

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



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
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

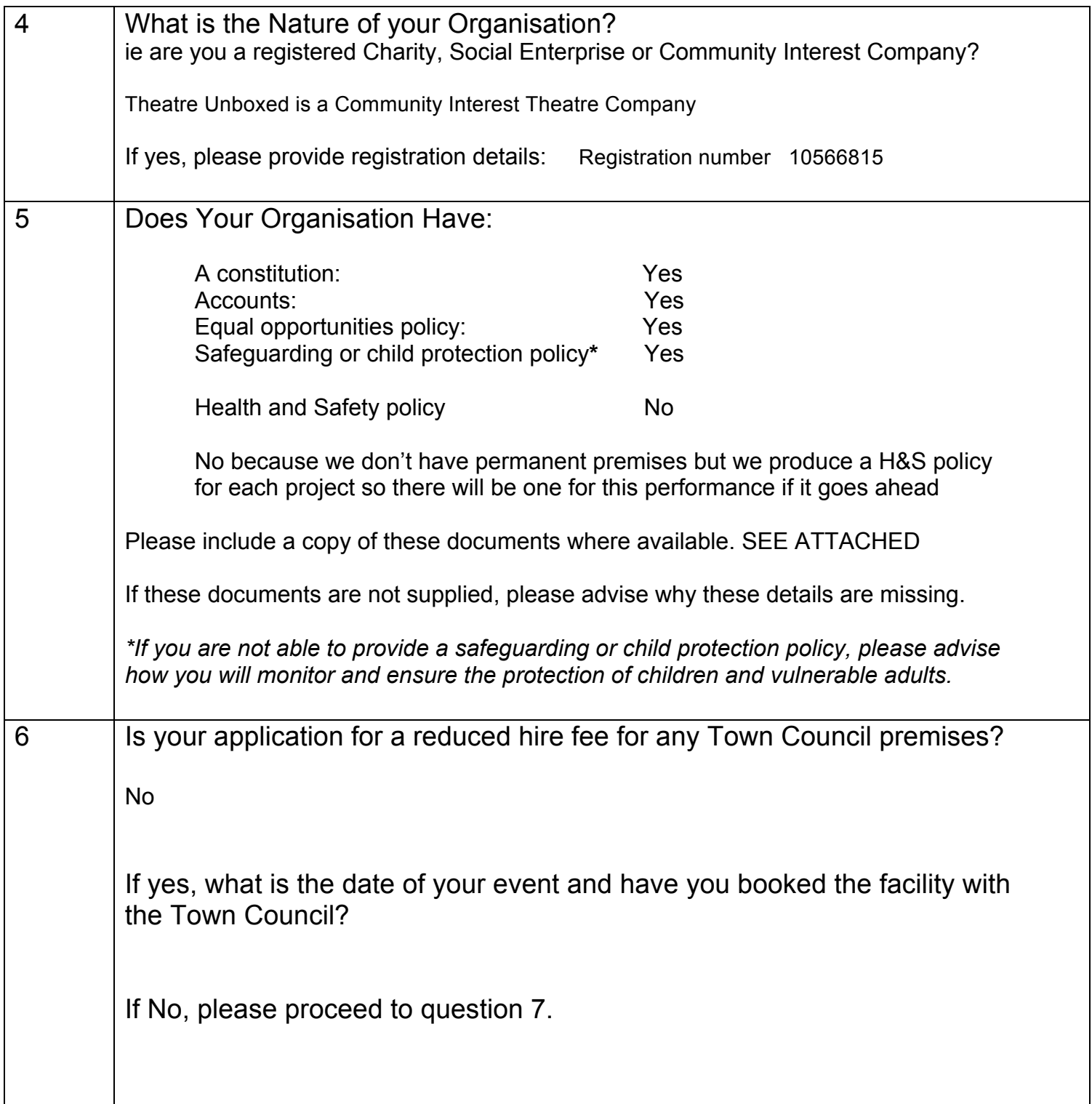
All successful grant recipients must also:

- 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>Theatre Unboxed CIC</p>
2	<p>Applicant contact name, address, email and telephone*</p> <p>***** ****</p> <p>*Please note that this information will be published in the public domain unless we receive express instructions to the contrary.</p>
3	<p>Aims & Objectives of Applicant / Organisation</p> <p>Theatre Unboxed CIC are a Saffron Walden based theatre company who specialise in creating theatre for and with the local community. We have continued to produce theatre during the pandemic, and as we emerge from restrictions we hope to expand and develop our work. We are applying to Essex County Council's Arts and Cultural Recovery Fund for £24,000 to write and perform a play based on the history of the Saffron Walden community. We have secured a performance venue in the centre of town (Saffron Building Society's Community Link in Market Street) for October half term, and have the support of several organisations and individuals, including local historian Martyn Everett, Saffron Bid, historian and author Hannah Walker, Saffron Building Society, and Mercury Theatre Colchester. We have also made preliminary contact with Saffron Walden Tourist Information Centre and Saffron Walden Museum.</p> <p>The project would involve local professional actors bringing to life the stories of local residents, from various time periods where our community has faced adversity. Our audience would discover what life used to be like, how our community has developed, and be challenged to think about how we live and work together now. Large numbers of people are moving to the area and our community is changing. We think it would be wonderful for people to share in our common history while also being inspired to build and grow together. We will also use photos, projections, artefacts and interactive performers to engage our family audiences in the experience.</p> <p>We need to find match funding at 10% of the project in order to secure funding from ECC. We already have £1,925 'in kind' (free performance space, loan of electrical equipment, expert research) so we are looking for £800 from other sources. The turnaround of the fund is very quick, opening in January and closing at the end of February, so we are working very hard to quickly secure the extra funding required for a successful application to ECC.</p>





7	<p>Have you previously applied to SWTC for grant funding?</p> <p>Yes</p> <p>If Yes, please give details of when and if the application was successful, the grant received and the purpose.</p> <p>We were given the use of the court rooms in the Town Hall for a youth drama production in February 2020</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>
	<p style="text-align: center;">Section 2 – The Project</p>
8	<p>Project name: Walden Tales (TBC)</p> <p>Project aim: To bring the history of Saffron Walden to life in order to empower local residents and visitors with knowledge, and to encourage them to consider their own part in the community.</p> <p>Start Date: 27 October 2022</p> <p>End Date: 30 October 2022</p>



9	<p>Please give details of the project activities and timeline</p> <p>Planning and research: from March 2022 Writing: Summer 2022 Rehearsing: September 2022 Performance: October 2022</p>
10	<p>What particular need do you consider the project will meet?</p> <ul style="list-style-type: none">- Fostering good relationships between different groups- Combatting loneliness and isolation- Encouraging people to connect with their local environment <p>At its launch event for its new Arts and Cultural Recovery Fund, Essex County Council made it clear that its focus is on rejuvenating and revitalising town centres and increasing tourism via the cultural sector. Our plan is to bring together residents and to attract visitors to Saffron Walden by creating an exciting and ambitious free show right in the centre of town. We plan to engage the local community during our research by reaching out to experts and residents, particularly the older generation, so many of whom have long histories in the town, and who we hope will be willing to share their memories and family stories. We will also engage those new families who have moved here over the past couple of years, who have missed out on opportunities to integrate into the local community, and who perhaps don't know much about the history of the town. We hope that this will encourage inter-generational co-operation and communication, engaging children and young families in thinking about the history of their community, and connecting them to it more deeply.</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>Theatre Unboxed has a proven track record in producing local, high-quality, professional drama productions.</p> <p>Research from the Audience Agency has shown that, as we emerge from the pandemic, people are searching for more cultural opportunities for families.</p> <p>The Arts Council's recent High Street Renaissance Report showed that cultural spaces and activities are some of the most sought after elements by the public when they visit a high street, and are key to attracting people back to our town centres. Half of all adults surveyed said they wanted to see more cultural experiences on their high streets, and 62% of UK adults agreed that cultural experiences on the high street "give them a sense of pride about their local area". Previous surveying revealed that 83% of residents who had visited heritage sites or projects in their area agreed that visiting had helped them understand more about the history of their area.</p> <p>We know that the past two years have been very difficult for many people. Isolation and loneliness have been major problems, particularly for older people. Children and young people have missed out on so many opportunities, educational and social, including the usual school trips to theatre productions and museums.</p> <p>This project will combine elements of social inclusion (via outreach work with our older residents) and education (with a lasting impact via a local history resource pack and audio tours), and will encourage visitors to the town centre.</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>600 watching the performance in total, across four days 200 casual visitors 300 people taking part in the outreach and creation of the show Plus people engaging with the community resource pack and audio tour</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>The project will bring together different groups of residents (those whose families have lived here for generations and those who are new to the town) and will attract visitors.</p> <p>We will create a lasting impact by producing local history packs and downloadable audio tours.</p> <p>We will conduct surveys to establish how much people know about their town before and after the project.</p>
14	<p>Where will any equipment be kept and how will it be insured?</p> <p>Equipment will be kept off the Building Society premises and insured by the individuals who own it</p>
15	<p>Address where <u>main</u> activities will take place</p> <p>Saffron Walden Building Society Community Link Market Street Saffron Walden</p>

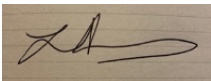



16	<p>How will you ensure that the project will be all-inclusive?</p> <p>Performances will be free of charge The drama production will be suitable for all ages We will make the production accessible to those with disabilities, for example by allocating space for wheelchairs, and we are investigating the cost of captioning the live performance. Pre-recorded video displays will include captions.</p>
	<p style="text-align: center;">Section 3 – Funding Requirement</p>
17	<p>What is the total cost of the project? Please attach a budget breakdown for this cost</p> <p>£26,874 See attached budget</p>
18	<p>Amount requested from Saffron Walden Town Council and for what purposes (please be as specific as possible)</p> <p>We are requesting £300 to cover one professional drama outreach worker to engage with elderly residents during the initial research phase</p>
19	<p>Have you applied for funding from other sources for this project?</p> <p>Yes</p> <p>If yes, please indicate how much and who from</p> <p>We are applying to UDC's Leisure and Cultural Grant for £500 and Essex County Council's Arts and Cultural Recovery Fund for £24,000</p>



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?</p> <p>We will mention SWTC in our marketing materials and press releases We would be pleased to display the SWTC logo on the premises for the duration of the project</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: ****</p> <p>Tel No: ****</p> <p>Email address: ***</p> <p>Date of application: 14 February 2022</p>
23	<p>Bank/Building Society Details</p> <p>Grants will ordinarily be made by cheque payment. Name to appear on cheque payment: Theatre Unboxed CIC</p> <p>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: Theatre Unboxed</p> <p>Signed: </p> <p>Name: Laura Thomas Position in Organisation: Director</p> <p>Signed: </p> <p>Name: Rachel Hill Position in Organisation: Production Manager</p>



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

