



Saltash Town Council



Grant Application Form

APPLYING FOR:
(Tick one box)

Community Chest Grant

Festival Fund Grant

DATE APPLICATION SUBMITTED:

21st June 2022

Contact Name:	Carolann Pabst
Position:	Social & PR Secretary - Saltash Branch
Organisation:	Saltash & District Royal British Legion - BR2274
Contact Address:	
Telephone Number:	
E-mail:	
Status of Organization:	Local Branch
Charity/Company number (if applicable)	Charity No: 219279 Company No:
What geographical area does your organization cover?	Saltash & District

How long has your organization been in existence?	Branch is 101 years old on 23rd July 2022
---	---

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>	2017	Festival of Remembrance	£543	Yes
	2018	Festival of Remembrance	£700	Yes
	2019	Festival of Remembrance	£300	Yes
	2020	Festival of Remembrance	£550	Yes but returned due to Covid
	2021	Festival of Remembrance	£700	Yes but returned due to Covid
<p>Please list the aims and objectives of your organization</p>	<p>The RBL has been supporting members of the Royal Navy, Royal Marines, British Army, Royal Air Force, Reservists, Veterans and their families since 1921. Offers financial assistance and guidance, help to live independently, help to get back into the community after service. Offers help with health & rehabilitation issues Provides Admiralty Nurses to offer practical, clinical and emotional support to families, carers of those with dementia, just to name a few</p> <p>Many local residents have received support and welfare from the local RBL, which has been funded by the monies raised by the Local Poppy Appeal.</p> <p>The Festival of Remembrance launches the Appeal for Saltash</p>			

What are the main activities of your organization?	<p>To raise awareness of the services offered by the RBL to the community</p> <p>To raise funds for the Poppy Appeal to be spent on the welfare and support of local people</p> <p>Provide support to the local Dementia Veterans Group and the Armed Forces & Veterans Breakfast Club group.</p> <p>Affiliated to all the schools and cadet groups in the town.</p> <p>Have a fundraising point in the Community Hub Shop</p>
---	--

	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	29 / 10 / 2022
	Finish Date	29 / 10 / 2022
	Total Cost	£ 850
	Grant Applied For	£ 850 Any monies not used will be returned to the Council

Project title:	Saltash & District Royal British Legion Festival of Remembrance 2022
-----------------------	--

<p>Description of project (please continue on a separate sheet if necessary):</p>	<p>The Festival of Remembrance launches the 2022/23 Poppy Appeal</p> <p>Concert part will include Saltash Town Band, School Choir and a community choir.</p> <p>The service part will include a Parade of Standards from branches around Devon & Cornwall, local cadet groups, military kids groups schools and other organisations</p> <p>It will engage local residents and dignitaries both young and old within the community as they come together to remember and celebrate those who gave their lives for town and country.</p> <p>we hope you will support us by helping to fund this event.</p>
<p>Where will the project/activity take place?</p>	<p>Wesley Methodist Church Callington Road Saltash</p>

<p>Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)</p>	<p>The people of Saltash & District who qualify for help from monies raised from the Poppy, whether that be from mobility goods to brown goods, over £14000 was spent in the area during one quarter of 2019. Since Covid the needs of the vulnerable have increased which is why we need this event.</p>
<p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p>	<p>This has been an annual event (only Covid stopped it for the last 2 years) where the community gets together to remember, and to launch the Poppy Appeal Fortnight.</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>Due to Covid, and the restrictions made on other groups, I am unsure if normal fees will be waived this year as everyone is struggling I may not be able to use the normal groups therefore am unsure of exact fees needed. The booking form for Saltash Town band indicates their fee is now £300 and I am not sure at this stage whether they will waive this, but need to include the cost in this application.</p>

<p>How will the project be managed and how will you measure its success?</p>	<p>The Festival of Remembrance will be advertised throughout Devon & Cornwall via local press and social media. Invites will be sent out to the other branches within Cornwall to take part, youth groups, schools and all cadet units will be invited also. Tickets will be on sale a month before and banners will be put up throughout the town A raffle will take place during the event, and there will also be merchandise available.</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>A month before - Advertising, banner and tickets go on sale. The Festival occurs on the evening of the 29th October. The Poppy Appeal is launched at this event and will continue for a further 12 months until next year's event</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>Risk assessments of the church have been provided. I have previously been DBS checked and was a Health & Safety Administrator so fully aware of the safeguarding issues Any children will be accompanied by their teachers or parents Covid 19 precautions will also be in place if required</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>£100 estimated costs of new banners & advertising £ 75 estimated costs for programmes and tickets £175 cost of hiring Wesley Church £300 for Saltash Town Band £200 for other musicians and sundries £850 Total any monies not used will be returned</p>
<p>How will you promote STC once application and project are complete?</p>	<p>Saltash Town Council will be acknowledged on the banners and in the programmes. Master of Ceremonies will also include them in vote of thanks. The Mayor, their consort and members of STC will be invited to attend.</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)
Donations for the raffle are provided by local businesses within the town Local shops advertise by putting up posters for the event We are seeking the grant solely from the Saltash Festival Funds however as this event will be promoted throughout the County, it will highlight Saltash Town Council's participation with this annual event			

Please confirm the bank account your project is using is in the project's name/organization name	Lloyds Bank Sort Code: 30-12-74 Account no.: 02114027 Royal British Legion Saltash
---	---

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)	We have the Royal Charter online
A copy of your organization's latest set of accounting statements (if any exist)	✓
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	Copy of programme from 2019
Other (please list)	

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

The Royal Charter can be found:
<https://www.britishlegion.org.uk/quick-links/the-royal-charter>

The document is too large to enclose

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):	CAROLANN PABST		
Position(s):	Social & PR Secretary - Saltash Branch		
Date:	21st June 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	21/6/22
Received by:	Lindsay Mansfield
Application Reference:	FF112
Date to P&R Chairman/Vice Chairman	21/6/22
Approved to go to Committee	Yes
Committee Date	12/6/22
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	