



SAFFRON WALDEN TOWN COUNCIL

Grants Policy

Version	Date Adopted Policy	Minute Reference	Review Date
1	October 2016	A & S 116-16	October 2018
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Saffron Walden Town Council Grants Policy

GRANT AID APPLICATION GUIDELINES

Saffron Walden Town Council offers 2 different types of grant funding namely:

1. Grants for financial support for up to £300 per annum
2. Grants for reduced hire fees for any of the Town Council's managed facilities (eg Town Hall, Golden Acre Community Centre, The Common, Bridge End Garden) (no upper limit)

The application form at the end of these guidelines should be used for either of the grant applications.

The application form is presented in sections for completion being:

Section 1: About the applicant

Section 2: Details of the project / funding request

Section 3: Funding requirements (financial information)

Section 4: Contact details

All sections of the application form must be completed.

Please note that incomplete applications will not be considered.

Ordinarily, only one grant per organisation per financial year (1st April – 31st March) will be considered.

The Council may seek to recover any grants following the sale of any property or equipment within 5 years of the grant being awarded. The grant recipient must notify the Town Council in advance of any such sale.

Who can apply?

Although funding is limited, the Town Council will aim to distribute funds to those who need it most, whether it is working with disadvantaged groups, health, social inclusion, sports events, charitable events, a trip or new initiatives and projects. We are pleased to consider any application that will benefit people living within the Saffron Walden Town Council area.

What we look for in an application

- Does the project benefit residents of the parish of Saffron Walden?
- What are the lasting benefits of the project?
- Is the application realistic?
- Have you applied for funding from other sources?
- Is the application form filled in completely and correctly?
- Will the project be well run and effectively managed?
- Will the project be all-inclusive?

How to apply

We recommend that your application be planned well in advance and sent to us before any event takes place. It can be sent to us at any time and you only need to fill out one form. Carefully complete the enclosed application and send it to us, ensuring, if applicable, all the relevant documents are enclosed.

Accounts – If your organisation has accounts please supply photocopies of the last 6 months of your account statements. If you do not have up to date accounts, please supply us with a 6 month forecast of accounts for your project.

Constitution – Where applicable please supply us with a copy of your organisation's constitution.

Charity registration Number – Where applicable please supply us with your organisation's charity registration number.

Written Quotations – For all applications requiring equipment purchase we will require 2 quotes. For all applications requiring building work we will require 3 quotes.

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

Grant Conditions

- (a) Grant payments can only be made retrospectively. The Town Council will only make advance payments of grants in exceptional circumstances.

- (b) If your application is successful Saffron Walden Town Council expects acknowledgement in any relevant advertising relating to the item/event/etc. A copy of the Town Council's logo can be provided and you are expected to credit the Town Council's support or funding for your activity.

- (c) You will be required to submit a report about your activities to the Town Council and you may also be requested to issue a press release about the activity. The report is obligatory and should be presented by 1st March of the financial year for which you received funding and will be made publicly available at the Annual Parish Meeting.

- (d) You will be required to attend the Annual Parish Meeting (ordinarily held in March or April of each year), to further promote your organisation and to acknowledge the support of the Town Council and to evidence the project for which funding was received.

- (e) By completing and signing the grant application form, you confirm acceptance and compliance with Saffron Walden's grant terms and conditions as detailed within this document.



Saffron Walden Town Council

GRANT AID APPLICATION FORM FOR LOCAL PROJECTS

Section 1 – About the Applicant

1. Name of Applicant/Organisation

2. Aims & Objectives of Organisation

3. Does Your Organisation Have:

(please tick relevant box)	Yes	No
A Constitution		
Accounts		
Equal Opportunities Policy		
Charity Registration Number (if yes please state):		

Please include a copy of these documents where available.

If these documents are not supplied, please advise why these details are missing

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

Yes

No

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

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:

Section 2 – The Project

5. Please give details of the project the grant is for and the intended start date

Start Date:

End Date:

6. Please give a brief summary of activities and frequency of meetings, if applicable

7. What particular need do you consider the project will meet?

8. How have you identified the need for this project?

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:

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

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

12. Address where activities will take place

Section 3 – Funding Requirement

13. What is the total cost of the project?

14. Amount requested from Saffron Walden Town Council and for what purposes (please be as specific as possible)

15. Have you applied for funding from other sources for **this project**?

Yes

No

If yes, please indicate how much and who from

16. Have you applied for funding from other sources for **any other project** which may relate to this funding request?

Section 4 – Contact Details

17. Contact details for this application

(this must be someone who has full knowledge of the application and can answer questions about it)

Please note that these details will be made known in a public forum unless you specifically advise that details should be with-held

Name	
Tel No	
Email address	
Date of application	

18. Bank/Building Society Details

Grants will ordinarily be made by cheque payment.

Name to appear on cheque payment:

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	
Signed	
Name	
Position in Organisation	
Signed	
Name	
Position in Organisation	

Please return completed form to: The Town Clerk, Saffron Walden Town Council,
11 Emson Close, Saffron Walden, Essex, CB10 1HL