



# Saltash Town Council



## Grant Application Form

APPLYING FOR:  
(Tick one box)

Community Chest Grant

Festival Fund Grant

DATE APPLICATION SUBMITTED:

03-08-2020

Contact Name:	
Position:	RANGER
Organisation:	COOMBE WOODS REGENERATION PROJECT
Contact Address:	
Telephone Number:	
E-mail:	
Status of Organization:	NONE PROFIT
Charity/Company number (if applicable)	Charity No: NONE Company No:
What geographical area does your organization cover?	SALTASH

## 11. Automatic Refusal

An application will automatically be refused with no appeal rights if it is an application for the same or is similar to a previously refused application.

## 12. Appeals Procedure

- a. The Appeals Procedure is only available to applicants at the initial stages of the process whereby an officer has issued an "Officer Refusal Notice". The applicant has 30 days from the date of the "Officer Refusal Notice" to apply for an appeal to the decision, irrespective of when the applicant receives the Notice (which may be via email or in the post).
- b. To appeal, the applicant needs to do any of the following:
  - i. answer and justify any observations made to the satisfaction of the officer
  - ii. provide information which is required by the officer
  - iii. put forward a strong case for an officer to re-view the decision taken
  - iv. give further clarification on how the application meets the normal qualifying criteria
- c. An officer will take any appeal requests deemed valid to the committee Chairman/Vice Chairman to obtain approval to progress the application to committee or to refuse the appeal.
- d. Applicants, who are appealing under 11b, must make sure they correctly justify why their project does meet the normal criteria and does not conflict with any of the Town Council's strategies.

Appendix 1: Grant Application Form

Appendix 2: Definition of a Voluntary Community Organisation

Appendix 3: Application scoring matrix

How long has your organization been in existence?	10 years. ONGOING
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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>Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>?</p> <p>(Please list – continue on a separate sheet if necessary)</p>				
	2019	COOMBE WOODS REGENERATION PROJECT	£520	YES
Please list the aims and objectives of your organization	<p>To Keep Coombe woods clean, tidy and manage the Woodland and ground space. To maintain pathways and give as much information to the public as possible</p>			

What are the main activities of your organization?	Cutting back growth from pathways ie Brambles, fallen trees, ivy etc. To coppice trees where needed. Assist nature to grow with help in planting new trees. putting up Bird Boxes, Bat Boxes and owl Boxes.
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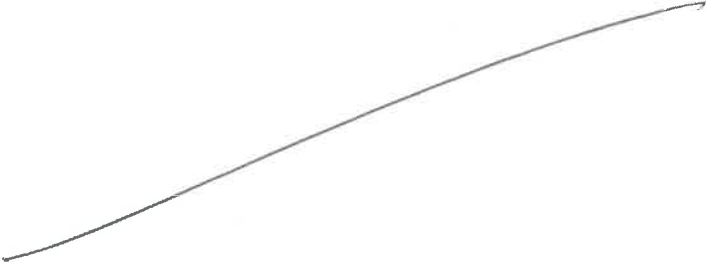
	Yes / No or N/A
Are you part of a religious group?	NO
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	
If application is for a School – Is, it for anything other than environmental purposes or 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

Project To Have 3 maps of the pathways of Cooke woods	Start Date	ASAP /
	Finish Date	ASAP /
	Total Cost	£ 600 - 00
	Grant Applied For	£ 600 - 00

Project title:	PATHWAY MAPS
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<p><b>Description of project</b> (please continue on a separate sheet if necessary):</p>	<p>To place 3 maps at 3 separate entrances of Coombe woods</p>
<p><b>Where will the project/activity take place?</b></p>	<p>Coombe Woods. entrance at Coombe ROAD. Trelawney ROAD PROUSE RISE.</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>The public who use coombe woods. The people of SALTASH AND Surrounding area's.</p>
<p><b>What evidence do you have that this project is required?</b> (This might be survey work or statistical evidence)</p>	<p>A Verbal survey of the public useing Coombe Woods. ie people asking me where the Pathways go</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 public who use the Woods support this Project. and would consider the Maps an asset to help them.</p>

<p>How will the project be managed and how will you measure its success?</p>	<p>It will be managed by myself, Success will be managed by the Response of the public</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>The date to start depends on when or if the Project get Funding. It will take me approx 1 day for each map to erect.</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>	

### 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>3 pathway maps 6 x 6 x 1 inch Tonalised Timber Boards.</p>
<p>How will you promote STC once application and project are complete?</p>	<p>I always promote Sattlast Town Council with word of mouth</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)
	NONE		

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

	Enclosed (please tick)
A copy of your organization's most recent bank statements (mandatory)	LIONS CLUB of SALTASH.
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	Covered by Cornwall County Council

<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>	Very Successful.
<b>Other (please list)</b>	Saltash Town Council was promoted by the success of the last project on Facebook and word of mouth

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

I am an individual and usually self fund. I have not got a bank account or any of the other things you require. The last grant I received was paid to the Saltash Lions who then paid Southwest Signs Directly. Then passed on any receipts. This will be the same again.



**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>			
<b>Position(s):</b>	RANGER.		
<b>Date:</b>			

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

<b>OFFICE USE ONLY:</b>	
<b>Date received</b>	10th August 2020
<b>Received by:</b>	N Symons
<b>Application Reference:</b>	CC 242
<b>Date to P&amp;R Chairman/Vice Chairman</b>	18th August 2020
<b>Approved to go to Committee</b>	19th August 2020
<b>Committee Date</b>	8th September 2020
<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>	



Getting your business noticed

Unit 11, Saltash Business Park, Forge Lane, Saltash  
Cornwall PL12 6LX  
Telephone: 01752 847713  
Email: [info@southwestsigns.co.uk](mailto:info@southwestsigns.co.uk)

8th July 2020

Dear John.

Please find below quotation as requested.

Item	Description	Qty	Unit cost	Total
1	Graphic design/artwork costs	1	400.00	£ 400.00
2	To supply only 760 x 395mm clear 5mm acrylic panel with flame polished edges all round and applied printed vinyl graphic	3	52.50	£ 157.50

All prices plus VAT. Prices are valid for four weeks from date of quotation. Full terms and conditions are available on request. If you require any further information please don't hesitate to contact me.

Yours Sincerely

Adrian Holroyd  
South West Signs Limited

