



Saltash Town Council

Grant Application Form

APPLYING FOR:
(Tick one box)

Community Chest Grant

Festival Fund Grant

DATE APPLICATION SUBMITTED:

Contact Name:	[REDACTED]
Position:	COMMITTEE MEMBER
Organisation:	SALTASH RADIO
Contact Address:	[REDACTED]
Telephone Number:	[REDACTED]
E-mail:	[REDACTED]
Status of Organization:	ASSOCIATION
Charity/Company number (if applicable)	Charity No: Company No:

What geographical area does your organization cover?	SALTASH AND SURROUNDING AREA
How long has your organization been in existence?	2 MONTHS

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

Have you applied for a grant from Saltash Town Council within the last <u>5</u> Years? (Please list – continue on a separate sheet if necessary)	Date Applied	Project	Successful Y/N

Please list the aims and objectives of your organization	<p>Firstly: To establish an internet-based radio station for the benefit of Saltash, particularly during the major street festivals (the Regatta, May Fair and Christmas Fair).</p> <p>Secondly: To benefit other community events.</p> <p>Thirdly: To provide a locally based interactive radio service.</p>		
What are the main activities of your organization?	<p>Operating a radio station. Gathering and broadcasting community-based information.</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?	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

Project	Start Date	27 / 11 / 2023
	Finish Date	31 / 12 / 2023
	Total Cost	£ 2000
	Grant Applied For	£ 500

Project title:	SALTASH RADIO
Description of project (please continue on a separate sheet if necessary):	To set up a community-based radio which will involve local businesses, individuals, schools and charities (eg the Foodbank, The Core, youth groups)
Where will the project/activity take place?	Street events to be covered on-site, other broadcasts from home (s)

<p>Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)</p>	<p>Town centre businesses, visitors, plus an unknown number of other listeners.</p>
<p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p>	<p>An informal survey was carried out at the 2023 May Fair. The response was very positive.</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>The project has been favourably received by the committees for the Regatta, May Fair and Christmas Fair.</p>
<p>How will the project be managed and how will you measure its success?</p>	<p>The project will be managed by the Saltash Radio committee. The software used for broadcast will measure audience reach.</p>

<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>(provisional): July 2023: test transmissions leading up to and during the Regatta. Nov/Dec 2023: transmission 2 weeks before and during the Christmas fair. Post Xmas 2023: evaluate impact and feasibility of project. If results are positive , to continue broadcasting at least until the Regatta 2024.</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>Equipment setup costs..£600 (one-off) Music licences£30 per month Software licences.....£70 per month Jingles.....£60 (one-off) Publicity.....£150 (one-off). Total (one-year).....£2000</p>
<p>How will you promote STC once application and project are complete?</p>	<p>On-air acknowledgements. Visual acknowledgements on website and phone apps.</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)
Cornwall Councillors	300	applied	pending
Redeemer Church	500	applied	approved

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

	Enclosed (please tick)
	enclosed
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)	n/a

A letter head showing the organization's address and contact details	enclosed
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)	enclosed
A copy of your organization's latest set of accounting statements (if any exist)	n/a
Copies of any letters of support for your project	enclosed
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	n/a
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):			

Position(s):			
Date:			

SALTASH RADIO CONSTITUTION

1. Name

The name of the group shall be **SALTASH RADIO**

2. Aims

The aims of **SALTASH RADIO** will be:

- To establish an internet-based radio station for the benefit of Saltash:
- In the short term to promote the Saltash Regatta.
- In the medium term to support other community-based events.
- In the long term to provide an on-going radio service to the Saltash area.

3. Membership

Membership is open to anyone who:

- supports the aims of Saltash Radio. There is no membership fee.

A list of all members will be kept by the membership secretary.

Ceasing to be a member

Members may resign at any time in writing to the secretary.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

4. Equal Opportunities.

Saltash Radio will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age.

5. Officers and committee

The business of the group will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than once a year.

The Committee will consist of 2 or more members.

The committee will be responsible for keeping records and maintaining accounts.

In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members.

Any committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign.

The Committee meetings will be open to any member of Saltash Radio wishing to attend, who may speak but not vote.

6. Meetings

6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.

The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.

At the AGM:-

- The Committee will present a report of the work of Saltash Radio over the year.
- The Committee will present the accounts of Saltash Radio for the previous year.
- The officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

6.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

6.3 General Meetings

General Meetings are open to all members and will be held at least once every 3 months or more often if necessary.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for a General Meeting shall be 10% of the membership or 5 members, whichever is the greater number.

6.4 Committee Meetings

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.

The quorum for Committee meetings is three Committee members.

7. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

8. Finances

An account will be maintained on behalf of the Association at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by two of the signatories.

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the treasurer.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

All money raised by or on behalf of Saltash Radio is only to be used to further the aims of the group, as specified in item 2 of this constitution.

9. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

10. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Inaugural General Meeting of Saltash Radio on:-

Date/...../.....

Name and position in group

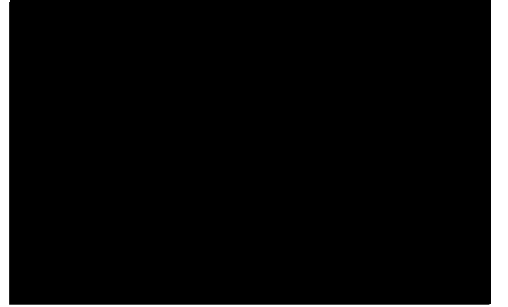
Signed

Name and position in group

Signed



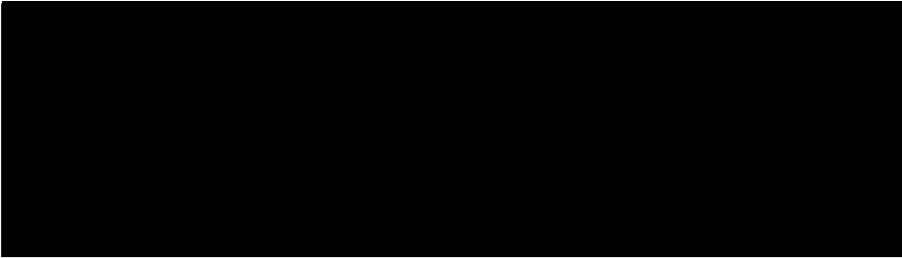
**REDEEMER
PLYMOUTH**

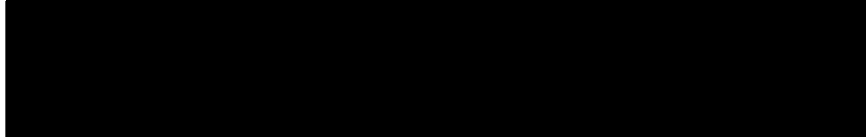
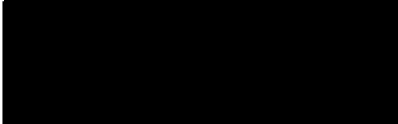


Dear Allan,

I can confirm that Redeemer Church, part of Redeemer Trust Ltd would like to match fund up to £500 towards the costs of setting up a radio station in Saltash. I hope this helps you in your exciting project.

Yours sincerely





£0.00 Available funds

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Statement

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Mar N/A Apr May All transactions

Showing All transactions

All transactions

[Statement options](#)

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DATE	DESCRIPTION	TYPE ?	IN (£)	OUT (£)	BALANCE (£)
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