



# SAFFRON WALDEN TOWN COUNCIL

## Grants Policy

Version	Date Adopted Policy	Minute Reference	Review Date
1	October 2016	A & S 116-16	October 2018
2	June 2018	F & E 380-18	October 2020
3	July 2019	F & E 038-19	October 2020

Version 4 adopted May 2021 (no amends)

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.

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

**Please note that incomplete applications will not be considered.**

All sections of the application form must be completed.

- Section 1: About the applicant
- Section 2: Details of the project / funding request
- Section 3: Funding requirements (financial information)
- Section 4: Contact details

The application form is presented in sections for completion being:

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

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

## **GRANT AID APPLICATION GUIDELINES**

4	May 2021	F & E 053-21	Oct/Nov 2021
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The Town Hall, Market Street, Saffron Walden, CB10 1HZ  
Tel: 01799 516501





## 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?

A criterion for awarding the grant is that the recipient acknowledges funds from SWTC and attends the Annual Parish Meeting – see the section “Successful Applicants” for further details.

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

## 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?

### 1. Return your form to:

The Town Clerk  
Saffron Walden Town Council  
The Town Hall,  
Market Street,  
Saffron Walden  
Essex, CB10 1HZ  
Tel: 01799 516501 / email: [townclerk@saffronwalden.gov.uk](mailto:townclerk@saffronwalden.gov.uk)

### 2. On receipt of your application, it will:

- Be reviewed by Officers to ensure it is complete and all appropriate supporting material (as detailed on the application form) has been provided.
- In the event of any queries, you may be contacted by an Officer to provide further information.
- Incomplete applications will not be considered by Committee therefore it is important that the application form is fully completed along with all supporting documentation.

### 3. Consideration of your application:

- Grants are considered by the Town Council's Finance & Establishment Committee on a quarterly basis being: April, July, October, January of each year
- Dates of Committee meetings are shown on the Town Council website, [www.saffronwalden.gov.uk](http://www.saffronwalden.gov.uk)
- Completed application forms **must** be received in the Town Council offices at least one week prior to the meeting date
- **Applicants must attend the meeting to speak further in support of your request and to address any queries from the Committee.**
- You will be advised by an Officer of the date and time when your application will be considered. Grants will not ordinarily be considered by Committee in the absence of the applicant.



#### **4. Committee decision:**

- You will be notified in writing of the Committee's decision.
- If your request has been successful, you will be provided with details of how to claim your grant money
- If your request has been declined, you will be provided with reasons for refusal. There is no appeal system and the decision of the Committee is final.

#### **5. Successful Applicants:**

Must provide a statement setting out how 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

All successful grant recipients must also:

- Acknowledge the grant funding from SWTC – we will send you the Town Council logo for inclusion on publicity material.
- Attend the Annual Parish Meeting to provide a written and verbal update on their project and how the funding from SWTC supported it.



## GRANT AID APPLICATION FORM FOR LOCAL PROJECTS

<b>Section 1 – About the Applicant</b>											
1	Name of Applicant/Organisation <b>Half Cut Theatre</b>										
2	Applicant contact name, address, email and telephone* <b>James Camp, 12 North Gardens, London, SW19 2NR, info@halfcuttheatre.co.uk, 077892 854658.</b>  <small>*Please note that this information will be published in the public domain unless we receive express instructions to the contrary.</small>										
3	Aims & Objectives of Applicant / Organisation <b>Outdoor Theatre Company aiming to put on <i>Much Ado About Nothing</i> at Bridge End Gardens on Sunday 19th June.</b>										
4	What is the Nature of your Organisation? <b>Outdoor Touring Theatre Company (Limited by Shares.)</b>										
5	Does Your Organisation Have: <table style="margin-left: 40px; border: none;"> <tr> <td>A constitution:</td> <td style="text-align: right;"><b>No</b></td> </tr> <tr> <td>Accounts:</td> <td style="text-align: right;"><b>Yes</b></td> </tr> <tr> <td>Equal opportunities policy:</td> <td style="text-align: right;"><b>Yes</b></td> </tr> <tr> <td>Safeguarding or child protection policy*</td> <td style="text-align: right;"><b>Yes</b></td> </tr> <tr> <td>Health and Safety policy</td> <td style="text-align: right;"><b>Yes</b></td> </tr> </table> <p>Please include a copy of these documents where available.</p> <p>If these documents are not supplied, please advise why these details are missing.</p> <p><b>As a company limited by shares, not a charity, we do not have a constitution or mission statement.</b></p> <p><i>*If you are not able to provide a safeguarding or child protection policy, please advise how you will monitor and ensure the protection of children and vulnerable adults.</i></p>	A constitution:	<b>No</b>	Accounts:	<b>Yes</b>	Equal opportunities policy:	<b>Yes</b>	Safeguarding or child protection policy*	<b>Yes</b>	Health and Safety policy	<b>Yes</b>
A constitution:	<b>No</b>										
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Safeguarding or child protection policy*	<b>Yes</b>										
Health and Safety policy	<b>Yes</b>										



6	<p>Is your application for a reduced hire fee for any Town Council premises?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, what is the date of your event and have you booked the facility with the Town Council? <b>19/06/2022</b></p> <p>If No, please proceed to question 7.</p>
7	<p>Have you previously applied to SWTC for grant funding? <b>No</b></p>
	<p>For Office use only regarding questions 6 &amp; 7:</p> <p>Commercial hire cost:</p> <p>Resourcing cost to Town Council:</p> <p>Potential Net loss / profit:</p> <p>Confirm details of any previous grants awarded to this Organisation:</p> <p>Additional Information:</p>





	<b>Section 2 – The Project</b>
8	<p><b>Project name: Half Cut Theatre’s Much Ado About Nothing</b></p> <p><b>Project aim: To put on two performances of Shakespeare’s comedy that is free for the public to attend.</b> (The Company accept donations from audiences after the performances on a Pay What You Decide basis.)</p> <p><b>Start Date: 19/06/2022</b></p> <p><b>End Date: 19/06/2022</b></p>
9	<p>Please give details of the project activities and timeline</p> <p><b>Two performances at 2PM and 5PM in Bridge End Gardens with a get in from 11AM, with the premises cleared by 7PM.</b></p>
10	<p>What particular need do you consider the project will meet?</p> <p><b>A cultural, COVID secure event that is for the local community to engage in theatre and especially Shakespeare.</b></p>



11	<p>How have you identified the need for this project? Please include your experience in this field and research and scoping that has been carried out with the intended target group</p> <p><b>The Company has been touring the East of England for two years, since the start of the pandemic. According to the Audience Agency's Audience Spectrum (<a href="https://www.theaudienceagency.org/">https://www.theaudienceagency.org/</a>) we target Dormitory Dependable and Home and Heritage, that is to say local communities that do not exist in Metropolises.</b></p> <p><b>This is the Company's sixth tour, and takes an existing model of free theatre, right in the heart of smaller communities, to a larger scale.</b></p>
1 2	<p>Please give a reasonably accurate figure for the number of people, within Saffron Walden Town Council's area (the parish of Saffron Walden and Little Walden, see map attached for the area served by SWTC), the project will serve. If possible, please provide evidence of this within the Data Protection Act:</p> <p><b>The average attendance at one of our performances is 100, but with the reach and appetite in a town such as Saffron Walden, we estimate that 200 could attend each show. Total: 400.</b></p>
1 3	<p>Please give a brief outline of:</p> <p><b>It is a chance to engage in culture and theatre for free and is aimed at families, children, tourists and local people alike.</b></p> <p><b>We are an educational company at heart, taking performances to schools wherever we can, at a subsidised rate in many cases (like non fee payer schools). In many instances Half Cut Theatre have provided people with their first experience of a Shakespeare play. We are fun, musical, accessible and energetic, therefore changing peoples' perceptions and enjoyment levels of Shakespeare's work.</b></p> <p><b>We measure success by average donation of people attending and paying on the Pay What You Decide basis after the performance. We also measure by attendance.</b></p>



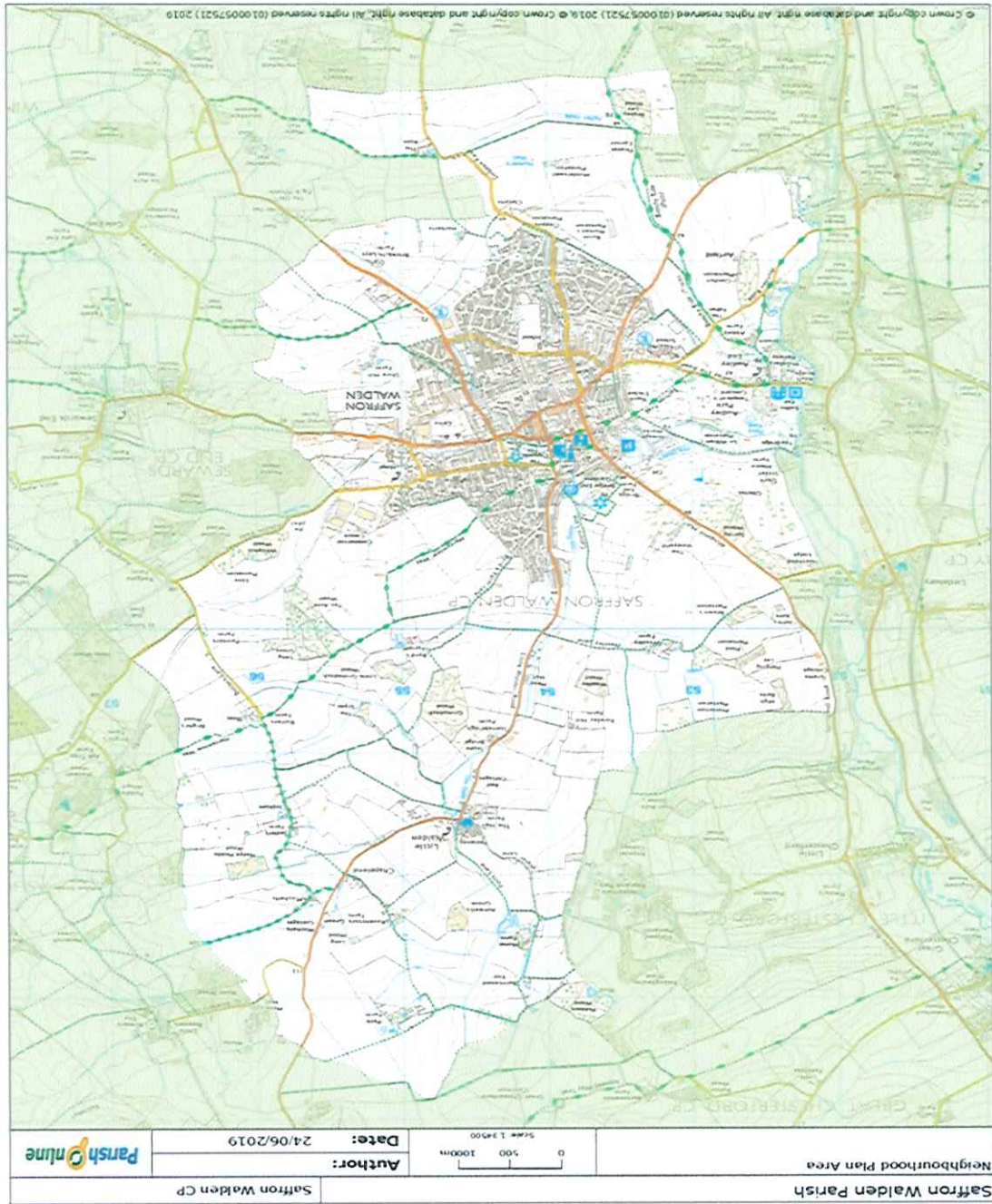
1 4	Where will any equipment be kept and how will it be insured? <b>The equipment is fully insured under the Company's insurance and all equipment is stored in a company vehicle.</b>
1 5	Address where <u>main</u> activities will take place <b>Bridge End Gardens, 17-22 Castle St, Saffron Walden, Cambridgeshire, CB10 1BE</b>
1 6	How will you ensure that the project will be all-inclusive? <b>As it is free to book a space for the performance, there is no financial barrier to anyone wishing to attend. It is outdoors therefore social distancing can be observed if individuals wish, and it is safe for vulnerable people.</b>
	<b>Section 3 – Funding Requirement</b>
1 7	What is the total cost of the project? Please attach a budget breakdown for this cost Whole tour: 45 performances across 33 venues total cost £ 37,695.30.  £37,695.30/45=£837.67 (Cost per performance).



	2 performances @ BEG= £1675.35
18	Amount requested from Saffron Walden Town Council and for what purposes (please be as specific as possible) 8x £90 (hourly hire cost)= £720.
19	Have you applied for funding from other sources for <b>this project</b> ?  Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  If yes, please indicate how much and who from <b>Arts Council England National Lottery Grant: £22,000. (Unsuccessful)</b>
20	Have you applied for funding from other sources for <b>any other project</b> which may relate to this funding request? If so, please give details of when, and if the application was successful, please give details of the grant received. No.
21	How will you ensure that SWTC support of this project is promoted? <b>SWTC logo will appear on all promo material including posters and fliers, and online promo. Thanks will be given at the end of the performance in a speech by the Company.</b>



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Map showing the parish of Saffron Walden. The Town Council serves all the area shown in white



