



The Royal British Legion – Saltash & District

Telephone: 07494 478239

Email: SaltashDistrict.Committee2@RBL.Community

Date: 26th June 2019

Saltash Festival Fund Committee
Guildhall
Saltash
Cornwall

Dear Sir/Madam,

Re: Annual Festival of Remembrance Concert to launch the Poppy Appeal.

As Social & PR Secretary for the Saltash & District branch of the Royal British Legion, I am writing to you enclosing our application for Festival Funding, in order to launch this year's Poppy Appeal here in Saltash, with our Annual Festival of Remembrance event at the Wesley Church on the 26th October 2019.

I do hope the Committee look favorably on this application, as without the Festival Funding, we would not be able to stage this event which brings the Saltash Community together at this poignant time of year, particularly as this year is the 75th Anniversary of D Day and the official end of WW1 with the Treaty of Versailles.

Any queries, please do not hesitate to contact me.

Yours faithfully

Ms Carolann Pabst
Saltash & District – Social & PR Secretary

Enc.

26 JUN 2019



Saltash Town Council



Grant Application Form

APPLYING FOR: Community Chest Grant
(Tick one box)
 Festival Fund Grant

DATE APPLICATION SUBMITTED:

Contact Name:	CAROLANN PABST
Position:	SOCIAL & PR SECRETARY - SALTASH BRANCH
Organisation:	Saltash & District Royal British Legion - BR2274
Contact Address:	
Telephone Number:	
E-mail:	
Status of Organization:	Local Branch
Charity/Company number (if applicable)	Charity No: 219279 Company No:
What geographical area does your organization cover?	SALTASH & DISTRICT

26 JUN 2019

How long has your organization been in existence?	Branch is 98 years old
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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
Have you applied for a grant from Saltash Town Council within the last 5 Years? (Please list – continue on a separate sheet if necessary)	2014	Festival of Remembrance	£396.50	Yes
	2015	Festival of Remembrance	£414.50	Yes
	2016	Festival of Remembrance	£432.00	Yes
	2017	Festival of Remembrance	£543.00	Yes
	2018	Festival of Remembrance	£700.00	Originally asked for £818 but got £700
Please list the aims and objectives of your organization	<p>The RBL has been supporting members of the Royal Navy, Royal Marines, British Army, Royal Air Force, Reservists, Veterans and their families since 1921</p> <p>Offers financial guidance, help to live independently, help to get serving members back into the community after their service</p> <p>Provides a helping hand with the Handy van service</p> <p>Provides assisted holidays for service members, veterans and their families</p> <p>Offers help with health & rehabilitation issues</p> <p>Provides Admiral Nurses to offer practical, clinical and emotional support to families and carers of those with dementia.</p> <p>Just to name a few</p> <p>Many local residents have received support and welfare from the local RBL, which has been funded by the monies raised by the local Poppy Appeal</p>			

What are the main activities of your organization?	<p>To raise awareness of the services offered by the RBL to the local community</p> <p>To raise funds for the Poppy Appeal to be spent on the welfare and support of local people.</p> <p>Provide support to the local Dementia Veterans group</p> <p>Through the School Affiliation programme we ensure that the younger generation do not forget the past & continue to commemorate remembrance of those who gave their lives so that we can live ours.</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?	NO
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?	NO
If application is from an education, health or social service establishment – do you work in partnership with other groups?	NO
If application is from an education, health or social service establishment – is project in addition to statutory services?	NO

2. Your project

Project	Start Date	26 / 10 / 2019
	Finish Date	26 / 10 / 2019
	Total Cost	£ 300
	Grant Applied For	£ 300

Project title:	Saltash & District Royal British Legion Festival of Remembrance
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<p>Description of project (please continue on a separate sheet if necessary):</p>	<p>The Annual Festival of Remembrance event launches the 2019/20 Poppy Appeal for the Saltash & District area and will commemorate all the various anniversaries ie D Day, Signing of the Treaty of Versailles, etc which have occurred during 2019 /2020. The Concert part will be provided by all local groups - RWindband, St Stephens Primary School Choir, and the Burraton Male Voice Choir and the Remembrance part includes the Parade of Standards from RBL branches from Devon and Cornwall, Other groups and cadets from Saltash & the surrounding area with a blessing by the Branch chaplain. It will engage local residents and dignitaries both young and old within the community as they come together to remember and celebrate those who gave their lives for town & Country. We do hope that you will support us by helping us to fund this event</p>
<p>Where will the project/activity take place?</p>	<p>Wesley Methodist Church Callington Road 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 Festival of Remembrance launches the Poppy Appeal within the Saltash & District area. The more money raised within the area, the more people can benefit, where it is equipment to help mobility such as a Mobility Scooter recently issued to a WReN, or a holiday for a Veteran's family in need, or to assist with maintenance work from the Handy Van service</p>
<p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p>	<p>This is an annual event, where the community gets together to remember and to start the Poppy Appeal fortnight.</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>This year we are fortunate that all the musical groups participating in the Festival are waiving their normal fees. This is saving the event nearly £400 this year.</p>

<p>How will the project be managed and how will you measure its success?</p>	<p>The Festival of Remembrance will be advertised throughout Devon & Cornwall via local press and social media. Invites will be sent out to the other branches within Cornwall to take part, youth groups, schools and all cadet units will be invited to take part. Tickets will be on sale from a month before and banners will be put up throughout the town. A raffle will take place during the event, and there will also be merchandise available.</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>A month before - advertising, banners and tickets go on sale The festival occurs on 26th October. The Poppy Appeal is launched at this event and continues for a further 12 months until next year's event</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>Risk assessments of the church have been provided I have previously be DBS checked and was a Health & Safety Administrator so fully aware of the safeguarding issues. The children will be accompanied by their teachers.</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>£75 estimated costs of banners & advertising £50 estimated costs for programmes & tickets £160 for cost of hiring the church £15 on sundries total of £300</p>
<p>How will you promote STC once application and project are complete?</p>	<p>all musical groups have waived their fees this year Saltash Town Council will be acknowledged on the banners and in the programmes as being funded by the Festival Fund. A vote of thanks will also be given by the Master of Ceremonies at the end of the event. The Mayor, her consort, and members of the STC will be invited to attend</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)
Donations for the Raffle are provided by local businesses within the town. Local Shops advertise by putting up posters for the event The musical groups have agreed to provide their services this year by waiving their fees			
We are seeking the grant solely from the Saltash Festival Funds, however as this event will be promoted throughout the County, it will highlight Saltash Town Council's participation with this annual event.			

Please confirm the bank account your project is using is in the project's name/organization name

4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organization's most recent bank statements (mandatory)	✓
Copies of all relevant Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	✓

A letter head showing the organization's address and contact details	 Cover letter & Business Card
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)	We have the Royal Charter available online
A copy of your organization's latest set of accounting statements (if any exist)	
Copies of any letters of support for your project	N/A
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	Copy of programme and poster
Other (please list)	

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

The Royal Charter can be found:
<https://www.britishlegion.org.uk/quick-links/the-royal-charter>

The document is too large to enclose

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):	CAROLANN PABST		
Position(s):	SOCIAL & PR SECRETARY - SALTASH BRANCH		
Date:	26TH JUNE 2019		

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	

Appendix 2

Definition of Voluntary / Community Organisation

For the purposes of Saltash Town Council's Community Grants Scheme, a voluntary or community organisation is:

1. **Formal.** It has a formally-constituted character (excludes informal groups, households, families and friends) and may be a company limited by guarantee, a housing association, an unincorporated association, a friendly society, etc.
2. **Private.** It is not a part of government, established by statute or royal charter, or under a substantial degree of executive control by government (excludes universities and non-department public bodies); it may include consortia composed of local authorities and others (e.g. local regeneration and development bodies), if the consortium is formally constituted and, at the very least, given a name.
3. **Self-governing.** It has its own decision-making system and usually a formal constitution with procedures for accountability to independent trustees or its own members or constituents (e.g., excludes any so-called "self-help groups" which are in fact directly run by clinicians)
4. **Non-profit-making and distributing.** It does not distribute any surpluses to owners or members but spends them on serving its basic purpose (excludes commercial concerns but includes organisations which charge users or the public for services, undertake contracts for statutory bodies or operate commercial subsidiaries which trade and transfer profits to parent organisations)
5. **Non-political.** It is not engaged in supporting candidates for political office (excludes political parties but includes campaigning and pressure groups, even though they are not eligible for charitable status e.g. Greenpeace, Child Poverty Action Group)
6. **Voluntary.** It has an element of involvement of volunteers (some voluntary and community organisations appear to be entirely reliant on paid staff; however, their trustees or committee members are, in fact, their only volunteers).

While this definition applies to formal organisations (those with constitutions or rules and which probably are registered with the Charity Commission, local authority or intermediary bodies, etc.), less-formal groups based in neighbourhoods or local communities are not necessarily excluded.

Appendix 3

Application scoring matrix

Key Priority Areas

Grants may be given for projects that fit into one or more of the following areas:

1	The promotion of tourism and leisure for both residents and visitors to the area with a community focus	
2	Supporting local safety campaigns	
3	Benefit health and wellbeing	
4	Promote pride in the community	
5	Highlight important local issues/history/culture to local residents and students	
6	Promote a sport - related initiative or event	
7	Increases visitors to Saltash and improves the local economy	
8	Promotes environmental issues which improve the local area	
9	Financial management and attempts to generate matched funding	
	Total	

Scoring:

- 0 Does not meet criteria
- 1 Partially meets criteria
- 2 Meets criteria

Applications must score a minimum of SIX to be eligible to receive grant funding.

LLOYDS BANK

Your account statement
 Statement sheet number: 13
 Issue date: 31 May 2019
 Page: 1 of 3

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ROYAL BRITISH LEGION SALTASH

Write to us at:
 PO Box 1000
 Andover
 BX1 1LT

Call us on: 0345 072 5555 (from UK)
 +44 1733 347338 (from Overseas)
 Visit us online: www.lloydsbank.com



TREASURERS ACCOUNT
 RYL BRIT LEGION SALTASH -

Account Summary

Balance On 30 April 2019	£1,665.59
Total Paid In	£464.00
Total Paid Out	£110.84
Balance On 30 May 2019	£2,018.75

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
30 Apr 19		BALANCE BROUGHT FORWARD			1,665.59
10 May 19	Deposit	500074		93.00	1,758.59
13 May 19	Cheque	001054	97.89		1,660.70
14 May 19	Cheque	001053	12.95		1,647.75
16 May 19	Deposit	500075		255.50*	1,953.25
17 May 19	Faster Payment	SALTASH TOWN C C WREATH RP4679963035200900 205040 10 17MAY19 15:13		25.00	1,978.25
20 May 19	Bank Giro Credit	THE ROYAL BRITISH BR2274 BDJAN-MAR19		14.00	1,992.25
30 May 19	Deposit	500076		26.50	2,018.75
30 May 19		BALANCE CARRIED FORWARD			2,018.75

Important Information

Currently, when you use your Debit Card to make a payment or receive a refund, the money goes into or comes out of your account on a working day, Monday to Friday. From June 2019, this will change. Debit Card payments and refunds will come into or out of your account on any day of the week, including weekends and Bank Holidays. Please make sure you have enough available funds in your account when you make a Debit Card payment - see your account terms and conditions for more details.

Messages

Please note that only compensation related queries should be referred to the FSCS on the reverse of this statement.
 For our data privacy notice, please see: <http://www.lloydsbank.com/business/privacy.asp>

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SUMMARY OF PUBLIC/PRODUCTS LIABILITY INSURANCE

Policy No

Name of policy holder	The Royal British Legion and subsidiary companies
Date of commencement of insurance policy.	01 October 2018
Date of expiry of insurance policy.	30 September 2019
Limit of Indemnity	
Public Liability	£10,000,000 each event
Products Liability	£10,000,000 any one period of insurance

We confirm that the above numbered policy, subject to its terms conditions and exceptions will cover the insured against:

1. Legal liability to pay damages

And

2. Claim costs

In respect of

- a. Bodily Injury (other than to any Employed person)
- b. Property damage
- c. Nuisance, trespass to land or trespass to goods, or interference with any easement

Which arises in connection with the Business and which occurs during the period of insurance

For on behalf of
Royal & Sun Alliance Insurance plc

Tom Palfrey
Senior Underwriter
Commercial Risk Solutions

RSA Insurance
20 Fenchurch Street, London, EC3M 3AU
Direct: +44 (0) 207 3375321 | **Internal:** 375321
Mobile: +44 7557 663598
Email: thomas.palfrey@uk.rsagroup.com | **Web:** rsagroup.com

Notes:

Policy information regularly requested from Employing companies is noted above. Please refer to the Policy, Schedule and wording for additional information regarding the specific policy endorsements, exclusions, excesses or conditions