd Saltash Scouts will be receiving £150 in respect of their support for the event, providing them with income to support their activities.</li> </ul>
<p><b>What evidence do you have that this project is required?</b> (This might be survey work or statistical evidence)</p>	<p><i>Enquiries of interest from some of the local community who attended last year.</i></p> <p><i>Comments from Local businesses who reported that they had found it a worthwhile event to attend</i></p> <p>There has been an exponential growth in the number of people following our Friends of Tincombe Facebook page, which now has over 655 members, and we have seen increased numbers of people using Tincombe over the last year.</p> <p>There is increasing need from local youth groups for outdoor facilities. This project will help the Friends of Tincombe meet that need.</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>We have used our Facebook group, flyers and word of mouth to consult with the community, and have received an overwhelmingly positive response, with plenty of offers to help.</p> <p>The 2nd Saltash Scouts will be supporting with marquees, and logistical help on the day.</p> <p>Cornwall Council is providing administrative support in preparing the risk assessment and event management plan.</p> <p>Saltash Scrapstore will be providing a trophy for the best bug pompom.</p>

<p><b>How will the project be managed and how will you measure its success?</b></p>	<p>A volunteer committee has been set up to manage the project. It includes members with excellent experience of organising community events.</p> <p>Each stage of the planning is being checked with Cornwall Council's Events team and the relevant authorities.</p> <p>After the event, we will measure the success through how many attend, as well as through comments received about the event.</p>
<p><b>Please give the timescale and key milestones for your project, including a start date and finish date.</b></p>	<p>The event will take place between 2pm and 6pm on 6th August 2022.</p> <p>We have already submitted an application to Cornwall Council.</p> <p>The risk assessment has been completed and final checks will be made on the day.</p> <p>We are currently devising an event management plan.</p> <p>Our liability Insurance covers this period.</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>This is a family event, and we do not envisage that any child or vulnerable person will be left alone at any time.</p> <p>We have designated a committee member to act as a Child Safety Officer on the day.</p> <p>The Child Safety Officer has a DBS check for children and will be wearing a different colour hi viz jacket to ensure that she can be easily identified.</p> <p>We will provide first aid and have first aiders attending.</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><b>The list shows the overall budget, with the items we are asking for from Saltash Town Council highlighted in yellow:</b></p> <table data-bbox="901 1720 1444 2000"> <tr> <td><b>Live Music</b></td> <td>-</td> <td><b>£120</b></td> </tr> <tr> <td><b>Blast From the Past</b></td> <td>-</td> <td><b>£40</b></td> </tr> <tr> <td><b>Trailer stage &amp; electricity</b></td> <td>-</td> <td><b>£75</b></td> </tr> <tr> <td><b>Noteability Quartet Singers</b></td> <td>-</td> <td><b>£100</b></td> </tr> <tr> <td>Cake</td> <td></td> <td>£120</td> </tr> <tr> <td>Tea, coffee, sugar etc</td> <td></td> <td>£30</td> </tr> <tr> <td>Marquee setup, provision of chairs, water urns etc.</td> <td></td> <td></td> </tr> </table>	<b>Live Music</b>	-	<b>£120</b>	<b>Blast From the Past</b>	-	<b>£40</b>	<b>Trailer stage &amp; electricity</b>	-	<b>£75</b>	<b>Noteability Quartet Singers</b>	-	<b>£100</b>	Cake		£120	Tea, coffee, sugar etc		£30	Marquee setup, provision of chairs, water urns etc.		
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	and logistical support (2nd Saltash Scouts) £500 Toilet Hire £296.28  <b>GRAND TOTAL £1281.28</b> <b>TOTAL BEING APPLIED FOR FROM STC £335</b>
How will you promote STC once application and project are complete?	We will promote STC via our website, on our Facebook group and pages, and also in local newspapers where possible. We will also thank STC at the Tincombe Tea Party

**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:**

<b>Organization</b>	<b>Contribution Sought (£)</b>	<b>Applied (please tick as appropriate)</b>	<b>Granted (please tick as appropriate)</b>
2nd Saltash Scouts	350 (Discount on marquee hire and logistical support)	✓	✓
Celtic Balance	30 (Donation of tea, coffee and sugar)	✓	✓
Blast from the Past	40 (Discount on fee)	✓	✓
Private Individual	120 (Donation of cake)	✓	✓
Cornwall Council Community Chest Fund	245 – (Toilet Hire)	✓	✓
Private Individual	51.28 (Toilet Hire)	✓	✓


<b>Please confirm the bank account your project is using is in the project's name/organization name</b>	
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**4. Further information enclosed Checklist.**

	<b>Enclosed (please tick)</b>
<b>A copy of your organization's most recent bank statements (mandatory)</b>	✓
<b>Copies of all <u>relevant</u> Employer's, Building &amp; Public Liability Insurance Certificates &amp; Title Deeds if appropriate (mandatory)</b>	✓
<b>A letter head showing the organization's address and contact details</b>	✓
<b>A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)</b>	✓
<b>A copy of your organization's latest set of accounting statements (if any exist)</b>	✓
<b>Copies of any letters of support for your project</b>	N/A



<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:

**Invoices from Quartet Singers and Saltash Trailer Stage to Follow.**

### 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>James Jenkins</b>		
<b>Position(s):</b>	<b>Chair</b>		
<b>Date:</b>	<b>14/04/2022</b>		