

FINANCE AND ESTABLISHMENT

AGENDA ITEMS

14 – Grant Requests

What happens to your application?

Grants are considered by the Town Council's Finance & Establishment Committee which meets on a monthly basis, currently on the 3rd Monday of each month. Dates of Committee meetings are shown on the Town Council website and completed application forms must be received in the Town Council offices at least one week prior to the meeting date.

Applications normally take about 4 – 8 weeks to process and you may receive a phone call or an email from a member of our staff requesting some more information. Although Grant Aid funding is limited, we do try to support as many projects/organisations which specifically benefit residents of all ages/races/denominations/etc in the Saffron Walden Town Council area.

Please do not hesitate to contact the staff at the Town Council should you wish to meet with us or to discuss any issues relating to your Grant Application.

Please return completed form to:

The Town Clerk
Saffron Walden Town Council
11 Emson Close
Saffron Walden
Essex CB10 1HL
Tel: 01799 516501 / email: townclerk@saffronwalden.gov.uk

You may be required to make a presentation to the Finance & Establishment Committee in support of your application, you will be notified if this is required.

IMPORTANT INFORMATION, PLEASE NOTE:

If your application is successful, in accordance with the Local Council Act 1972, it is a requirement that having received a grant from this Council, you must provide a statement setting out the way in which the money has been applied.

This can be done by:

- a) Sending us copies of the relevant invoices and/or receipts, or
- b) Submitting a statement confirming how the money has been applied, or
- c) By supplying a copy of your annual report and accounts

If your application is successful Saffron Walden Town Council expects acknowledgement in any relevant advertising relating to the item/event/etc. Your group may also be required to submit a report about your activities to the Town Council or to issue a press release about the activity.

Please note that grant payments can only be made retrospectively. The Town Council will only make advance payments of grants in exceptional circumstances.

4. Is your application for a reduced hire fee for any Town Council premises?

Yes

If yes, what is the date of your event and have you booked the facility with the Town Council?

January 2nd to put stage up 3,4,5,6,7,9, 10,11,12,16, 17, 18,, January 2019. Show dates are 10,11,12,,17,18, January 2020 so whole Assembly room needed with chairs.
Courtroom needed 5,6, 7, ,10, 11,12,16, 17,18,, January 2019
Scrivener room also for the 5,6,7, ,10,11,12,13, 17,18,, January 2019
Clear out of Town Hall on 19th January 2019

If No, please proceed to question 5.

For Office use only regarding question 4:

Commercial hire cost:

Resourcing cost to Town Council:

Potential Net loss / profit:

Details of any previous grants awarded to this Organisation:

Additional Information:

SEE ATTACHED

9. Please give a reasonably accurate figure for the number of people, within Saffron Walden Town Council's area, the project will serve. If possible, please provide evidence of this within the Data Protection Act:

Currently Saffron Players sells approximately 1200 tickets per year to families and others. We have a high number of local organisations who come and enjoy the pantomime, which include many Brownie and Guide groups plus the Local ladies' groups such as Lionesses.

10. Please give a brief outline on how this project benefits the residents of Saffron Walden Town Council's area.

This pantomime brings enjoyment and high-class family entertainment to Saffron Walden Town.
The provision of this type of entertainment also brings more people into the enjoyment of performing and the behind the scenes work that it involves. Membership with this group has led to many people gaining employment in the many different aspects of the entertainment industry.

11. Where will any equipment be kept and how will it be insured?

Equipment is held in the town hall from the 2nd January and Saffron Players hold insurance.

12. Address where activities will take place
Saffron Walden Town Hall

18. Bank/Building Society Details

Grants will ordinarily be made by cheque payment.

Name to appear on cheque payment: Saffron Players

If this is not the name of the group applying, please provide an explanation for variance.

19. Declaration – must be signed by at least 2 persons

We confirm that the information given in this application is correct. We are authorised to make this application on behalf of:

Name of Organisation	Saffron Players
Signed	<i>Hugh Moss</i>
Name	Hugh Moss
Position in Organisation	Chairman
Signed	<i>Rachel Crane</i>
Name	Rachel Crane
Position in Organisation	Secretary

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11 Emson Close, Saffron Walden, Essex, CB10 1HL

Saffron Players	
Hire of Town Hall	
2nd to 19th January 2020	
Assembly Hall	1,841.78
etc	
Court Room	877.78
Cost to Council	2,719.56
NB request is for	2,000.00
Budget 2019-20	£ 5,000
Balance Left	£ 2,020.80

Saffron Players - Finance Summary

2017/18 2018/19

INCOME

Subs	£	355.00	£	430.00
Tickets	£	9,903.60	£	13,313.99
FoH	£	775.12	£	843.40
Other	£	712.82	£	-
Less Commission	£	652.35	£	452.57
Income Total	£	11,094.19	£	14,134.82

EXPENSES

Costumes	£	2,621.09	£	2,683.74
Scripts	£	589.23	£	1,329.33
Makeup	£	189.41	£	315.80
Props	£	1,384.25	£	1,574.45
Sound & Lighting	£	1,164.38	£	1,159.81
FoH	£	348.12	£	301.97
Garage	£	820.00	£	1,265.00
Overheads	£	433.33	£	454.11
Sundries	£	711.95	£	901.46
Room Hire	£	3,104.00	£	1,652.13
Assets	£	-	£	291.39
Misc.	£	167.68	£	220.00
Expenses Total	£	11,533.44	£	12,149.19
Profit/Loss	£	(439.25)	£	1,985.63