

TORPOINT TOWN COUNCIL

Application for Grant for Voluntary Organisations

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

Notes to Applicants

To help us process your application quickly, please:

- Read the Applicant Guidance Notes carefully
- Complete the application fully – we will not consider incomplete forms
- Let us know if you have any questions before sending in your application

Name of organisation	Torpoint Ramps Forum
Full postal address	% 82 Antony Road, Torpoint, Cornwall Postcode: PL11 2JU
Contact name/position	Eleanor Bonsor Treasurer
Telephone number	07942 886884
Email	torpointtrampsforum@gmail.com
Charity Registration Number (if applicable)	
Project title	Skate Social at Torpoint Fest
Estimated start date	14th June

Please tell us about the project and why you think it should receive the contribution from Torpoint Town Council

Torpoint Ramps Forum (TRF) is requesting a contribution of £600 to support a community-led skatepark event taking place during Torpoint Fest on 14th June, from 12–3pm. The aim of this event is to positively activate the skatepark space and engage young people and local families through informal participation, conversation, and support.

We are planning a low-cost, volunteer-led presence at the skatepark, which will include:

- Flyers and promo materials (£50) to promote the group and raise awareness of future skatepark development
- Snacks and drinks (£50) to provide free refreshments to young people and attendees
- Basic skate equipment and accessories (£500) (e.g. soft wheels, skateboard, protective gear) to be given out to young people from low-income families who sign up to join TRF and complete a short survey on the future of the skatepark (thanks to support from Skate

Warehouse we will have minimum 15% discount on a order)

This is not a skate competition or managed event — participants will use the park at their own risk — but we will invite experienced riders to demonstrate tricks and provide positive role models on the day. Our goal is to create a welcoming, inclusive atmosphere that encourages engagement and builds momentum for improving the skatepark in the near future.

TRF also aims to reduce costs for the Council by offering a grassroots alternative to formal skate jams, which are not currently suitable given the condition of the existing park. We are collaborating with local riders and groups (including Prime Skatepark) who support the campaign for a new facility but share concerns about hosting branded events at the current site.

This initiative will promote youth engagement, consultation, and community pride, and we believe the modest funding request delivers excellent value for Torpoint residents. We appreciate your consideration.

To support the event and increase visibility, TRF is also investing £100 of its own funds into producing custom TRF t-shirts for volunteers and new members. One of our members has the equipment to print these in-house, which keeps costs low and ensures we have a professional and unified presence on the day.

Who will benefit from the project and how many of those are residents of Torpoint parish?

This project will benefit young people and families in Torpoint, particularly those who use or have an interest in the skatepark. Torpoint Ramps Forum currently has over 140 people on our mailing list, the majority of whom are residents of the Torpoint parish.

We expect approximately 50+ attendees on the day, with at least 80% being local residents. The event will provide free skate accessories, snacks, and drinks, with a focus on supporting young people from low-income backgrounds who engage with the group and complete a short feedback survey on plans for a new skatepark.

Any materials or items not used on the day - such as leftover gear or promotional items - will be used at future street market events and community outreach stalls, helping us to continue engaging with residents, gather feedback and maintain momentum around improving the local skate facilities.

This project creates a positive, inclusive environment while helping to build long-term connections with the youth of Torpoint and encouraging constructive dialogue about future skatepark developments.

Project costs (Please provide a breakdown of the costs of the project)	£	p	Funding	£	p	S = Secured A = Applied for (delete as applicable)
T shirts	100		Own fundraising	100		S
Snacks	50			50		A

Skate kit for skate social - Skate Warehouse	500			500		A
Flyers and promo materials (flag)	50			50		A
			Amount you are seeking from Torpoint Town Council	600		
Total cost*	700		Total income*	700		

Please note: *The Total Cost and Total Income amounts must balance
(e.g. Total Cost - £100; Total Income - £100)

Checklist (Please make sure you have included the following with your application)	X
Written confirmation of any match funding awarded to your project (a letter or e-mail)	X
Your organisations latest set of accounts or latest bank statement	X

Declaration

I declare that the information supplied in this application is true.

I agree that, if this application is successful, any grant money received will be used for the purposes described in this form and in accordance with the terms and conditions listed below. I confirm that I am duly authorised and empowered to confirm this on behalf of the applicant group.

Signature:



Date: 3rd June 2025

Name (Please Print): Matthew Pontin

Torpoint Town Council - Terms and Conditions

1. Grants awarded must only be used to support the expenditure identified in the application, as approved, and for no other purpose.
2. Torpoint Town Council receives a report within 12 months of receipt of the grant, clearly showing that the money has been spent on the project.

3. The applicant must not use the grant for any unlawful activities, the promotion of political and/or religious activity or activities that are discriminatory on the grounds of religion, race, sex, sexual preference, age or disability.
4. Projects should not be for private profit.
5. If appropriate, the applicant must have insurance for any activity which the grant will be wholly or partly funding. This includes public liability cover at any community event.
6. Recognition of Torpoint Town Council financial support must be included on any promotional material.
7. The applicant will be required to participate in any publicity deemed appropriate by Torpoint Town Council associated with the offer of funding.
8. If the project is cancelled or only partially achieved, remaining grant monies must be returned to the council immediately.
9. If the council makes a grant the project must be started within 12 months, or the full grant must be returned to the council immediately. If a delay is occasioned through no fault of the grantee the start date can be deferred, but only with council approval.
10. When an organisation has assembled a funding package, the council must be provided with the relevant terms and conditions under which these grants were awarded. This should include any additional conditions stipulated by the Grants board/ funding body at the time of the award.
11. The council reserves the right to visit the organisation and observe the project to ensure that the grant is being spent as intended.

Torpoint Town Council may provide a grant to another public body provided that the use of any financial support meets the council's strategic aims and objectives and will lead to a direct benefit for local residents in Torpoint.

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GUIDANCE NOTES TO ACCOMPANY THE GRANT APPLICATION FORM

The attached notes are designed to assist in completing the application form for financial assistance to voluntary and community bodies. It is advisable to produce as much information as possible to accompany the form. Any grant assistance must benefit some or all of the residents within the Torpoint parish boundary (i.e. the grant cannot benefit an individual or exclusively non-residents of the parish). This form is only to be used by:-

- Voluntary or community group - that is a not for profit organisation.
- A Registered Charity

SECTIONS

1. Name of Organisation – This is the name of the organisation that is registered and in which name the bank account is established. The Council will only communicate with this organisation. Please do not name an organisation and then ask for cheques etc. to be made out to other organisations or individuals. This could have the effect of your application not being considered or any offer of grant assistance being withdrawn. If you have a constitution or terms of reference please provide it with the application.
2. Address – The address to where all correspondence in connection with this application will be sent.
3. Contact name and Position – The name and position of the contact and position in connection with this application.
4. Telephone number and email address – This is to contact the applicant if we require additional information or seek clarity. The email address will be used if it is a more convenient method of communication.
5. Charity Registration Number – If a charity please give the registration number.
6. Project Title – Please give the name of your project.
7. Estimated Start Date - If the project has already started please give the approximate date of the project commencement.
8. Please tell us about the project and why you think it should receive the contribution from Torpoint Town Council – The answer to this question is most important. The Council will only normally consider grant assistance for specific projects in other words to enable an organisation to progress or to undertake a piece of work that is essential. The Council will not usually consider grants for the day to day running costs (such as transport costs, utility costs etc.) as this would question the long term sustainability of the organisation. It can give general grants but this would be exceptional and at the discretion of the council. Please supply any additional information that can support your application. The Council must have assurance that the organisation is sustainable. It would also be useful to understand where the project will be delivered or where it is based.
9. Who will benefit from the project and how many of those are residents of Torpoint parish? - This is important as it allows the council to understand who will benefit from the project. It will also guide the council in allocating funding to enable as diverse a spread of grant assistance as possible and not just support for specific groups. Please avoid being vague by writing a reply such as "local residents". It is important that some or all of the beneficiaries are residents of the parish. The Council would also be interested in how many as a percentage of the total numbers of beneficiaries are residents of Torpoint parish if that information is available.
10. Project Costs – This section is most important as is the accuracy and concise nature. Please do not be vague. The amount of grant being sought from the Town Council must be specific. The Town Council will not consider applications without this section being completed fully.