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Saltash Town Council



Grant Application Form

APPLYING FOR:
(Tick one box)

Community Chest Grant

Festival Fund Grant

DATE APPLICATION SUBMITTED:

Contact Name:	Steve Morley
Position:	Treasurer
Organisation:	
Contact Address:	
Telephone Number:	
E-mail:	
Status of Organization:	Constituted not-for-profit event committee
Charity/Company number (if applicable)	Charity No: Company No:
What geographical area does your organization cover?	Saltash

How long has your organization been in existence?	3 years (2019 will be year 4)
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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 <u>5 Years</u> ? (Please list – continue on a separate sheet if necessary)	2018	Kalan Gwav 2018	£1500	Y
	2017	Kalan Gwav 2017	£1000	Y
	2016	Kalan Gwav 2016	£1000	Y
Please list the aims and objectives of your organization	The aims, as stated in our Constitution, are: <ul style="list-style-type: none"> • To bring Saltash and surrounding areas together • To host a safe firework display for the enjoyment of the community • To celebrate Cornish culture and re-establish an ancient Celtic festival • To develop apple orchards and apple products in Saltash • To foster creativity through arts and music • To support local groups and facilitate fundraising opportunities for them • To foster cohesion among volunteers organising festivals in Saltash 			

What are the main activities of your organization?	<p>Running a successful Kalan Gwav event, providing a platform for community groups, charities, and local businesses to market themselves, sell their products and raise funds.</p> <p>Providing a safe firework display local to Saltash.</p> <p>Providing an event that benefits community cohesion, and enhance the community</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	2 / 11 / 2019
	Finish Date	2 / 11 / 2019
	Total Cost	£
	Grant Applied For	£

Project title:	Essa Kalan Gwav 2019
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<p>Description of project (please continue on a separate sheet if necessary):</p>	<p>Free community event held at Warfelton, celebrating the Celtic festival of the first day of winter. Events include: a scarecrow competitio, a bake-off, a Wassail, musical performances, and a firework display. All of these events are free to the public. We estimate that over 2,000 people attended in 2018, despite heavy rain. The event has also led to the planting of apple trees in Tincombe, the composition of a Wassail song for Saltash, dance workshops for primary school children, and a booklet that celebrates the Saltash community and our Celtic heritage. The event is organised by volunteers who have been fundraising with stalls at other events, raffles, and race nights</p>
<p>Where will the project/activity take place?</p>	<p>Warfleton Field, Saltash</p>

<p>Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)</p>	<p>Local residents (approx. 4,000 in 2017 and 2,000 in 2018) Local charities (about 10 - one raised over £400 on their stall!) Local businesses (about 20)</p>
<p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p>	<p>Kalan Gwav exists to fill the voice by not having a regular Fireworks event in Saltash in November, as well as to have a community event in the Autum. It has proved very popular with the fireworks, particularly behind a big draw for the crowds bringing thr community together.</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>In 2018 we raised £2444 (plus the £1500 from STC) through fundraising activities and sourcing sponsorship this has continued through 2019 and we hope to surpass the amount we have previoully raised. So far in 2019 we have held two fund raising race nights, as well as held fundraising stalls at both the Saltash May Fair and Saltash Regatta.</p>

<p>How will the project be managed and how will you measure its success?</p>	<p>The event is managed by a volunteer committee, with the support of Diverse Events CIC. Attendance and the sense of community achieved by such events is how the success of the event will be measured.</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>The event will take place on the afternoon and evening of the 2nd of November 2019</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>A full event management plan and risk assessments are produced by Diverse Events CIC to ensure the event is safe for all, including children, young people, and vulnerable people.</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>Please see attached</p>
<p>How will you promote STC once application and project are complete?</p>	<p>STC will be promoted in all Social Media advertising as a sponsor. Any editorial we achieve after a successful funding bid will also include thanks to STC</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)
Saltash Kalan Gwav Fundraising	£1,000.00	✓	✓
Saltash Town Council Festivals Fund	£1,500.00	✓	
Various Sponsors	£1,250.00	✓	£1000 pledged so far
Event income	£1,250.00	✓	Currently at £800

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 <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	Insurance is being renewed. £5mil PLI and £10mil ELI will be in place

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	STC were thanked post event on social media and in local press
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:	S. MORLEY		
Print Name(s):	Steve Morley	<i>STEVE MORLEY</i>	
Position(s):	Treasurer		
Date:	24-8-2019		

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	

