



Saltash Town Council



Grant Application Form

APPLYING FOR:
(Tick one box)

Community Chest Grant

Festival Fund Grant

DATE APPLICATION SUBMITTED:

Contact Name:	JENNY HUTCHINSON
Position:	COMMANDING OFFICER TRUSTEE
Organisation:	SALTASH MARITIME CADETS
Contact Address:	
Telephone Number:	
E-mail:	
Status of Organization:	SMALL CHARITY / VOLUNTARY ORGANISATION
Charity/Company number (if applicable)	Charity No: HMRC CHARITY NO Company No: XT38543
What geographical area does your organization cover?	SALTASH

How long has your organization been in existence?	6 years 9 mths
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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

	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>	PAID 05/04/17	TO PURCHASE STANDARDS & ASSOCIATED EQUIPMENT	£1000.00	Yes
<p>Please list the aims and objectives of your organization</p>	SEE MISSION STATEMENT			

<p>What are the main activities of your organization?</p>	<p>TRAINING YOUNG PEOPLE IN SCAMANSHIP, COOK STEWARD, DRILL, BOATING, LEADERSHIP HEALTH & HYGIENE. & SELF COMMUNICATIONS</p>
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	<p>Yes / No or N/A</p>
<p>Are you part of a religious group?</p>	<p>NO</p>
<p>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?</p>	<p>N/A</p>
<p>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?</p>	<p>N/A</p>
<p>If application is from an education, health or social service establishment – do you work in partnership with other groups?</p>	<p>N/A</p>
<p>If application is from an education, health or social service establishment – is project in addition to statutory services?</p>	<p>N/A</p>

2. Your project

<p>Project</p>	<p>Start Date</p>	<p>01 / 05 / 2019</p>
	<p>Finish Date</p>	<p>ON GOING</p>
	<p>Total Cost</p>	<p>£ 2000.00</p>
	<p>Grant Applied For</p>	<p>£ 1000.00</p>

<p>Project title:</p>	<p>MARINE CADET SET UP</p>
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<p>Description of project (please continue on a separate sheet if necessary):</p>	<p>WE ARE IN THE PROCESS OF SETTING UP A MARINE CADET DIVISION. WE NEED INITIAL FUNDING FOR UNIFORMS AND EQUIPMENT</p>
<p>Where will the project/activity take place?</p>	<p>AT OUR UNIT IN 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 YOUNG PEOPLE IN THE COMMUNITY. INITIALLY IT WILL BE A SMALL GROUP OF 6-8 CADETS WITH THE OPTION TO EXPAND TO A LARGER NUMBER ONCE ESTABLISHED.</p>
<p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p>	<p>IT IS A NATURAL PROGRESSION FOR A NAVAL CADET GROUP TO EXPAND INTO A MARINE DIVISION ONCE THE MAIN CADETS SECTION HAS BEEN ESTABLISHED.</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>WE HAVE HAD SUPPORT FROM THE RNA; RBL & STYC.</p>

<p>How will the project be managed and how will you measure its success?</p>	<p>IT WILL BE MANAGED BY THE STAFF & TRUSTEES. WE WILL BE SUCCESSFUL WHEN WE HAVE A FULL SQUAD OF MARINE CAPETS ONBOARD.</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>IF WE STARTED THE PROCESS ON 01/05/19 & WE EXPECT TO HAVE A FULL SQUAD BY THE REMEMBRANCE PARADE THIS YEAR.</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>ALL STAFF & TRUSTEES TAKE PART IN REGULAR SAFEGUARDING TRAINING & ARE DBS CHECKED.</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>SEE ATTACHED</p>
<p>How will you promote STC once application and project are complete?</p>	<p>SOCIAL MEDIA & LOCAL PRESS</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)
TESCO BAGS OF HELP	4000.00	<input checked="" type="checkbox"/>	PARTIAL GRANT £1000.00

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

	Enclosed (please tick)
A copy of your organization's most recent bank statements (mandatory)	<input checked="" type="checkbox"/>
Copies of all relevant Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	<input checked="" type="checkbox"/>

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)	✓
A copy of your organization's latest set of accounting statements (if any exist)	✓
Copies of any letters of support for your project	✓
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	
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:			

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	
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 Chairman or refused by Committee	
Appeal notice issued	
Appeal received	
Approved for Committee	
Decision/Minute number	

Saltash Town Council Community Chest Report for Funds Granted on 03/03/2017.

Thank you for the funds of £1000 towards the costs of our Ceremonial Standards one senior and one junior.

We held a dedication ceremony at St Nicolas and Faith Church and the order of service mentioned the support of the town council in the purchase of the standards.

A video of the service was placed on social media and STC help and support highlighted

We were interviewed at the Remembrance Parade in 2017 by Audrey Miller and promoted the fact that the Community Chest had been used to enable us to purchase the standards.

We were asked to attend the Festival of Remembrance in Plymouth Pavilions and paraded our senior standard raising the profile of our unit and put videos on social media again thanking STC for their help in purchasing the standard

The Standards are regularly paraded at such events as Saltash May Fair, Saltash Regatta, and obviously Remembrance parades



Sheryll Murray MP

To Whom It May Concern

Date as Postmark

Our Ref: ZA30971

Re: Saltash Maritime Cadets – Funding

I would be grateful if you could kindly accept this letter as one of full support to the Saltash Maritime Cadets in respect of funding.

It would be most appreciated if you could consider them strongly for any monies that you may be able to provide.

Thanking you in advance.

Kind regards

Sheryll Murray MP
South East Cornwall



MISSION STATEMENT

Saltash Maritime Cadets is a Youth Organisation promoting adventurous activities for Junior Cadets 8 – 11 years of age, and Cadets 12 – 18 years of age.

We operate an equal opportunities policy with regard to sex, religion, and disability (within the bounds of safety)

Our instructors are trained and hold Nationally recognised qualifications for the adventurous and waterborne activities undertaken. We operate to the highest safety standards.

We give the youth of Saltash opportunities of realising their potential, instilling in them a sense of pride in themselves, their peers, and their organisations. We promote an understanding of personal ability and recognition of opportunity.

Our aims are:

To help young people fulfil their potential to become a responsible adult;

To allow cadets to participate in activities that enhance their knowledge and skills in an organised and disciplined environment;

Enable cadets to interact with their peers, participate in teamwork and learn leadership skills based on the traditions of the Royal Navy;

To provide a programme that is structured, and designed to give them enjoyment.

Saltash Maritime Cadets is not a pre - service organisation for the Royal Navy, however, we do promote the historical, social and economic links our Country has with the Sea.

BREAKDOWN OF UNIFORM & EQUIPMENT COSTS FOR MARINE DIVISION

No1 jacket - £80
No1 Trousers - £40
Braces - £10
White Belt - £10
Gloves - £5
Tshirt - £5
Cap - £30
Combat Trousers - £25
Combat shirt - £15
Jumper - £20
CP Belt - £8
Beret - £10
Epaulettes and Badges - £20
Bergen - £70

This totals £348 per cadet. These prices are based on current prices from online retailers and 2nd hand sellers. A lot of the items would have to be 2nd hand as new would cost far more. This also does not include any ongoing equipment needs, for example Ration packs for training and Cam Cream etc.



Mercia Marine (Underwriting) Limited
First Floor, Christ Church Hall, Avenue Road, Malvern WR14 3AY

Tel: 01684 564457 Fax: 01684 578532
enquiries@merciamarine.co.uk
www.merciamarine.co.uk

Certificate of Public Liability Insurance

Policy Number:

Name of Policyholder: Saltash Maritime Cadets

Interest Indemnity against Legal Liability for third parties for:
Injury to any person
Loss of or damage to any material property

PERIOD OF INSURANCE
Commencement date: 01/04/2019

Expiry date: 31/03/2020

Limit of Indemnity: £2,000,000 any one event

Insurer: Travelers Syndicate Management Ltd for and on behalf of
Travelers Syndicate 5000 at Lloyd's

This certificate confirms that at the commencement of the Period of Insurance shown above a Policy was in force which provided cover in accordance with the Insurer's Lock & Quay contract for Public Liability Insurance.

Mercia Marine (Underwriting) Limited

The Certificate merely provides proof of Public Liability Insurance and does not form part of your Policy or your Contract with Insurers.



Certificate of Employers' Liability Insurance^(a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policy holder employs persons covered by the policy)

Policy No: ██████████

1. Name of policy holder: Saltash Maritime Cadets
2. Date of commencement of insurance policy: 01/04/2019
3. Date of expiry of insurance policy: 31/03/2020

We hereby certify that subject to paragraph 2:-

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney, or to offshore installations in any waters outside the United Kingdom to which the Employers' Liability (Compulsory Insurance) Act 1969 or any amending primary legislation applies^(b); and
2. (a) the minimum amount of cover provided by this policy is no less than GBP5,000,000 ^(c)

Signed on behalf of those Lloyd's Underwriters subscribing to the above policy (Authorised Insurers)

.....

..... Signature

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

Note: The information below this line does not form part of the statutory certificate. Those Underwriters at Lloyd's on whose behalf this certificate is issued require the following information to be entered by the issuing intermediary:

Name and address of issuing intermediary:

Mercia Marine (Underwriting) Limited
First Floor, Christchurch Hall
Avenue Road
Malvern
Worcestershire
WR14 3AY

NMA2838 (28/01/1999)

01084891
00994 0001/0001



Current Account

Date	Details	Withdrawn	Paid in	Balance
30 May 2019	BROUGHT FORWARD			
3 Jun	Standing Order SMC MOORINGS	40.00		1,513.20
	Direct Debit 72484444	26.04		
	Direct Debit 72484444	66.66		
10 Jun	Cheque 000099	305.00		1,380.50
14 Jun	Credit No. 000059 605114		17.90	1,075.50
				1,093.40

Account Number [REDACTED]
Branch sort code [REDACTED]
National Westminster Bank Plc

SALTASH MARITIME CADETS
[REDACTED]

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Saltash Maritime Cadets

Income & Expenditure Account

Year ending 31st March 2019

Income

Fundraising	232.89
Donations	1,520.00
Tea & Tuck	491.00
Subs	1,057.00
Uniform monies	262.90
Course Fees	400.00
Boating	125.00
Total Income	4,088.79

Less Expenditure

T&T expenses	395.31
Uniform order	501.26
Course Fees Out	48.00
utilities	414.95
Insurance	1,124.95
miscellaneous Hire	139.61
Fundraising Expenses	15.00
Miscellaneous expenses	121.36
boating out	714.59
Equipment	177.60
Total Expenses	3,652.63
Excess of Income over Expenditure	<u>436.16</u>

Cash Balances at 31st March 2019

Cash in Hand	758.76
Bank balance	872.86
	<u>1,631.62</u>

Accountants Statement of Approval

We hereby certify that the Income & Expenditure Account has been provided from information supplied to us and is, to the best of our knowledge, a true and accurate record.

J. L. Crampton, ACMA, CGMA
Partner, Accounting 4 Fitness
The Workstation
2 Huntingdon Street
St Neots
Cambs
PE19 1BG

Dated

8/5/2019

8th May 2019