



Saltash Town Council

Community Chest

**A grant for small scale economic and community
regeneration projects in Saltash**

**Application Form
Notes to Applicants
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Notes to Applicants

What is the Community Chest

Every year Saltash Town Council sets aside a sum of money to support small scale community projects in Saltash intended to improve the town environment or to strengthen the community fabric or the economy of the town.

What Sort of Projects we want to Support

The sort of things we would like to fund include: after school clubs; new co-ops and community enterprises; equipment for leisure/youth/sports clubs; murals and banners; community clean-ups; recruitment drives for community organisations; neighbourhood safety initiatives; workshops and training – but we are open to your ideas!

Saltash Town Council acknowledges the duty of care to safeguard and promote the welfare of children, young people and adults using or receiving services provided or commissioned by Saltash Town Council.

How Much Grant and Who Can Apply

Applications are open to community and charitable organisations, and other community projects at the discretion of the Council. Grants awarded will normally be up to £1000. Exceptionally, larger grants up to £1,500 will be considered where there is clear community benefit to more than one section of the community, or clear evidence of working in partnership or the application is deemed by the Committee to warrant additional funding. Applicants will normally be expected to show some sort of contribution, either in cash or in kind (e.g. volunteer time donated). There will only be one grant per organisation per financial year

How to Apply

Application forms are available from the Town Council. Applications will be considered providing sufficient funds remain. Help and advice will be available from STC to applicants on how to complete the forms. A copy of the latest audited accounts and details of organisations bank account should be submitted with the application, along with any quotes/estimates.

How Applications will be Judged

Applications will be marked by Councillors against a set of key criteria. Applications that do not achieve the minimum mark will be rejected. Qualifying applications will be judged competitively with the highest scoring being the most likely to secure funding (if funds are running low). Rejected applicants will receive an explanation of why their bid was unsuccessful.

Applications will be judged on:

- Track record (as indicated by e.g. membership, most recent accounts, annual reports, previous projects, support from other people/organisations, evidence of partnership projects)
- Strength of the project – how much it contributes to the general good of Saltash.
- Sustainability of the project – what long term benefits it offers
- Cost-effectiveness (shown by e.g. alternative approaches, competitive quotes etc)
- What contribution the applicant/others are making to the project
- What benefits it offers Saltash Town Council (in terms of publicity for the scheme, or support for events or projects involving the Town Council).

Councillors who advise applicants on preparing forms and individual Councillors with close connection to applicants will not vote on those applications.

**SALTASH TOWN COUNCIL
COMMUNITY CHEST APPLICATION FORM**

Name of Community Group	
Person to contact Address: Telephone: Email address:	
Give details of exactly how the money would be spent if granted (continue on a separate sheet if necessary)	
How much money do you want from the Community Chest Fund?	
What other funds do you have?	
What other resources do you have (e.g. volunteer time, donated materials, access to tools and equipment)?	
When do you plan to finish the project?	
What visible benefits will your project give to the town	
How will you report back to the Town Council on the success of your project?	
How will you publicise Town Council support and the Community Chest?	

How the grant will be paid

Saltash Town Council will make an offer of grant (which may be conditional) to successful applicants, who will then have 2 months to accept the grant on the terms offered. The grant will normally be paid in advance to the organisation. Money cannot be paid into individuals accounts.

Applicants will normally be required to produce evidence (e.g. receipts, photos, press reports) to prove that the grant has been used for the purposes intended within the financial year that the grant has been paid, or exceptionally for a longer period defined by STC. Failure to do so will prejudice future applications.

Applications will not be considered in retrospect.

Saltash Town Council reserves the right to change these rules at any time and without notice.

CHECKLIST

Please note, prior to submission of your application, please ensure that you have enclosed and complied with the following:

- | | |
|---------------------------------------|--------------------------|
| Signed and completed application form | <input type="checkbox"/> |
| Bank account details | <input type="checkbox"/> |
| Copy of full audited accounts | <input type="checkbox"/> |
| Estimates/quotes (project specific) | <input type="checkbox"/> |
| Registered charity/company number | |

I hereby submit my application and confirm that I have enclosed the above:

Signed

Dated

If you have not submitted any of the above, your application will not be considered and will be returned to you.