



Saltash Town Council



Grant Application Form

APPLYING FOR:
(Tick one box)

Community Chest

Grant

Festival Fund Grant

DATE APPLICATION SUBMITTED:

17/08/2020

| | |
|--|---------------------------------|
| Contact Name: | |
| Position: | CHAIRMAN |
| Organisation: | SALTASH RUGBY FOOTBALL CLUB. |
| Contact Address: | |
| Telephone Number: | |
| E-mail: | |
| Status of Organization: | Sports club. |
| Charity/Company number (if applicable) | Charity No: Company No: N/A. |
| What geographical area does your organization cover? | SALTASH AND SURROUNDING AREA. |

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| How long has your organization been in existence? | 50 YEARS. FORMED IN 1969. |
|---|------------------------------|

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 5 Years?</p> <p>(Please list – continue on a separate sheet if necessary)</p> | JULY 2018 | PORTABLE FLOOD-LIGHTS FOR YOUTH SECTION | £1,000 | Y |
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| <p>Please list the aims and objectives of your organization</p> | <p>To promote the game of Rugby Union by providing the facilities and expertise in a safe and enjoyable environment. Making the sport available to our local community regardless of race or gender and encouraging its core values.</p> | | | |

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| What are the main activities of your organization? | <p>Providing the opportunity for all ages and genders to participate and enjoy the game of Rugby Union.</p> <p>We currently run three senior teams and eleven youth teams from U7's to Colts.</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? | N/A |
| 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? | N/A |
| If application is from an education, health or social service establishment – do you work in partnership with other groups? | N/A |
| If application is from an education, health or social service establishment – is project in addition to statutory services? | N/A |

2. Your project

| | | |
|---------|-------------------|-------------------|
| Project | Start Date | 21 / 09 / 2020 |
| | Finish Date | 31 / 10 / 2020 |
| | Total Cost | £ 5,286.00 EX VAT |
| | Grant Applied For | £ 1,000.00 |

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|----------------|------------------------------|
| Project title: | CHANGING ROOM FLOORS REFURB. |
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| <p>Description of project (please continue on a separate sheet if necessary):</p> | <p>REMOVE EXISTING PAINT SURFACE AND CLEAN. APPLY A 6mm POLYURETHANE RESIN TO ALL FLOOR SURFACES. PLEASE SEE ATTACHED QUOTE</p> |
| <p>Where will the project/activity take place?</p> | <p>SALTASH R.F.C. MOORLANDS LANE SALTASH PL12 4HJ</p> |

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|---|---|
| <p>Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)</p> | <p>THE MEMBERS OF SALTASH R.F.C SENIOR + YOUTH SECTIONS: TOTAL: 300 APPROX. THE MEMBERS OF THE TAMAR TROTTERS RUNNING CLUB: TOTAL: 200 APPROX.</p> |
| <p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p> | <p>THE EVIDENCE IS PLAIN TO SEE IN THE CONDITION OF THE FLOOR. THE CURRENT PAINTED SURFACE IS WEARING OUT AND IS FLAKING BADLY, PARTICULARLY IN THE SHOWERS. THIS IS CLOGGING DRAINS AND AFFECTING HYGIENE.</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>DISCUSSIONS WITH OUR AREA R.F.U. FACILITIES MANAGER HAVE PROVIDED SUPPORT IN THAT IT NEEDS TO BE DONE. CLUB SPONSORS ARE ALSO IN FULL SUPPORT.</p> |

Our Ref: SE/Q/6364.1
7th August 2020

Re: Changing rooms & shower areas

We thank you for your enquiry regarding the above works and further to our visit to site, we have pleasure in submitting our quotation.

We trust that our quotation is of interest to you and hope that we may be of service to you on this project.

Yours sincerely

Surface Systems Limited
Unit 4 The Stables
Ford Road
Totnes Industrial Estate
Totnes, Devon
TQ9 5LE
T 01803 868680
Email: enquiries@surfacesystems.co.uk



Registered in England: 03298450
Registered office: Unit 4 The Stables, Ford Road, Totnes,
Devon, TQ9 5LE
VAT Number: GB 823 8586 02

- Areas to be free of all other trades and equipment during our laying and curing programme.
- During the curing period the area must be kept dry.
Surface Systems Ltd accept no responsibility for damage/staining to the surface caused by water ingress during the curing of the resin floor.

We have assumed that the following attendances will be made available to us free of charge:

- Overhead lighting to an acceptable standard (350 lux)
- 240V/110V 32 amp (minimum 4No.) & 415V 63/32 amp 5 Pin power socket to the workface. (Extra for providing a 415V Generator - **£75.00 Per Day**).
- Water.
- A place to dispose of waste. (Extra for providing a general waste skip - **£375/skip**).
- All dust sensitive work areas and equipment to be screened off or covered prior to our arrival and any necessary safety barriers installed. Fire alarm sensors within the working area to be isolated.
- A secure, dry storage/mixing area adjacent to the work area.
- A minimum ambient temperature of 18 degrees centigrade to be maintained in the work/storage area during storage, laying and curing.
- Use of normal welfare facilities.
- Parking for vehicles close to the working area.
- All areas to be weatherproof.

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| <p>How will the project be managed and how will you measure its success?</p> | <p>I WILL MANAGE THE PROJECT. HOWEVER, THE COMPANY WE ARE USING HAS AN EXCELLENT TRACK RECORD IN INSTALLATION OF THIS PRODUCT AND IT'S APPLICATION. IT COMES WITH THEIR OWN COMPANY WARRANTY AND THERE IS ALSO A MANUFACTURERS GUARANTEE.</p> |
| <p>Please give the timescale and key milestones for your project, including a start date and finish date.</p> | <p>15/09/2020 - ALL FUNDING TO BE IN PLACE. 21/30/09/2020 - COMMENCE WORK, DEPENDANT ON CONTRACTOR AVAILABILITY. 31/10/2020 - COMPLETION</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>ALTHOUGH THIS PROJECT DOES NOT DIRECTLY INVOLVE OUR YOUTH MEMBERS WE DO HAVE A FULL SAFEGUARDING TEAM, ALL P.F.U. TRAINED. ALL OUR COACHES/MANAGERS ARE DBS CLEARED AND ALL HOLD THE RELEVANT QUALIFICATIONS FOR COACHING CHILDREN.</p> |

3. How you will pay for your project.

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| <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>THE GRANT FROM STC WOULD BE USED IN PART PAYMENT OF THE TOTAL AMOUNT £5,286.00</p> |
| <p>How will you promote STC once application and project are complete?</p> | <p>AS IN THE PAST WE WILL PROMOTE STC IN OUR CLUB LITERATURE E.G. MATCH PROGRAMMES, FIXTURE BOOKLET, LOCAL PRESS AND CONTINUE TO INVITE LOCAL COUNCILLORS TO OUR KEY EVENTS.</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) |
|--|-------------------------|--------------------------------------|--------------------------------------|
| COLN WALL COUNTY COUNCIL COMMUNITY CHEST | £1,200.00 | ✓ | |
| ENGLAND RUGBY "RUGBY FORCE" SCHEME | £500.00 | | ✓ |
| TAMAR TROTTERS RUNNING CLUB | £1,200.00 | | ✓ |
| | | | |
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| 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 | ✓ |
| 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 | 2018- PORTABLE FLOOD LIGHTS. MAYOR INVITED TO "SWITCH ON" |
| Other (please list) | STC INCLUDED IN CLUB LITERATURE. |

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

ALL SUPPORT NOT IN THE FORM OF AN APPLICATION ARE ALL VERBAL AT THIS STAGE AND ARE ASSURED.

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: | | | |
| Print Name(s): | | | |
| Position(s): | CHAIRMAN | | |
| Date: | 17/08/2020 | | |

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 | 17/8/20 |
| Received by: | D. JOYCE |
| Application Reference: | CC 243 |
| Date to P&R Chairman/Vice Chairman | 18/8/20 |
| Approved to go to Committee | |
| Committee Date | 8/9/20 |
| 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 | |

Appendix 3

Application scoring matrix

Key Priority Areas

Grants may be given for projects that fit into one or more of the following areas:

| | | |
|--------------|---|--|
| 1 | The promotion of tourism and leisure for both residents and visitors to the area with a community focus | |
| 2 | Supporting local safety campaigns | |
| 3 | Benefit health and wellbeing | |
| 4 | Promote pride in the community | |
| 5 | Highlight important local issues/history/culture to local residents and students | |
| 6 | Promote a sport - related initiative or event | |
| 7 | Increases visitors to Saltash and improves the local economy | |
| 8 | Promotes environmental issues which improve the local area | |
| 9 | Financial management and attempts to generate matched funding | |
| Total | | |

Scoring:

- 0 Does not meet criteria
- 1 Partially meets criteria
- 2 Meets criteria

Applications must score a minimum of SIX to be eligible to receive grant funding.