



GRANT AID APPLICATION FORM FOR LOCAL PROJECTS

Section 1 – About the Applicant

1	<p>Name of Applicant/Organisation</p> <p style="text-align: center; font-size: 1.2em;">SAFFRON WALDEN INITIATIVE</p>										
2	<p>Applicant contact name, address, email and telephone*</p> <p>JACQUI PORTWAY, 31 TUKES WAY, SAFFRON WALDEN CB11 3ES jacqui.portway@gmail.com 07931 534599</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><u>THESE INCLUDE:</u></p> <p>DEVELOPING COMMUNITY SPIRIT. PROVIDING FACILITIES & ACTIVITIES FOR ALL AGES & INTERESTS</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>If yes, please provide registration details: COMPANY LIMITED BY GUARANTEE</p>										
5	<p>Does Your Organisation Have:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A constitution:</td> <td style="width: 50%;">Yes / <input checked="" type="checkbox"/> SEE WEBSITE</td> </tr> <tr> <td>Accounts:</td> <td>Yes / <input checked="" type="checkbox"/> ATTACHED</td> </tr> <tr> <td>Equal opportunities policy:</td> <td>Yes / <input checked="" type="checkbox"/> SEE WEBSITE</td> </tr> <tr> <td>Safeguarding or child protection policy*</td> <td>Yes / <input checked="" type="checkbox"/> SEE WEBSITE</td> </tr> <tr> <td>Health and Safety policy</td> <td><input checked="" type="checkbox"/> / No</td> </tr> </table> <p>Please include a copy of these documents where available. WWW.SWINITATIVE.ORG/POLICIES 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 / <input checked="" type="checkbox"/> SEE WEBSITE	Accounts:	Yes / <input checked="" type="checkbox"/> ATTACHED	Equal opportunities policy:	Yes / <input checked="" type="checkbox"/> SEE WEBSITE	Safeguarding or child protection policy*	Yes / <input checked="" type="checkbox"/> SEE WEBSITE	Health and Safety policy	<input checked="" type="checkbox"/> / No
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Health and Safety policy	<input checked="" type="checkbox"/> / No										



6	<p>Is your application for a reduced hire fee for any Town Council premises?</p> <p>Yes <input checked="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? TOWN HALL BOOKED FROM 6 PM ON SATURDAY 27 AUGUST 2022.</p> <p>If No, please proceed to question 7.</p>
7	<p>Have you previously applied to SWTC for grant funding? Yes / No</p> <p>If Yes, please give details of when and if the application was successful, the grant received and the purpose.</p> <p>PREVIOUS DANCES IN THE SQUARE</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>



Section 2 – The Project

8	<p>Project name: 2022 DANCE IN THE SQUARE</p> <p>Project aim: FREE COMMUNITY ENTERTAINMENT</p> <p>Start Date: 27 AUGUST 2022</p> <p>End Date: 27 AUGUST 2022</p>
9	<p>Please give details of the project activities and timeline</p> <p>ANNUAL FREE DANCE IN THE SQUARE. THIS IS A REQUEST FOR FREE AND EXCLUSIVE USE OF THE TOWN HALL BETWEEN 6PM AND 11:30PM. WE WILL ONLY BE USING THE COURT OR SCRIVENOR ROOM AND THE TOILETS FOR PERFORMERS AND HELPERS. ALSO, WE WOULD LIKE TO BORROW THE PLASTIC CHAIRS AND TABLES FOR USE BY THE PUBLIC IN MARKET PLACE.</p>
10	<p>What particular need do you consider the project will meet?</p> <p>COMMUNITY SERVICE BECAUSE THESE DANCES IN THE SQUARE ARE BOTH FREE AND POPULAR WITH ALL AGES.</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>DANCES IN THE SQUARE HELD EVERY YEAR SINCE 2004 EXCEPT FOR 2020.</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: AROUND 500 PEOPLE OVER THE COURSE OF THE EVENING.</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>FREE COMMUNITY ENTERTAINMENT EVENT.</p>
14	<p>Where will any equipment be kept and how will it be insured?</p> <p>N/A</p>



15	Address where <u>main</u> activities will take place MARKET PLACE
16	How will you ensure that the project will be all-inclusive? OPEN TO THE GENERAL PUBLIC AT NO CHARGE.
	Section 3 – Funding Requirement
17	What is the total cost of the project? Please attach a budget breakdown for this cost £7,500
18	Amount requested from Saffron Walden Town Council and for what purposes (please be as specific as possible) FREE USE OF THE TOWN HALL
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



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>N/A</p>
21	<p>How will you ensure that SWTC support of this project is promoted?</p> <p>POSTERS, BANNERS, PRESS RELEASES, WEBSITE AND SOCIAL MEDIA.</p>



Section 4 – Contact Details

	<h2>Section 4 – Contact Details</h2>
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 JACQUI PORTWAY</p> <p>Tel No 07931 534599</p> <p>Email address jacqui.portway@gmail.com</p> <p>Date of application 24 JANUARY 2022</p>
23	<p>Bank/Building Society Details</p> <p>Grants will ordinarily be made by cheque payment.</p> <p>Name to appear on cheque payment: N/A</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: SAFFRON WALDEN INITIATIVE</p> <p>Signed: (1st person)</p> <p>Name: JACQUI PORTWAY <i>Jh Portway</i></p> <p>Position in Organisation: DIRECTOR & CHAIR</p> <p>Signed: (2nd person) <i>Peter A. Riding</i></p> <p>Name: PETER A. RIDING</p> <p>Position in Organisation: DIRECTOR</p>

2022 DANCE IN THE SQUARE

BUDGET ESTIMATE (CONFIDENTIAL)

Mobile Stage, PA System, Lighting & Power Supply 4,620

Band Performers 1,450

Security & First Aid Post 655

Public Toilets Cleaning 100

Band Refreshments 120

Poster, Banner Design & Printing 350

Paid Helpers & Expenses 205

TOTAL £7,500



**CROUCHER
NEEDHAM**

**SAFFRON WALDEN INITIATIVE LIMITED (COMPANY LIMITED BY
GUARANTEE)**

**UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

Company Registration No: 03340325 (England and Wales)



ADVISORY

info@croucherneedham.com

accountancy • audit • tax • advisory

www.croucherneedham.com

SAFFRON WALDEN INITIATIVE LIMITED (COMPANY LIMITED BY GUARANTEE)

COMPANY INFORMATION

Directors	P A Riding J S Ready C J Knight L Whife J Portway D Pearl P Hawke-Smith	(Appointed 6 January 2021)
Secretary	P A Riding	
Company number	03340325	
Registered office	Market House 10 Market Walk Saffron Walden Essex CB10 1JZ	
Accountants	Croucher Needham (Essex) LLP Market House 10 Market Walk Saffron Walden Essex CB10 1JZ	

SAFFRON WALDEN INITIATIVE LIMITED (COMPANY LIMITED BY GUARANTEE)

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SAFFRON WALDEN INITIATIVE LIMITED (COMPANY LIMITED BY GUARANTEE)

REPORT TO THE DIRECTORS ON THE PREPARATION OF THE UNAUDITED STATUTORY ACCOUNTS OF SAFFRON WALDEN INITIATIVE LIMITED (COMPANY LIMITED BY GUARANTEE)

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Saffron Walden Initiative Limited (Company Limited by Guarantee) for the year ended 31 March 2021 set out on pages 2 to 4 from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Association of Chartered Certified Accountants, we are subject to its ethical and other professional requirements which are detailed at <https://www.accaglobal.com/gb/en/member/standards/rules-and-standards/rulebook.html>.

This report is made solely to the board of directors of Saffron Walden Initiative Limited (Company Limited by Guarantee), as a body, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the financial statements of Saffron Walden Initiative Limited (Company Limited by Guarantee) and state those matters that we have agreed to state to the board of directors of Saffron Walden Initiative Limited (Company Limited by Guarantee), as a body, in this report in accordance with the requirements of the Association of Chartered Certified Accountants as detailed at http://www.accaglobal.com/content/dam/ACCA_Global/Technical/fact/technical-factsheet-163.pdf. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Saffron Walden Initiative Limited (Company Limited by Guarantee) and its board of directors as a body, for our work or for this report.

It is your duty to ensure that Saffron Walden Initiative Limited (Company Limited by Guarantee) has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of Saffron Walden Initiative Limited (Company Limited by Guarantee). You consider that Saffron Walden Initiative Limited (Company Limited by Guarantee) is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of Saffron Walden Initiative Limited (Company Limited by Guarantee). For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.



Croucher Needham (Essex) LLP

Chartered Certified Accountants

9 November 2021

Market House
10 Market Walk
Saffron Walden
Essex
CB10 1JZ

**SAFFRON WALDEN INITIATIVE LIMITED (COMPANY LIMITED BY
GUARANTEE)**

**INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2021**

	2021 £	2020 £
Income	1,565	5,914
Other income	16	25
Other charges	(1,090)	(5,886)
Surplus	<u>491</u>	<u>53</u>

SAFFRON WALDEN INITIATIVE LIMITED (COMPANY LIMITED BY GUARANTEE)

BALANCE SHEET

AS AT 31 MARCH 2021

	2021		2020	
	£	£	£	£
Fixed assets		1		1
Current assets	25,122		23,446	
Creditors: amounts falling due within one year	(2,710)		(1,525)	
Net current assets		22,412		21,921
Total assets less current liabilities		22,413		21,922
Net assets		22,413		21,922
Reserves		22,413		21,922

Notes to the financial statements

1 Employees

The average number of persons, including directors, employed by the company during the year was as follows:

	2021 Number	2020 Number
Employees	-	-

Saffron Walden Initiative Limited (Company Limited by Guarantee) is a private company limited by guarantee incorporated in England and Wales. The registered office is Market House, 10 Market Walk, Saffron Walden, Essex, CB10 1JZ.

For the year ended 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the micro-entity provisions and in accordance with FRS 105 'The Financial Reporting Standard applicable to the Micro-entities Regime' and the provisions applicable to companies subject to the small companies regime.

**SAFFRON WALDEN INITIATIVE LIMITED (COMPANY LIMITED BY
GUARANTEE)**

BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2021

The financial statements were approved by the board of directors and authorised for issue on 31/03/2021
and are signed on its behalf by:

P A Riding

P A Riding
Director

Company Registration Number 03340325

**SAFFRON WALDEN INITIATIVE LIMITED (COMPANY LIMITED BY
GUARANTEE)**

MANAGEMENT INFORMATION

FOR THE YEAR ENDED 31 MARCH 2021

SAFFRON WALDEN INITIATIVE LIMITED (COMPANY LIMITED BY GUARANTEE)

DETAILED TRADING AND PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

	£	2021 £	£	2020 £
Turnover				
Membership fees and donations		1,285		1,425
Dance in the square income		-		3,808
Insurance grant income		280		283
Quiz night income		-		9
Pictorial guides income		-		39
Welcome packs income		-		350
		<u>1,565</u>		<u>5,914</u>
Other income				
Bank interest received	16		25	
	<u>16</u>		<u>25</u>	
		16		25
Other charges				
Dance in the square expenses	-		4,418	
Sundry events expenses	175		250	
Welcome packs	-		152	
Website expenses	-		122	
Insurance	283		283	
Administrative expenses	632		631	
Sundry expenses	-		30	
	<u>-</u>		<u>-</u>	
		(1,090)		(5,886)
Surplus for the year		<u>491</u>		<u>53</u>