



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
4	May 2021	F & E 053-21	Oct/Nov 2021



The Town Hall, Market Street, Saffron Walden, CB10 1HZ
Tel: 01799 516501

GRANT AID APPLICATION GUIDELINES

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

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.

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?

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

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
- 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

Section 1 – About the Applicant																
1	<p>Name of Applicant/Organisation</p> <p>Mrs Tammy Blest, Essex Police</p>															
2	<p>Applicant contact name, address, email and telephone*</p> <p>Mrs Tammy Blest, Essex Police, Great Dunmow Police Station, Chelmsford Road, CM6 1LW 79913@essex.police.uk 07967 348087</p> <p><small>*Please note that this information will be published in the public domain unless we receive express instructions to the contrary.</small></p>															
3	<p>Aims & Objectives of Applicant / Organisation</p> <p>There are many vulnerable and elderly residents within Saffron Walden. We have seen an increase in pick pockets, scams and frauds and are therefore intending on doing monthly events within Saffron Walden to highlight this issue and provide information / advice</p>															
4	<p>What is the Nature of your Organisation?</p> <p>ie are you a registered Charity, Social Enterprise or Community Interest Company?</p> <p>Essex Police</p> <p>If yes, please provide registration details:</p>															
5	<p>Does Your Organisation Have:</p> <table style="width: 100%; margin-left: 20px;"> <tr> <td>A constitution:</td> <td>Yes / No</td> <td>NO</td> </tr> <tr> <td>Accounts:</td> <td>Yes / No</td> <td>NO</td> </tr> <tr> <td>Equal opportunities policy:</td> <td>Yes / No</td> <td>YES</td> </tr> <tr> <td>Safeguarding or child protection policy*</td> <td>Yes / No</td> <td>YES</td> </tr> <tr> <td>Health and Safety policy</td> <td>Yes / No</td> <td>YES</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><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:	Yes / No	NO	Accounts:	Yes / No	NO	Equal opportunities policy:	Yes / No	YES	Safeguarding or child protection policy*	Yes / No	YES	Health and Safety policy	Yes / No	YES
A constitution:	Yes / No	NO														
Accounts:	Yes / No	NO														
Equal opportunities policy:	Yes / No	YES														
Safeguarding or child protection policy*	Yes / No	YES														
Health and Safety policy	Yes / No	YES														



6	<p>Is your application for a reduced hire fee for any Town Council premises?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox" value="NO"/></p> <p>If yes, what is the date of your event and have you booked the facility with the Town Council?</p> <p>If No, please proceed to question 7.</p>
7	<p>Have you previously applied to SWTC for grant funding? Yes / No <input type="checkbox" value="NO"/></p> <p>If Yes, please give details of when and if the application was successful, the grant received and the purpose.</p>
	<p>For Office use only regarding questions 6 & 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>



SAFFRON WALDEN
TOWN COUNCIL

Section 2 – The Project	
8	<p>Project name: Resident Fraud Engagement</p> <p>Project aim: To think fraud, think vulnerable, think prevent. To educate the residents of Saffron Walden in respect of frauds/scams/staying safe</p> <p>Start Date: 05/05/2022</p> <p>End Date: Ongoing</p>
9	<p>Please give details of the project activities and timeline</p> <p>The first event is the evening of 5th May with the WI in the United Reform Church, Abbey Lane, SW. We then are at SW Community Day on 3rd June, and then will be in the banks and building societies within SW carrying out an event once a month throughout the remainder of the year. We will also be at SW Christmas Market and late night shopping event reminding your residents of scams/fraud and staying financially safe leading up to Christmas.</p> <p>We are also hoping to work with the Enterprise Scheme at the Cornell Cafe in SW to work with the vulnerable who not only work there but attend.</p>
10	<p>What particular need do you consider the project will meet?</p> <p>To prevent the residents falling victims to scam, fraud and pick pockets. To educate and ultimately safeguard the residents. To educate on all scams, including romance, cyber and identity fraud. To educate them to be aware of their personal space to ensure their protection against robbery.</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>During lockdown many have used the internet to build up relationships which have resulted in romance frauds and scams, as well as rogue traders preying on the elderly and vulnerable. There has also been an increase in SW of pickpockets, robberies and elderly in particular being targetted as they are considered affluent in SW. I am targetting my campaign at the elderly and vulnerable as a SW PCSO have experienced the crime in this area.</p>
12	<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>There are many sheltered housing complex's and in 2020 the office of National Statistics gave the figure of just over 5000 residents over the age of 60 years old</p>
13	<p>Please give a brief outline of:</p> <ul style="list-style-type: none"> • How this project benefits the residents of Saffron Walden Town Council's area; • On the change you wish to see as a result of your project or activity for the residents of the Saffron Walden parish; • How your project will be measured <p>Assists in the safeguarding and education of the residents of Saffron Walden which in turn will make the residents more self aware and assist when shopping, online safety, rogue trader awareness, identity theft safety, and even though prevention cannot be measured I would hope that these events would bring the crime rate for fraud/scams/robberies down in the area. The popularity of the events will be measured in the amount of residents attending and asking for advice and public feedback.</p>
14	<p>Where will any equipment be kept and how will it be insured?</p> <p>The purse bells and post it notes will be secured at Essex Police Headquarters in Chelmsford in a locked container unit with CCTV and the products will only be used by myself as the Fraud Prevention Cordinator covering Saffron Walden. We are more than happy for them to be stored within the Town Council and use as the events take place.</p>



15	Address where <u>main</u> activities will take place The Market Square, Saffron Walden, Essex
16	How will you ensure that the project will be all-inclusive? All residents will be invited and the advice/crime prevention literature and products is for everyone's use.
Section 3 – Funding Requirement	
17	What is the total cost of the project? Please attach a budget breakdown for this cost Essex Police have purchased The Big Scam Book at a cost of £0.71 a book and the Little Booklet of Phone Scams at a cost of £0.18p a booklet
18	Amount requested from Saffron Walden Town Council and for what purposes (please be as specific as possible) Purse Bells - quantity 300 at a cost of £75 Stop, Challenge, Protect Take 5 National Fraud Campaign Post it Notes - qty 500 at a cost of £195 The above are the minimum orders. If SWTC wishes to purchase direct and donate or can get a cheaper price we are happy with that scenario? These products are to support the event to give to residents along with the booklets to encourage them to be safety conscious.
19	Have you applied for funding from other sources for this project ? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please indicate how much and who from We are hoping to apply to UDC for funding for booklets for the whole of Uttlesford. However their procedure is drawn out and take months from previous experience and events start in May in SW.



20	<p>Have you applied for funding from other sources for any other project 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.</p> <p>NO</p>
21	<p>How will you ensure that SWTC support of this project is promoted? It will be advertised and thanks will be given via our social media and the local newspapers will be invited and a press release in advance will be provided which also mention SWTC</p>



Section 4 – Contact Details	
22	<p>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</p> <p>Name Tammy Blest</p> <p>Tel No 07967 348087</p> <p>Email address 79913@essex.police.uk</p> <p>Date of application 8th April 2022</p>
23	<p>Bank/Building Society Details</p> <p>Grants will ordinarily be made by cheque payment. Name to appear on cheque payment: We will raise an invoice for the correct department but it will be Essex Police but will have a budget code to go on the cheque If this is not the name of the group applying, please provide an explanation for variance.</p>
24	<p>Declaration – must be signed by at least 2 persons</p> <p>We confirm that the information given in this application is correct. We are authorised to make this application on behalf of:</p> <p>Name of Organisation:</p> <p>Signed: (1st person) T Blest</p> <p>Name: Tammy Blest</p> <p>Position in Organisation: Fraud Prevention Coordinator</p> <p>Signed: (2nd person) C Jennings</p> <p>Name: Christian Jennings</p> <p>Position in Organisation: Sergeant - Business Crime & Fraud Prevention Teams</p>



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

