



# Saltash Town Council



## Grant Application Form

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

Community Chest

Grant

Festival Fund  
Grant

**DATE APPLICATION SUBMITTED:**

<b>Contact Name:</b>	Jon Foster
<b>Position:</b>	Volunteer Ranger, Coombe Wood, South Ward
<b>Organisation:</b>	Coombe Wood Regeneration Project
<b>Contact Address:</b>	
<b>Telephone Number:</b>	
<b>E-mail:</b>	
<b>Status of Organization:</b>	Ranger
<b>Charity/Company number (if applicable)</b>	Charity No: N/A Company No: N/A
<b>What geographical area does your organization cover?</b>	The Coombe Wood area belonging to Cornwall Council from St Stephen's Road to the Tamar river.

<p><b>How long has your organization been in existence?</b></p>	<p>I have been working to regenerate the woods for <del>seven</del> <b>EIGHT</b> years.</p>
---	---

**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>	NO			
<p><b>Please list the aims and objectives of your organization</b></p>	<p>I spend all my spare time in the woods tidying it up, clearing undergrowth etc to make it accessible for all to enjoy. I regularly invite local Primary Schools to come to the woods to help plant bulbs etc for the next year.</p> <p>I also sow wild flower seeds that are native to Cornwall. I coppice where necessary and build Cornish hedges. I also fold hazel to make live hedges to accommodate the wildlife.</p>			

<b>What are the main activities of your organization?</b>	<p>To make Coombe Wood a place of beauty to encourage more wildlife and people to use this area of woods that has been unusable for many years.</p> <p>I use the work within the woods for health reasons to stave off depression. I would like at some point to extend this voluntary work to other people in my position, to help them with their mental health issues too.</p>
---	---

	Yes / No or N/A
Are you part of a religious group?	N
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?	
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?	
If application is from an education, health or social service establishment – do you work in partnership with other groups?	
If application is from an education, health or social service establishment – is project in addition to statutory services?	

## 2. Your project

<b>Project</b>	<b>Start Date</b>	ASAP / /
	<b>Finish Date</b>	ASAP / /
	<b>Total Cost</b>	£ 502.19
	<b>Grant Applied For</b>	£ 502.19

<b>Project title:</b>	Wildlife information boards to sit alongside the path in Coombe Woods to inform visitors and school children who come to help as part of their enrichment programmes at the local Primary Schools.
-----------------------	--

<p><b>Description of project</b> (please continue on a separate sheet if necessary):</p>	<p>I have collated information on the wildlife I have witnessed at the woods to use for detailed boards to mark the woods, so that people can find out more about the flora and fauna there. I have also collated the bird species and amphibious species.</p>
<p><b>Where will the project/activity take place?</b></p>	<p>The information has all been processed and ready to go to be set into artwork by the printers.</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>Any one walking in Coombe Wood would benefit as well as all the school groups and Guiding/Scout groups who come to the woods to help.</p>
<p><b>What evidence do you have that this project is required?</b> (This might be survey work or statistical evidence)</p>	<p>The more the wood is cleared, the more there is for people to see. It would be great for them to be able to enjoy the setting more fully with this additional information. There are also parts of the woods which are left wild.</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>The surrounding neighbours are very complimentary about the changes to the woods since I have been working down there. The changes have been very dramatic. The interest means that I have a FB page now to post pictures and this gathers interest too from the wider community. I have 102 people on the Coombe Woods Regeneration page.</p>

<p><b>How will the project be managed and how will you measure its success?</b></p>	<p>I will manage the process with help from my wife. The success will be measured in the boards being set into place. I will do this work myself. We can then share them on FB to inform people.</p>
<p><b>Please give the timescale and key milestones for your project, including a start date and finish date.</b></p>	<p>I hope to start the project as soon as funding is available and complete within a couple of weeks.</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>I adhere to all regulations set out by Cornwall Council and Saltash Town Council.</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>This grant would pay for the boards to be made. I would be doing all the work putting them in place free of charge.</p>
<p><b>How will you promote STC once application and project are complete?</b></p>	<p>I will be able to thank STC for funding on the boards themselves, including the STC logo if the council allows. I can then also post my thanks on social media on the FB page and circulated to community pages.</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:**

As an individual, funding is very hard to come by. I do not have the expertise to set up an organisation.

<b>Organization</b>	<b>Contribution Sought (£)</b>	<b>Applied (please tick as appropriate)</b>	<b>Granted (please tick as appropriate)</b>

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

**4. Further information enclosed Checklist.**

	<b>Enclosed (please tick)</b>
<b>A copy of your organization's most recent bank statements (mandatory)</b>	None
<b>Copies of all <u>relevant</u> Employer's, Building &amp; Public Liability Insurance Certificates &amp; Title Deeds if appropriate (mandatory)</b>	None

<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>	None
<b>Other (please list)</b>	

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

I do not have an organisation set up as stated above. I therefore do not have a constitution or bank accounts but I do have receipts of money spent in the woods out of my own pocket.

I do not have letters to support my project. It is all word of mouth and social media and the enjoyment it gives people that spurs me on.

If this bid is successful I am quite happy to submit the invoice for works to the Guildhall for payment rather than paying the money into my bank account.

**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>	Jonathan George Foster		
<b>Position(s):</b>	Ranger for Coombe Woods		
<b>Date:</b>	8-10-2019		



Applicants should refer to the Privacy Notice on the Town Council Website [www.saltash.gov.uk](http://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](mailto:enquiries@saltash.gov.uk)

**OFFICE USE ONLY:**

<b>Date received</b>	
<b>Received by:</b>	
<b>Application Reference:</b>	
<b>Date to P&amp;R Chairman/Vice Chairman</b>	
<b>Approved to go to Committee</b>	
<b>Committee Date</b>	
<b>Decision/Minute number</b>	
<b>Amount awarded</b>	
<b>Application refused by P&amp;R Chairman or refused by Committee</b>	
<b>Appeal notice issued</b>	
<b>Appeal received</b>	
<b>Approved for Committee</b>	
<b>Decision/Minute number</b>	

