



# Saltash Town Council



## Grant Application Form

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

Community Chest Grant

Festival Fund Grant

**DATE APPLICATION SUBMITTED:**

27th November 2020

<b>Contact Name:</b>	
<b>Position:</b>	SECRETARY
<b>Organisation:</b>	BRIDGE VIEW QUILTERS
<b>Contact Address:</b>	
<b>Telephone Number:</b>	
<b>E-mail:</b>	
<b>Status of Organization:</b>	SELF-FUNDING AND SELF-GOVERNING
<b>Charity/Company number (if applicable)</b>	Charity No: Company No: N/A
<b>What geographical area does your organization cover?</b>	SALTASH AND SURROUNDING AREAS

<p><b>How long has your organization been in existence?</b></p>	<p>SINCE THE BEGINNING OF 2003 HOWEVER WE WERE FORMALLY KNOWN AS RIVERSIDE QUILTERS BUT ON THE DEATH OF OUR CHAIRPERSON _____ WE HAD TO OPEN A NEW BANK ACCOUNT, SET UP A COMMITTEE AND CHANGE OUR NAME TO BRIDGE VIEW QUILTERS ON 1ST JANUARY 2019.</p>
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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><b>Have you applied for a grant from Saltash Town Council within the last 5 Years?</b></p> <p>(Please list – continue on a separate sheet if necessary)</p>		N/A		
<p><b>Please list the aims and objectives of your organization</b></p>	<p>QUILTING AND SEWING TOGETHER AS A GROUP FOR FUN, EDUCATION AND OFFERING OUR MEMBERS THE OPPORTUNITY TO TAKE PART IN SOCIAL OPPORTUNITY I.E. EXETER QUILT FESTIVAL AND QUILT FESTIVAL AT NEC BIRMINGHAM, WHICH LETS THEM SHARE AND CONNECT WITH OTHERS WHO ARE IN A SIMILAR SITUATION. HELPING US TO NAVIGATE ALL THE CHANGES THAT COME WITH GROWING OLDER. WE ALSO AIM TO TAKE CARE OF OUR SOCIAL WELL BEING WHICH IN TURN PROVIDES MENTAL AND PHYSICAL HEALTH BENEFITS AND ESPECIALLY CONTACT WITH LIKE MINDED FRIENDS.</p>			

What are the main activities of your organization?	<p>QUILTING AND SEWING          IN HOUSE WORKSHOPS BY MEMBERS          BI-ANNUAL EXHIBITION OF OUR WORK          SUPPORTING LOCAL CHARITIES</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

<b>Project</b>	<b>Start Date</b>	11 / 05 / 2021
	<b>Finish Date</b>	11 / 05 / 2021
	<b>Total Cost</b>	£ 840 - 00
	<b>Grant Applied For</b>	£ 500 - 00

<b>Project title:</b>	JENNIE RAYMENT QUILTING WORKSHOP
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<p><b>Description of project</b> (please continue on a separate sheet if necessary):</p>	<p>JENNIE RAYMENT IS AN INTERNATIONAL QUILTING TUTOR WHO WILL TAKE A FULL DAYS WORKSHOP TEACHING US QUILTING/ SEWING TECHNIQUES WHICH WE WILL LEARN FROM AND PROGRESS INTO OUR OWN WORK AS WE ARE NEVER TOO OLD TO LEARN</p>
<p><b>Where will the project/activity take place?</b></p>	<p>THE CORE COMMUNITY CENTRE SALTASH</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>FIRSTLY OUR GROUP OF 17 MEMBERS AGED BETWEEN 60 AND 91 yrs, THEN, SUBJECT TO ROOM, WE WILL INVITE MEMBERS OF OTHER SEWING/ QUILTING GROUPS IN SALTASH</p>
<p><b>What evidence do you have that this project is required?</b> (This might be survey work or statistical evidence)</p>	<p>AS A GROUP WE ALL HAPPILY AGREED TO INVITE HER TO EXPAND OUR KNOWLEDGE OF QUILTING/ SEWING AS WE ARE ALWAYS READY TO LEARN NEW TECHNIQUES</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>AT OUR MEETING ON 17th JANUARY 2020 OUR WORKSHOP SECRETARY SUGGESTED WE INVITE JENNIE RAYMENT TO TAKE A WORKSHOP FOR US, WITH MOST OF THE COSTS BEING COVERED BY OUR EXHIBITION IN NOVEMBER 2020. THIS WAS PASSED UNANIMOUSLY BY ALL MEMBERS, AND THEY ALSO AGREED TO COVER ANY ADDITIONAL COSTS THEMSELVES. WE ALL AGREED WE ARE NEVER TOO OLD TO LEARN.</p>

<p><b>How will the project be managed and how will you measure its success?</b></p>	<p>JENNIE RAYMENT WILL SEND US A LIST OF HER WORKSHOPS TOGETHER WITH MATERIAL REQUIREMENTS. AS A GROUP WE WILL PICK THE WORKSHOP MEMBERS WANT MOST TO LEARN.</p> <p>THE SUCCESS WILL BE MEASURED BY THE ACCEIVEMENT OF OUR MEMBERS AND BY THE HAPPY, SMILING FACES OF ALL THE SEWISTS AT THIS EVENT AND BY THE FINISHED PROJECTS.</p>
<p><b>Please give the timescale and key milestones for your project, including a start date and finish date.</b></p>	<p>11/5/21 THE DAY OF WORKSHOP</p> <p>18/5/21 ALL MEMBERS WORKING ON THEIR PROJECTS</p> <p>25/5/21 AGAIN ALL MEMBERS WORKING ON THEIR PROJECTS</p> <p>1/6/21 ALL MEMBERS SHOULD HAVE COMPLETED THEIR PROJECTS.</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>N/A</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>JENNIE RAYMENT TUITION FEES</p> <p>JENNIE RAYMENT TRAVEL, HOTEL STAY AND FOOD WILL BE COVERED BY MEMBERS.</p>
<p><b>How will you promote STC once application and project are complete?</b></p>	<p>TOWN COUNCIL MEMBERS WELCOME TO VISIT ON DAY, WE WILL BE TAKING PHOTO'S DURING THE DAY AND PUBLICISE IN LOCAL PRESS PUBLICATIONS. WE ARE HAPPY TO EXHIBIT OUR FINISHED WORK IN EITHER GUILDHALL, RAILWAY STATION OR AT THE CORE. EXPLAINING SUPPORT FROM TOWN COUNCIL</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)
	N/A		

Please confirm the bank account your project is using is in the project's name/organization name	YES
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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 <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	✓

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)	SELF-GOVERNING
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	N/A
Other (please list)	

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

ALTHOUGH WE DO NOT HAVE ANY LETTERS WE DO HAVE THE FULL SUPPORT OF ALL OUR MEMBERS FOR THIS WORKSHOP. WE ARE ALL LOOKING FORWARD TO HER COMING AND IT NOW GIVES US SOMETHING TO LOOK TOWARDS IN THE FUTURE, ESPECIALLY THE ISOLATION OUR MEMBERS HAVE EXPERIENCED DURING LOCKDOWN.

**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>	V		
<b>Position(s):</b>	SECRETARY		
<b>Date:</b>	27/11/2020		



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>	
<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>	P&F 12.01.21
<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>	

## Appendix 2

### Definition of Voluntary / Community Organisation

For the purposes of Saltash Town Council's Community Grants Scheme, a voluntary or community organisation is:

1. **Formal.** It has a formally-constituted character (excludes informal groups, households, families and friends) and may be a company limited by guarantee, a housing association, an unincorporated association, a friendly society, etc.
2. **Private.** It is not a part of government, established by statute or royal charter, or under a substantial degree of executive control by government (excludes universities and non-department public bodies); it may include consortia composed of local authorities and others (e.g. local regeneration and development bodies), if the consortium is formally constituted and, at the very least, given a name
3. **Self-governing.** It has its own decision-making system and usually a formal constitution with procedures for accountability to independent trustees or its own members or constituents (e.g., excludes any so-called "self-help groups" which are in fact directly run by clinicians)
4. **Non-profit-making and distributing.** It does not distribute any surpluses to owners or members but spends them on serving its basic purpose (excludes commercial concerns but includes organisations which charge users or the public for services, undertake contracts for statutory bodies or operate commercial subsidiaries which trade and transfer profits to parent organisations)
5. **Non-political.** It is not engaged in supporting candidates for political office (excludes political parties but includes campaigning and pressure groups, even though they are not eligible for charitable status e.g. Greenpeace, Child Poverty Action Group)
6. **Voluntary.** It has an element of involvement of volunteers (some voluntary and community organisations appear to be entirely reliant on paid staff; however, their trustees or committee members are, in fact, their only volunteers).

While this definition applies to formal organisations (those with constitutions or rules and which probably are registered with the Charity Commission, local authority or intermediary bodies, etc.), less-formal groups based in neighbourhoods or local communities are not necessarily excluded.