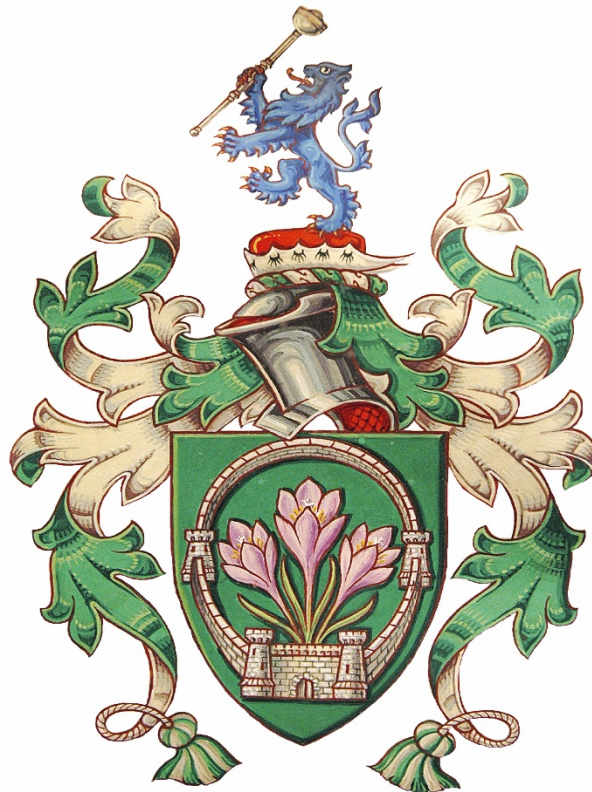




SAFFRON WALDEN
TOWN COUNCIL



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>The Enterprise East Group CIC</p>
2	<p>Applicant contact name, address, email and telephone*</p> <p>Samantha McReynolds, Cornell Court, Small bridge Road, Saffron Walden, CB10 3NS Tel: 07727 828528 Samantha.mcreynolds@enterpiseeast.org</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>Enterprise East Group CIC was set up by its founders with the overriding ambition of offering individuals who face challenges or barriers to gaining employment, the opportunity to build confidence and self-belief through some exceptional learning experiences within their community. This is particularly relevant for beneficiaries with complex lives or additional support needs such as disability, poor mental health, refugees, addiction, care leavers, ex-offenders, veterans, single parents, and people who are homeless. Our aim is to improve the lives of those on the margins of our community, to become more integrated through our projects.</p> <p>We have a unique offer which brings together three distinct but associated services including Supported Employment, Event and Hospitality Management and Social Businesses. At the very heart of our business strategy is a central purpose: to create a thriving and developing organisation that provides real opportunities for both individuals furthest from the labour market and other key stakeholders.</p>
4	<p>What is the Nature of your Organisation? ie are you a registered Charity, Social Enterprise or Community Interest Company?</p> <p>If yes, please provide registration details: The Enterprise East Group is a registered CIC, our company number is:10940814</p>



5	<p>Does Your Organisation Have:</p> <table><tr><td>A constitution:</td><td>Yes</td></tr><tr><td>Accounts:</td><td>Yes</td></tr><tr><td>Equal opportunities policy:</td><td>Yes</td></tr><tr><td>Safeguarding or child protection policy*</td><td>Yes</td></tr><tr><td>Health and Safety policy</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	Accounts:	Yes	Equal opportunities policy:	Yes	Safeguarding or child protection policy*	Yes	Health and Safety policy	Yes
A constitution:	Yes										
Accounts:	Yes										
Equal opportunities policy:	Yes										
Safeguarding or child protection policy*	Yes										
Health and Safety policy	Yes										
6	<p>Is your application for a reduced hire fee for any Town Council premises?</p> <p>Yes <input data-bbox="370 940 505 1018" type="checkbox"/> No <input data-bbox="724 936 859 1014" type="checkbox"/></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</p> <p>If Yes, please give details of when and if the application was successful, the grant received and the purpose.</p> <p>In June we applied for funding towards our #letseattogether project and was awarded a £525.00 grant</p> <p>Not for our organisation, but we have applied for a grant for CVSU for hire of the Town Hall for a charity event.</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	Covid outreach funding



9	<p>Please give details of the project activities and timeline</p> <p>I would like to ask your organisation to consider our funding request to cover some of our training costs, through your crisis fund.</p> <p>We have had to make the very difficult decision to close our community café, in Saffron Walden. Many of our students and residents are vulnerable and considering our landlord's decision to restrict visitors into the building due to the current situation with Omicron infection cases rising daily, and with many large gatherings planned for Christmas lunch at the community cafe.....We felt this was the right decision to ensure everyone's safety. Like many in the Hospitality industry, we rely heavily on our Christmas bookings revenue, to see us through January and February the following year. This decision has had a significant impact on our financials.</p> <p>We have invested and need to invest in our training resources for our both our students and our community outreach work and given the current unforeseen situation, we have asked for your help.</p> <p>We feel we do represent an 'invest to save' initiative, given that we have focused on the strengths of our target group of those furthest from the job market and have enabled more vulnerable adults to live independent of social care. We have taken on an additional 12 paid staff members since the last lockdown at our new location in Saffron Walden.</p> <p>Our staff and volunteers are still delivering our community outreach support and as a result delivered 76 parcels on Christmas day to those in the community who were alone at this prominent time. Moreover, we were able to offer these individuals socially distanced face to face interaction. This parcel included a winter warmth pack and a festive Christmas luncheon. We are also a point of contact for mental health and wellbeing support and safeguarding.</p>
10	<p>What need do you consider the project will meet?</p> <p>This funding will really help us to continue with our training programmes and our community outreach work, that support our current students and other beneficiaries of our adapted outreach programme.</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>We provide both voluntary and paid job opportunities to vulnerable individuals within our community. We will also offer the opportunity for our students and other beneficiaries to train and learn new transferable skills to build confidence and self-belief through some exceptional learning experiences and community engagement. We will tackle the causes of disadvantage wherever possible, ensuring that all Essex residents can access good jobs and excellent training opportunities, regardless of their background. This strategic aim is in alignment with our companies' own strategies which is our primary purpose as a community interest company. Our business model is attractive to partners and other investors due to its simplicity and evidence-based approach and its cross-cutting agenda, i.e. it blends and compliments other initiatives.</p> <p>We have found that bridging networks through our projects connects a diverse beneficiary group, empowers individuals and groups of people, by providing these groups with the skills and resources they need, to effect change in their own lives and their communities and becoming role models to others. Our approach empowers individuals, through the acquisition of new skills, to be inspired to explore new opportunities they otherwise would not have considered</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>Our 2020-2021 impact report identifies the following in Uttlesford, we estimate 65% of the total figure are Saffron Walden residents.</p>

A Snapshot of our Outcomes

The number of people with employment barriers who improved their confidence through funded courses, work placements and casual paid employment opportunities.

269

Number of successful paid job outcomes for our students.

103

Number of successful volunteer positions generated.

34

Number of people with employment barriers or challenges who completed accredited learning and I&T Training.

73

Number of parents/carers/guardians supported

244

Number of organisations we have worked with within our communities

56

Number of inclusive community events and employment engagement activities

76

885

TOTAL NUMBER OF
BENEFICIARIES



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>We want to continue with both our community café and our outreach work, both of which benefit many of the residents in Saffron Walden.</p> <p>We host a number of community activities in partnership with likeminded organisations and target those in our community that are isolated, by running our Meet up Monday Initiative which gives hospitality businesses the chance to strengthen their local community and show that the commercial world also cares about ending loneliness. Visitors come along to the café knowing they are guaranteed a warm welcome into a friendly environment where they will not stand out as being alone.</p> <p>Compliance and monitoring</p> <p>We have our own in-house matrix which we use to monitor our impact by attendance and outcomes. We then take these figures and collate a yearly impact report of social value.</p>
14	<p>Where will any equipment be kept and how will it be insured?</p> <p>We have our own public liability and indemnity insurance, and all equipment is kept on site.</p>



15	<p>Address where <u>main</u> activities will take place</p> <p>Cornell Court, Small Bridge Road, Saffron Walden, CB11 3NS</p>
16	<p>How will you ensure that the project will be all-inclusive?</p> <p>We are inclusive and champion the ‘Expert by Experience’ ethos that each person’s view is valid and should be heard without judgement.</p> <p>We endeavour to create a welcoming, open, non-judgemental, safe and supportive space, where each person – be it staff, student or volunteer - is able to be open and honest without fear of retribution. We welcome all faiths, gender identities, sexualities, races, religions, backgrounds and abilities to join our ‘work family’ and will support each and every one of them to reach their true potential and aspirations. We will actively challenge discrimination but do so with an aim to promote education, individual rights, understanding of differences and acceptance.</p> <p>Regarding accessibility and participation, each student participating receives a weekly supervision or ‘catch-up session’ where we provide any additional support required. This may be literacy or emotional for example. We tailor and adapt our provision in any way we can. For example, we have a student presently who is completing his employability course on a pc as he is unable to write clearly. Each week, a staff or volunteer member sits and supports him with this, and we ensure he is receiving additional ICT support as well.</p>
Section 3 – Funding Requirement	
17	<p>What is the total cost of the project? Please attach a budget breakdown for this cost.</p> <p>ASDAN Accreditation cost: £610.80 (already paid on the 6th September 2021) 2 x training laptops @ £428.00 each = £856.00 1 x large visual display iPad £290.00</p> <p>Total: 1756.00</p>



18	<p>Amount requested from Saffron Walden Town Council and for what purposes (please be as specific as possible)</p> <p>At the committees discretion</p>
19	<p>Have you applied for funding from other sources for this project?</p> <p>Yes <input data-bbox="768 590 857 646" type="checkbox"/> yes No <input checked="" data-bbox="1138 590 1227 646" type="checkbox"/> x</p> <p>If yes, please indicate how much and who from</p> <p>We have applied to the CIF fund via ECC, the Voluntary sector provider grant scheme, the Essex association of local councils. Unfortunately this funding request was not successful as the current round of funding has now closed.</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>Yes, we have also applied to UDC, we have not heard as yet, but we have asked for some funding to cover core costs.</p>
21	<p>How will you ensure that SWTC support of this project is promoted?</p> <p>YES – Promotion of this event will be in-house as well as through all of our social media channels, which have over 3.8k followers. All supporting organisations will be included with all promotional materials.</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 Samantha McReynolds</p> <p>Tel No 07727828528</p> <p>Email address Samantha.mcreynolds@enterpriseeast.org</p> <p>Date of application 12th October 2021</p>
23	<p>Bank/Building Society Details</p> <p>Grants will ordinarily be made by cheque payment. Name to appear on cheque payment:</p> <p>The Enterprise East Group 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: The Enterprise East Group CIC</p> <p>Signed: (1st person)</p> <p>Name: Samantha McReynolds</p> <p>Position in Organisation: Managing Director</p> <p>Signed: (2nd person)</p> <p>Name: Dani Saltmarsh</p>



	Position in Organisation: Service Delivery Manager
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**Map showing the parish of Saffron Walden.
The Town Council serves all the area shown in white**



Saffron Walden Parish		Saffron Walden CP	
Neighbourhood Plan Area		 Scale: 1:34500	Author: Date: 24/06/2019

