



# Saltash Town Council



## Grant Application Form

**APPLYING FOR:**

(Tick one box)

Community Chest Grant ☒

Festival Fund Grant ☐

**DATE APPLICATION SUBMITTED:**

26-08-2022

Contact Name:	[REDACTED]
Position:	Chair
Organisation:	Friends of Summerfields Park
Contact Address:	[REDACTED]
Telephone Number:	[REDACTED]
E-mail:	[REDACTED]
Status of Organization:	Unincorporated Group
Charity/Company number (if applicable)	Charity No: N/A Company No: N/A
What geographical area does your organization cover?	Saltash

<b>How long has your organization been in existence?</b>	Constituted on 1 November 2021
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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**

	<b>Date Applied</b>	<b>Project</b>	<b>Amount Applied for</b>	<b>Successful Y/N</b>
<b>Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>?</b>  (Please list – continue on a separate sheet if necessary)				
			N/A	
<b>Please list the aims and objectives of your organization</b>	To re-establish and promote Summerfields Park as a beautiful, fun and safe environment for young people and families to enjoy.			

<b>What are the main activities of your organization?</b>	<p><b>1. Organising volunteer site clearance days</b> Working with Cormac to keep the park tidy and safe ready for installation of new equipment.</p> <p><b>2. Design of park and play equipment</b> Working up design drawings and specification with Cornwall Council.</p> <p><b>3. Promotion</b> Making the case for the refurbishment of the park and keeping residents informed about progress.</p> <p><b>4. Fundraising</b> Organising fundraising events, submitting applications and liaising with Cornwall Council to utilise the Section 106 funding available for the area.</p>
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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>	1 December 2022
	<b>Finish Date</b>	31 July 2023 (provisional)
	<b>Total Cost</b>	£77,459
	<b>Grant Applied For</b>	£1000

<b>Project title:</b>	The Renovation of Summerfields Park
<b>Description of project</b> (please continue on a separate sheet if necessary):	<p>Friends of Summerfields Park is a voluntary committee of local residents with the aim of renovating Summerfields Park in St Stephens, Saltash as a beautiful, fun and safe environment for young people and families to enjoy. We were constituted on 1 November 2021 as an Unincorporated Group.</p> <p>Since 2009, Summerfields Park has fallen into a state of disrepair with play equipment being removed by Cornwall Council and not replaced. The park currently has no play equipment in it whatsoever and is not maintained as well as it could be. Trees, brambles and slippery moss have been left to grow over the boundaries and on the paths. Some local residents have also allowed dogs to foul in the park amongst the long grass. All of this now makes it a dangerous place for our children to play. Our nearest play area is over 1 mile away at Longstone Park so children living in St Stephens currently have no local space to be able to play in safely and this has led to them not knowing who their neighbour's are.</p> <p>Since our formation in November 2021, we have written a business plan (attached), carried out volunteer site clearance days in collaboration with Cormac and raised over £1000 as a result of local fundraising events.</p> <p>In June 2022, we were pleased to receive confirmation from Cornwall Council that they intend to refurbish some the park in collaboration with us using Section 106 money identified for the area. This is dependent on us raising an additional £30,000 in matched funding to complete the renovation in full.</p> <p>We have now finalised the design scheme for the park with Cornwall Council who have prepared the required procurement documents to invite approved suppliers to tender to carry out the installation of the play equipment.</p>

<b>Where will the project/activity take place?</b>	At Summerfields Park, St Stephens, Saltash
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<b>Who will benefit from the project?</b> (What groups will benefit and approximately how many people will benefit in total)	<p>We have agreed with Cornwall Council that the park will be primarily for early years and primary age children (3yrs to 10yrs) and their families.</p> <p>In addition, at the top section of the park, a nature / recreation area will be developed for older people to enjoy and for families to watch their children playing.</p> <p>An important principle we are working to is that the park will be an inclusive space. To that end, the play equipment will be accessible and will include a sensory area at the top of the park for Disabled people whose physical mobility is restricted.</p> <p>A projected breakdown of the numbers of people who will visit the park <b>each year</b> is as follows:</p> <table border="1"> <thead> <tr> <th>Who</th><th>How many</th></tr> </thead> <tbody> <tr> <td>Early years children (0-5)</td><td>520</td></tr> <tr> <td>Primary aged children (5-11)</td><td>780</td></tr> <tr> <td>Secondary aged children (11-16)</td><td>260</td></tr> <tr> <td>Young adults (16-25)</td><td>52</td></tr> <tr> <td>Adults</td><td>104</td></tr> <tr> <td><b>Totals</b></td><td><b>1716</b></td></tr> </tbody> </table>	Who	How many	Early years children (0-5)	520	Primary aged children (5-11)	780	Secondary aged children (11-16)	260	Young adults (16-25)	52	Adults	104	<b>Totals</b>	<b>1716</b>
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<b>What evidence do you have that this project is required?</b> (This might be survey work or statistical evidence)	<p>One of the first things we implemented at the time of our formation in November 2021 was a survey for the local community to establish evidence of need. 92% of the 286 respondents saying they would like to see the park refurbished and 79% saying they would use it. The results of the survey are included in the attached business plan.</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)

Who	What
<b>Local government</b>	
Cornwall Council	Site owners; managing capital build and ongoing maintenance
Saltash Town Council	General advice and guidance
<b>Companies</b>	
Pengelly Funeral Service	Cash Donation
Essa Taxis	Cash Donation
AR Carpets and Rugs	Cash Donation and raffle prize
AME Builders	Cash raffle prize
Vulcanising SW	Raffle prize
USE Ability	Raffle prize
Flow Aesthetics	Raffle prize
Foreign Muck	Raffle prize
Saphira Jewelers	Raffle prize
Xin at the Rodney	Raffle prize
The Blondie Bar	Raffle prize
EW Music Services	Raffle prize
The Bookshelf	Raffle prize
Scents & Scentsibility	Raffle prize
Larry Coco Wax Melts	Raffle prize
Shell's Beauty Boutique	Raffle prize
All 4 Smalls	Raffle prize
Jelly Bears Workshop	Raffle prize
Tamar Wipers	Raffle prize
Serenity Mobile Beauty	Raffle prize
Marvel & Mum	Raffle prize
Florabella Florist	Raffle prize
Applejack Barn	Raffle prize
Bakes with Love	Raffle prize
Home Sewn	Raffle prize
Perfectly Precious	Raffle prize
FM with Kirsty	Raffle prize
Ronnies of Saltash	Raffle prize

	Em's & Ali's Sweet Treats	Raffle prize
	Xcel Dance School	Raffle prize
	Nicky's Glow Beads	Raffle prize
	Moor 2 Shore Carpet Cleaning	Raffle prize
	Eclectic Interior	Raffle prize
	Bradleys Estate Agents	Raffle prize
	Belvoir Estate Agents	Raffle prize
	KL Therapies	Raffle prize
	Hell of a Crafty	Raffle prize
	Saltash Bakery	Raffle prize
	The Cecil	Charity collection box on bar
	The Brunel	Charity collection box on bar
	The Railway	Charity collection box on bar
	The Two Bridges	Charity collection box on bar
	The Union	Charity collection box on bar
	Saltash Social Club	Charity collection box on bar
	The Rodney	Charity collection box on bar
	The Ploughboy	Charity collection box on bar
	<b>Voluntary groups</b>	
	Friends of Tintcombe	Maintaining Park and developing flower beds
	Saltash Lions	Holding fundraising events
	Saltash Scrap Store	Lending tools for clearance days
	<b>Volunteers</b>	
		Fundraising events
		Promotion and publicity

<p><b>How will the project be managed and how will you measure its success?</b></p>	<p><b>1. Cornwall Council</b> As owners of the land and equipment on which Summerfields Park is situated, Cornwall Council are legally responsible for the management of the capital build, ongoing safety and maintenance of the site and health &amp; safety requirements.</p> <p><b>2. Friends of Summerfields Park</b> Responsible for raising funds additional to the Section 106 funding; promoting and publicising Summerfields Park; continued collaboration with Cornwall Council to ensure successful completion of the capital build; the ongoing maintenance of the site.</p> <p>Measures of success monitored by the Friends of Summerfields Park include:</p> <ul style="list-style-type: none"> <li>• Increased donations</li> <li>• Increased visits to and participation in social media channels</li> <li>• Increased volunteers</li> <li>• Local press and PR coverage secured</li> <li>• Capital build completed on time and on budget</li> <li>• Park user numbers meet projected targets in first year of operation</li> </ul>								
<p><b>Please give the timescale and key milestones for your project, including a start date and finish date.</b></p>	<p>Provisional timetable:</p> <table border="1"> <thead> <tr> <th>What</th><th>When</th></tr> </thead> <tbody> <tr> <td>1. Contractor appointed by Cornwall Council following tender process</td><td>By 1/12/22</td></tr> <tr> <td>2. Work starts on site</td><td>By 5/1/23</td></tr> <tr> <td>3. Park opens</td><td>By 31/7/23</td></tr> </tbody> </table>	What	When	1. Contractor appointed by Cornwall Council following tender process	By 1/12/22	2. Work starts on site	By 5/1/23	3. Park opens	By 31/7/23
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<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>	<ol style="list-style-type: none"> <li>1. Summerfields Park falls under the jurisdiction of Cornwall Council's Child Protection &amp; Safeguarding Policy:  <a href="https://www.cornwall.gov.uk/health-and-social-care/childrens-services/child-protection-and-safeguarding/">https://www.cornwall.gov.uk/health-and-social-care/childrens-services/child-protection-and-safeguarding/</a></li> <li>2. In addition, the Friends of Summerfields Park has its own Safeguarding Policy and the Secretary is the designated Safeguarding Officer.</li> </ol>
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### 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>	<table border="1"> <thead> <tr> <th>Cost</th><th>Amount £</th></tr> </thead> <tbody> <tr> <td>Basket Swing</td><td>8,960</td></tr> <tr> <td>Climbing Frame</td><td>8,350</td></tr> <tr> <td>Spinner</td><td>2,455</td></tr> <tr> <td>Parallel Bars</td><td>1,297</td></tr> <tr> <td>Bank Slide</td><td>19,652</td></tr> <tr> <td>See Saw</td><td>12,205</td></tr> <tr> <td>Toddler Multi Play</td><td>23,340</td></tr> <tr> <td>Delivery</td><td>1,200</td></tr> <tr> <td></td><td></td></tr> <tr> <td><b>Total</b></td><td><b>77,459</b></td></tr> </tbody> </table> <p>These figures are taken from our original research with a play supplier. We are awaiting official quotes which we are due to receive by 01/12/22. If this application is successful the £1500 grant from Saltash Town Council would be used towards the cost of the basket swing as this the first item we plan to install.</p>	Cost	Amount £	Basket Swing	8,960	Climbing Frame	8,350	Spinner	2,455	Parallel Bars	1,297	Bank Slide	19,652	See Saw	12,205	Toddler Multi Play	23,340	Delivery	1,200			<b>Total</b>	<b>77,459</b>
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<p>How will you promote STC once application and project are complete?</p>	<p>If this grant application is successful, the support of Saltash Town Council will be acknowledged in all publicity materials and on the Friends of Summerfields Park social media channels.</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:**

<b>Organisation</b>	<b>Contribution Sought (£)</b>	<b>Applied</b>	<b>Granted</b>
Persimmon Homes	1000	✓	TBC
Pengelly Funeral Services	50	Donation	✓
Essa Taxis	20	Donation	✓
AR Carpets and Rugs	20	Donation	✓
Cornwall Council Section 106	21,950.67	✓	✓
Saltash Lions Quiz Night	50	Donation	✓
Coffee Morning and Raffle	1199	Total donations	✓
Just Giving Donations	178	Total donations	✓
Go Fund Me Donations	181	Total donations	✓
Rotary Club	Currently being reviewed	Donation	TBC
Lady Boyd – Ince Castle	Currently being reviewed	Donation	TBC
Warburtons	400	✓	TBC

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

	<b>Enclosed</b> (please tick)
<b>A copy of your organization's most recent bank statements</b> (mandatory)	✓
<b>Copies of all <u>relevant</u> Employer's, Building &amp; Public Liability Insurance Certificates &amp; Title Deeds if appropriate</b> (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>	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>	N/A
<b>Other</b> (please list)	Business Plan Confirmation of S106 funds available

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

**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>	Chair	Secretary	
<b>Date:</b>			

Applicants should refer to the Privacy Notice on the Town Council Website [www.saltash.gov.uk](http://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 or [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

<b>OFFICE USE ONLY:</b>	
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 Chair or refused by Committee	
Appeal notice issued	
Appeal received	
Approved for Committee	
Decision/Minute number	