

2021

A Review of Saffron Walden Town Council's Grant System



SAFFRON WALDEN
TOWN COUNCIL

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Summary

Saffron Walden Town Council is consulting on its grant schemes and wishes to engage with, and receive feedback from local clubs, groups and organisations.

The Town Council is committed to providing quality public services that meet the needs of our community both now and in the future. We want to work more closely with voluntary organisations, groups and clubs to identify those current needs and to prepare for the challenges of the future. We want our community to have the opportunity of expressing their views, to participate in decision making and to actively participate in the creation of any revised grant scheme or process.

In recent years, the budgets for all grant schemes have been underspent. SWTC wishes to understand why that is and what we can do to encourage more groups to apply for funding so that collectively we can continue to support the local community.

Purpose

In order to gauge the views, opinions and thoughts from local community groups, we would ask you to spare just a few minutes of your time in responding to a questionnaire.

Responses given will help shape and form any changes to the Town Council's grant process and scheme in order for more and more community groups to receive financial support.

The Current Process

For many years, the Town Council has set aside a total budget of over £30,000 a year to help and support local groups, charities, organisations and communities. The funding is administered through several schemes and processes, offering grant funding to local groups and organisations. These funding schemes can provide financial support to those delivering a community service or benefit to people living in Saffron Walden. Whilst the Town Council does not specify any project criterion, priority has historically been given to those working with disadvantaged groups, working with young people, the health sector, addressing social inclusion, sporting activities, charitable events or new, innovative ideas and projects.

Current Schemes

The Town Council's grant schemes are currently divided into three different application processes, being:

Small Grants Scheme

This is limited to £300 per application and ordinarily only one application per year, per organisation will be considered. The applying body must provide details of the project, financial information of their organisation, evidence of need along with an estimate of how many people the project will benefit. Applications to this funding are made on the "Grant Application" form and specific details in support of the application are given in the funding form.

Total funds available for community use averages £5,000 pa (subject to annual approval as part of the budget process).

Free of Charge or Discounted Hall Hire / Garden Hire

This funding is aimed at those wishing to hire a Town Council owned community asset at a discounted rate to the published hire charge. Applicants must provide details of the activity and supply evidence of need etc; further details are given in the "Grant Application" funding form.

SWTC acknowledges that many of the Council owned facilities are beautiful venues for hosting an event or activity and the commercial hire charge may exceed funds available to local community groups. This hall or garden hire funding was introduced as a means of recording and acknowledging discounted hire rates provided by the Town Council to community groups.

There are no restrictions on the amount each organisation may apply for although the Town Council will provide a total of £5,000 worth of discounted hiring per annum.

Applications for both the Small Grants Scheme and Hall/Garden Hire are considered on a quarterly basis by the Town Council's Finance and Establishment Committee.

Youth Partnership Funding

This funding is run in conjunction with Uttlesford District Council (UDC), providing funds for those working with young people aged 13-25 years old.

The application process is two-fold:

Firstly, applications are made to the Uttlesford Youth Partnership and it is a different form to the other two grants. The Partnership is an umbrella body of those working with young people, including representation from Essex County Council, Uttlesford District Council and Saffron Walden Town Council. The partnership is well placed to identify and address the needs of local young people.

As part of the first stage, your application is presented to the Uttlesford Youth Partnership Working Group who will assess it against known demands and priorities (this group meets ad-hoc and on a needs basis).

Secondly and subject to approval by the Working Group, the application is then considered at the Town Council's Assets and Services Committee. The Town Council is the custodian of funds for the Youth Partnership Fund. Applicants are strongly encouraged to attend the meeting when their application is being discussed as this can help to address any queries or questions arising from the Committee and is an opportunity to provide any further details of your project.

There is no restriction to the amount of each individual application and groups may apply more than once per year. Total funds available for community use averages £20,000 pa (subject to annual approval as part of the budget process), being £10,000 from Saffron Walden Town Council and £10,000 from Uttlesford District Council.

A copy of all grant application forms can be found online at <https://saffronwalden.gov.uk/policies/> and a paper copy is available on request

We hope that you can spare just a few minutes of your time to complete the questionnaire - responses will help in the review of the grants process, ensuring that funds meet the current and future needs of our community.

Please visit our Survey Monkey:

<https://www.surveymonkey.co.uk/r/XR5NLST>