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Saltash Town Council



Grant Application Form

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

DATE APPLICATION SUBMITTED: 17th February 2020

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

How long has your organization been in existence?	Branch is 99 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)	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	Yes
	2019	Festival of Remembrance	£300.00	Yes
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>			

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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	24 / 10 / 2020
	Finish Date	24 / 10 / 2020
	Total Cost	£ 550
	Grant Applied For	£ 550

Project title:	Saltash & District Royal British Legion Festival of Remembrance 2020
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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 2020/21 Poppy Appeal for the Saltash & District area and will commemorate all the various anniversaries ie/VJ Day, etc which will have occurred during 2020 The Concert part will be provided by all local groups: Saltash Town Band, either the Brunel School Choir or St Stephens Primary School Choir, and the Burraton Male Voice Choir and the service 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, whether it is equipment to help mobility, white and brown goods for severe welfare cases and/or assistance with funerals for veterans in financial difficulties, e.g over £14,000 was spent in Saltash & District in only one quarter of 2019 This is what the Poppy Appeal raises funds for.</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 two of the musical groups participating in the Festival are waiving their normal fees. The booking form for Saltash Town Band indicates their fee is £250. I am not sure at this stage whether they will waive this, but need to include the cost in this application.</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 24th 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 £154.50 for cost of hiring the Church £250 for Saltash Town Band £20.50 on sundries total of £550 (2 musical groups have waived their fees this year)</p>
<p>How will you promote STC once application and project are complete?</p>	<p>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, their 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 Two 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	
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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 relevant Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	✓

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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 from 2019
Other (please list)	

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

<p>The Royal Charter can be found: https://www.britishlegion.org.uk/quick-links/the-royal-charter</p> <p>The document is too large to enclose</p>
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