

# Match Funding for Play Parks

RESPONSIBLE COMMITTEE: POLICY & FINANCE

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*This is a policy/procedure document of Saltash  
Town Council to be followed by both Council  
Members and Employees.*

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January 2023	1 NEW	AJT	New policy (Ref Services 08.12.2022 Min no 98/22/23)

<b>Document Retention Period</b>
Until superseded

# Match Funding for Play Parks

## Background

Saltash Town Council is committed to investment in suitably equipped public play parks designed for children to play in, usually outside with suitable equipment, for the use of residents and visitors within the town. A fund has been established to offer up to £10,000 as match funding to enable local groups and organisations to enhance and improve play facilities in their area.

## Eligibility

Applications should be submitted by Local Community Organisations with a formal constitution.

The play park should be within the Saltash Town Council boundary, open at no cost and accessible to all users.

Only one application per site will be permitted and match funding will not be provided retrospectively. Any unused funds must be returned to the Town Council on completion of the project.

## Application criteria

An application form is available on the town council website or from the Guildhall or community library hub during opening hours.

The applicant should provide the following:

- A copy of the organisations constitution.
- Proof of bank account.
- Evidence of local consultation demonstrating local need and community support.
- Accurate project costs with a detailed project plan.
  - Full costs for equipment with ongoing maintenance<sup>1</sup> requirements included.
  - Materials and equipment to be from responsibly sourced materials.
  - Details of any planning requirements.
- Written confirmation of permission and support from the landowner for the scheme.
- Evidence of secured funds raised by the organisation and any confirmed partnership funding.

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<sup>1</sup> Ongoing maintenance will fall with the owner of the land/specific play park.

## **Evaluation of applications**

Applications fulfilling the criteria will be reviewed by the Town Clerk or a delegated Officer before being submitted for consideration by the Services Committee against the following benchmarks:

1. Accessibility and suitability of equipment.
2. Sustainability of equipment with long-term management and maintenance identified.
3. Filling strategic gaps in provision.
4. Deliverability of the project.
5. Local support for the project.
6. Funding requirements met.

There is no time limit for submitting applications but if the fund is oversubscribed, the council will look to award a higher number of projects requesting lower amounts of funding, rather than those requesting funds at the top of the limit. Once all the available funds have been allocated, no further applications will be accepted and the application form will be withdrawn from the website.

## **Post-application process**

The project should be completed within 12 months with an interim report submitted to the Town Council after six months have elapsed. On completion of the project a final report should be submitted together with receipts.

If there is a delay to the project this should be reported to the Town Council immediately in writing with details of the reason for the delay and the revised estimation for completion.

Any equipment or materials removed from a play park as part of the refurbishment should be recycled or disposed of in a sustainable manner or considered for use in other areas where still in a usable condition.

The installation of all equipment must be in line with the Royal Society for the Prevention of Accidents (RoSPA) regulations to ensure user safety. This will need to be signed off by the landowner and form part of ongoing risk assessments.

The contribution to the project by the Town Council should be acknowledged in any publicity.

## Applying for Match Funding

### Applicant: prior to application

- Established group with formal constitution and bank accounts.
- Contact land owner to gain permission and support for project in writing.
- Consult residents and local users of play park to compile evidence of need and support.
- Check if there are any planning requirements.
- Fund raising - this can include applying for grants from other external providers. Evidence of secured funds will be needed for the application.
- Plan and cost the project.
- Complete and submit the application form. It is the responsibility of the applicant to ensure all relevant documents are provided at the time of application.

### Consideration of the application

- The application will be reviewed for compliance by the Officer responsible.
- Applications that fail to provide the required information will be returned for the applicant to resubmit.
- Accepted applications will be reviewed by the Chairman and Vice Chairman of the Services Committee before being added to the next available meeting agenda.
- The Services Committee will consider the application and recommend to the Policy & Finance Committee to award match funding and the value to be awarded. The decision of the Policy & Finance Committee is final.

### After the Decision

- Applicants not awarded match funding will receive a summary of the reasons the application failed.
- Successful applicants will be advised in writing and asked to confirm when the funds they have raised are in place to release the match funding from the Town Council.
- An interim project report should be submitted 6 months into the project with a final report on completion of the project which should be within 12 months of the funding award. Any delay to the project should be reported promptly.
- The contribution made by the Town Council should be acknowledged in all publicity.