



# Saltash Town Council



## Grant Application Form

**APPLYING FOR:**  
(Tick one box)

Community Chest Grant

Festival Fund Grant

**DATE APPLICATION SUBMITTED:**

8 July 2019

<b>Contact Name:</b>	Robin Duff
<b>Position:</b>	Chairman Saltash United Juniors
<b>Organisation:</b>	Saltash United Juniors
<b>Contact Address:</b>	
<b>Telephone Number:</b>	
<b>E-mail:</b>	
<b>Status of Organization:</b>	FA Charter Standard Football Club
<b>Charity/Company number (if applicable)</b>	Charity No: Company No:
<b>What geographical area does your organization cover?</b>	Saltash mainly

<p><b>How long has your organization been in existence?</b></p>	<p>Since 1974</p>
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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><b>Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>?</b></p> <p>(Please list – continue on a separate sheet if necessary)</p>				
<p><b>Please list the aims and objectives of your organization</b></p>	<p>We are part of the Saltash Town Youth Council and have received funding through this organisation. In the last five years we have not specifically applied for funding from the Council.</p>			

<b>What are the main activities of your organization?</b>	WE are a football based organisation
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	Yes / No or N/A
<b>Are you part of a religious group?</b>	no
<b>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?</b>	na
<b>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?</b>	na
<b>If application is from an education, health or social service establishment – do you work in partnership with other groups?</b>	na
<b>If application is from an education, health or social service establishment – is project in addition to statutory services?</b>	na

**2. Your project**

<b>Project</b>	<b>Start Date</b>	2 / 8 / 19
	<b>Finish Date</b>	10 / 8 / 19
	<b>Total Cost</b>	£ 1,000
	<b>Grant Applied For</b>	£ 1,000

<b>Project title:</b>	Pitch and Ground Improvement project at Warfelton Fields
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<p><b>Description of project</b> (please continue on a separate sheet if necessary):</p>	<p>Please see attached.</p>
<p><b>Where will the project/activity take place?</b></p>	<p>Please see attached.</p>
<p><b>Who will benefit from the project?</b> (What groups will benefit and approximately how many people will benefit in total)</p>	<p>Please see attached.</p>
<p><b>What evidence do you have that this project is required?</b> (This might be survey work or statistical evidence)</p>	<p>Please see photographs attached.</p>
<p><b>What support have you received for this project?</b> (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)</p>	<p>Parent members of the club - players.</p>

Our bid is for £1,000 to replace one pair of the goalposts at Warfelton. These goalposts have been in place many years and are rusty, not fit for purpose and we suspect are dangerous.

We have recently been awarded a grant of £1,000 which will replace the adult posts on the bottom pitch. By having both sets replaced at the same time will result in a considerable saving.

The replacement of the posts will fit in well with the recently established landscaping at Warfelton. It will considerably improve the leisure experience of the 174 registered players with Saltash United Juniors. It will improve the area in terms of appearance and vista. The residents will benefit as will dog walkers.

The replacement goal posts have a portable element to them which means that in the Summer they can be removed. The council used to do this but this has not been the case in recent years. We plan to do this and the whole area will be enhanced with the unsightly and frankly dangerous posts being removed and new ones in place which meet safety and FA standards, but also enhancement of experience and vista in the summer with no goalposts at all.

I have enclosed photographs showing the current state of the goalposts. We have received support from Cornwall Airport for one set of goalposts of £1,000. This grant was awarded as part of the sponsorship of the Duchy League which the Cornwall Airport has initiated. The bid we made was deemed the most appropriate out of seven bids that were made. There will be considerable publicity attached to this and we can include further references to a successful outcome on this current bid

Once approval has been granted and the funds available the project to remove the posts can start immediately by the end of July 2019.

The siting of the posts will take place prior to the start of the season due August 17<sup>th</sup> but games can be deferred to the beginning of September.

The quotes are attached.

<p><b>How will the project be managed and how will you measure its success?</b></p>	<p>Securing of the good post.</p>
<p><b>Please give the timescale and key milestones for your project, including a start date and finish date.</b></p>	<p>Start Date 27/7/19          Securing of initial funding,          recording good post -          planning timescale.          Finish Date - depends on          delivery 3-4 weeks, Finish          mid August before start of lesson.</p>
<p><b>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)</b></p>	<p>We have qualified safeguarding officers.</p>

**3. How you will pay for your project.**

<p><b>What will the money be spent on?</b>          (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	
<p><b>How will you promote STC once application and project are complete?</b></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)

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

	Enclosed (please tick)
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)	

<b>A letter head showing the organization's address and contact details</b>	✓
<b>A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)</b>	✓
<b>A copy of your organization's latest set of accounting statements (if any exist)</b>	✓
<b>Copies of any letters of support for your project</b>	
<b>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</b>	
<b>Other (please list)</b>	

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.

<b>Signed:</b>			
<b>Print Name(s):</b>	ROBIN DUFF		
<b>Position(s):</b>	CHAIRMAN		
<b>Date:</b>	8/7/19.		



Saltash United Juniors Football Club



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## Club Constitution and Rules



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## Constitution and Club Rules

### 1. Name

The club shall be called **Saltash United Juniors Football Club** (the "Club")

### 2. Objects

The objects of the Club shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for its members and community participation in the same.

### 3. Status of Rules

These rules (the "Club Rules") form a binding agreement between each member of the Club.

### 4. Rules and Regulations

- (a) The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate, use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulations of The Football Association Limited ("The FA"), Cornwall County Football Association to which the Club is affiliated ("Parent County Association") and Competitions in which the Club participates, for the time being in force.
- (b) No alteration to the Club Rules shall be effective without prior written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules.
- (c) The Club will also abide by The FA's Child Protection Policies and Procedures, Codes of Conduct and the Equality Policy as shall be in place from time to time.



## 5. Club Membership

- (a) The members of the Club from time to time shall be those persons listed in the register of members (the "Membership Register") which shall be maintained by the Club Secretary.
- (b) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time. Membership shall become effective upon an applicant's name being entered in the Membership Register.
- (c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- (d) The FA and Parent County Association shall be given access to the Membership Register on demand.

## 6. Annual Membership Fee

- (a) An annual fee payable by each member shall be determined from time to time by the Club Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.
- (b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

## 7. Resignation and Expulsion

- (a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of his/her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.



## Saltash United Juniors Football Club



- (b) The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the Club for them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time.
- (c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club (the "Club Property").

### 8. Club Committee

- (a) The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer and Secretary and up to five other members, elected at an Annual General Meeting.
- (b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting ("AGM") unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairman or in their absence the Secretary. The quorum for the transaction of business of the Club Committee shall be three.
- (c) Decisions of the Club Committee of meetings shall be entered into the Minutes of the Club to be maintained by the Club Secretary.
- (d) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.
- (e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.



- (f) Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- (g) The position of a Club Officer shall be vacated if such person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

## 9. Annual and Extraordinary General Meetings

- (a) An AGM shall be held in each year to:
  - Receive a report of the activities of the Club over the previous year
  - Receive a report of the Club's finances over the previous year
  - Elect members of the Club Committee
  - Consider any other business

Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the meeting.

- (b) Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM.
- (c) An EGM may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.
- (d) The Secretary shall send to each member at their last known address written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.



- (e) The quorum for a General Meeting shall be:
- The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.
  - The Club Secretary, or in their absence a member of the Club Committee, shall enter a record of General Meetings into the Minutes of the Club.

## 10. Club Teams

- (a) At its first meeting following each AGM the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members ("Team Managers") shall be responsible for managing the affairs of the team.
- (b) Each team may determine their own design of kit, but all first kit colours must be red and black. The Club Committee must approve any variants and all kit (including away kits) must be sanctioned by the Committee before purchase.
- (c) All kit, unless otherwise specified by the donating sponsor, will belong to the Club.
- (d) All Team Managers will be responsible for their team's kit and will ensure that all players are dressed appropriately when they take to the field of play.
- (e) Where playing kit has been replaced by new, reasonable effort shall be made to recycle the old kit by donating it to worthy causes.

## 11. Club Finances

- (a) A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be the Club Chairperson, the Treasurer and the Club Secretary. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.



## Saltash United Juniors Football Club



- (b) The income and assets of the Club ("Club Property") shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.
- (c) The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.
- (d) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- (e) The Club may also in connection with the sports purposes of the Club:
- Sell and supply food, drink and related sports clothing and equipment
  - Employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present
  - Pay for reasonable hospitality for visiting teams and guests
  - Indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- (f) The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six years.
- (g) The Club shall prepare an annual "Financial Statement", in such format as shall be available from The FA from time to time. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at General Meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.





## Saltash United Juniors Football Club



- (h) The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer ("the Custodians"), who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the Minutes shall be conclusive evidence of such a decision.
- (i) The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- (j) On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, an EGM shall be convened as soon as possible to appoint another Custodian.
- (k) The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

### 12. Fund Raising

- (a) Fund raising shall be the responsibility of the whole Club Committee and shall be for the purpose of the general well being of the Club.
- (b) Team Managers may, at their discretion, raise funds for individual team requirements. Success or failure of these fund raising events will be the responsibility of the Team Manager with no redress on the Club.
- (c) Team Managers, or a designated person, may hold an individual team's money in a separate bank account under the name of Saltash United Juniors FC (.....). The person(s) responsible for such accounts must retain receipts for all items purchased. All accounts must be provided for inspection by the Treasurer prior to the AGM each year.



## 13. Club Trophies

At the Annual Presentation Evening, awards will be presented for the following achievements:

- (a) A Club 'service' award for all players who have taken part in football matches during the preceding season.
- (b) For each individual Team, awards for the Most Improved Player, Managers Player, Team Player and Players Player.
- (c) A Golden Boot award will be presented to the player throughout all age groups who has scored the most goals for his / her team during the preceding season.
- (d) Manager of the Year and Chairman's Award.

## 14. Discipline

- (a) All Club Members, Team Managers, Assistants and Committee Members are obliged to abide by Club rules and regulations, as defined in this document, at all times.
- (b) All Club Members, Team Managers, Assistants and Committee Members must conduct themselves in compliance with the spirit and guidelines of the FA Respect campaign at all times.
- (c) In addition, Team Managers, Assistants and Committee Members should endeavour to ensure that all parents and spectators associated with Saltash United Juniors FC teams also conduct themselves within the scope of the FA Respect scheme.
- (d) Any breaches of discipline should be reported to the Club Committee and will be dealt with on a case by case basis. Action against any person associated with Saltash United Juniors FC will be decided upon by the Committee.
- (e) Appeals against any disciplinary action deemed necessary by the Committee, may be made through the Complaints procedure.
- (f) Concerning league disciplinary matters, fines for disciplinary offences will be paid in the first instance by the Club. This money is to be repaid to the Club by the individual(s) concerned within 14 days. Failure to comply within the permitted time will result in the player being suspended from team fixtures until payment is received.



**15. Competitions**

- (a) The Club will pay entry fees for competitions entered under the auspices of the Devon Junior & Minor League ("DJM") or the Cornwall County Football Association ("CCFA").
- (b) For any other competitions, entry fees will be paid by the individual team involved, unless decided otherwise by the Club Committee.

**16. Dissolution**

- (a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.
- (b) The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- (c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another Club, a Competition, the Parent County Association or The FA for use by them for related community sports. Alternatively, such assets may be disposed of in such other manner as the members of the Club determine, subject to the consent of the Parent Association.

This document defines the Constitution and Club Rules of the Saltash United Juniors Football Club and is verified as accepted by the Club Committee.

Signed: ..... Date: 8<sup>th</sup> June 2010  
Peter Jones, SUJFC Chairman

Signed: ..... Date: 8<sup>th</sup> June 2010  
Andy Kelly, SUJFC Secretary