



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

Version 4 adopted May 2021 (no amends)



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.

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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 Walden Wombles</p>										
2	<p>Applicant contact name, address, email and telephone*</p> <p>Barbara Leckenby 39 De Bohun Court, SW BarbLeck@gmail.com 01799 521881</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>The Walden Wombles are a group of volunteers who meet once a month in different locations around town to pick up litter.</p>										
4	<p>What is the Nature of your Organisation? ie are you a registered Charity, Social Enterprise or Community Interest Company?</p> <p>NO</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 style="width: 70%;">A constitution:</td> <td style="text-align: right;">Yes / No</td> </tr> <tr> <td>Accounts:</td> <td style="text-align: right;">Yes / No</td> </tr> <tr> <td>Equal opportunities policy:</td> <td style="text-align: right;">Yes / No</td> </tr> <tr> <td>Safeguarding or child protection policy*</td> <td style="text-align: right;">Yes / No</td> </tr> <tr> <td>Health and Safety policy</td> <td style="text-align: right;">Yes / No</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	Accounts:	Yes / No	Equal opportunities policy:	Yes / No	Safeguarding or child protection policy*	Yes / No	Health and Safety policy	Yes / No
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Accounts:	Yes / No										
Equal opportunities policy:	Yes / No										
Safeguarding or child protection policy*	Yes / No										
Health and Safety policy	Yes / No										



6	<p>Is your application for a reduced hire fee for any Town Council premises?</p> <p>Yes <input type="checkbox"/> No <input checked="" 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 / <u>No</u></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>



Section 2 – The Project

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8	<p>Project name: Walden Wombles</p> <p>Project aim: Collect litter in and around Saffron Walden</p> <p>Start Date: June 2021</p> <p>End Date: Continues indefinitely</p>
9	<p>Please give details of the project activities and timeline</p> <p>The Wombles meet the first Sunday of the month for one hour to collect litter.</p>
10	<p>What particular need do you consider the project will meet?</p> <p>Provides clean environment around popular areas of Saffron Walden.</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 regularly collect over 20 bags of litter.</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>We believe everyone one in Saffron Walden benefit from living and working in a clean town.</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>Our project can be measured by the amount of litter we collect and the area itself.</p>



14	<p>Where will any equipment be kept and how will it be insured?</p> <p>Equipment is made up of litter pickers and Hi-vis jackets. They are kept in my garage. We have Small Charity Public Insurance.</p>
15	<p>Address where <u>main</u> activities will take place</p> <p>In and around Saffron Walden.</p>
16	<p>How will you ensure that the project will be all-inclusive?</p> <p>We are volunteer driven, and everyone is welcome.</p>
Section 3 – Funding Requirement	
17	<p>What is the total cost of the project? Please attach a budget breakdown for this cost</p>
18	<p>Amount requested from Saffron Walden Town Council and for what purposes (please be as specific as possible)</p> <p>£200 for insurance and new equipment to replace broken items.</p>



19	<p>Have you applied for funding from other sources for this project?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please indicate how much and who from</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>We have received a grant from EALC September 2021 £179</p> <p>Saffron Walden Round Table grant November 2021 £250</p>
21	<p>How will you ensure that SWTC support of this project is promoted?</p> <p>We have a Facebook Page and a website www.waldenwombles.org.uk</p>

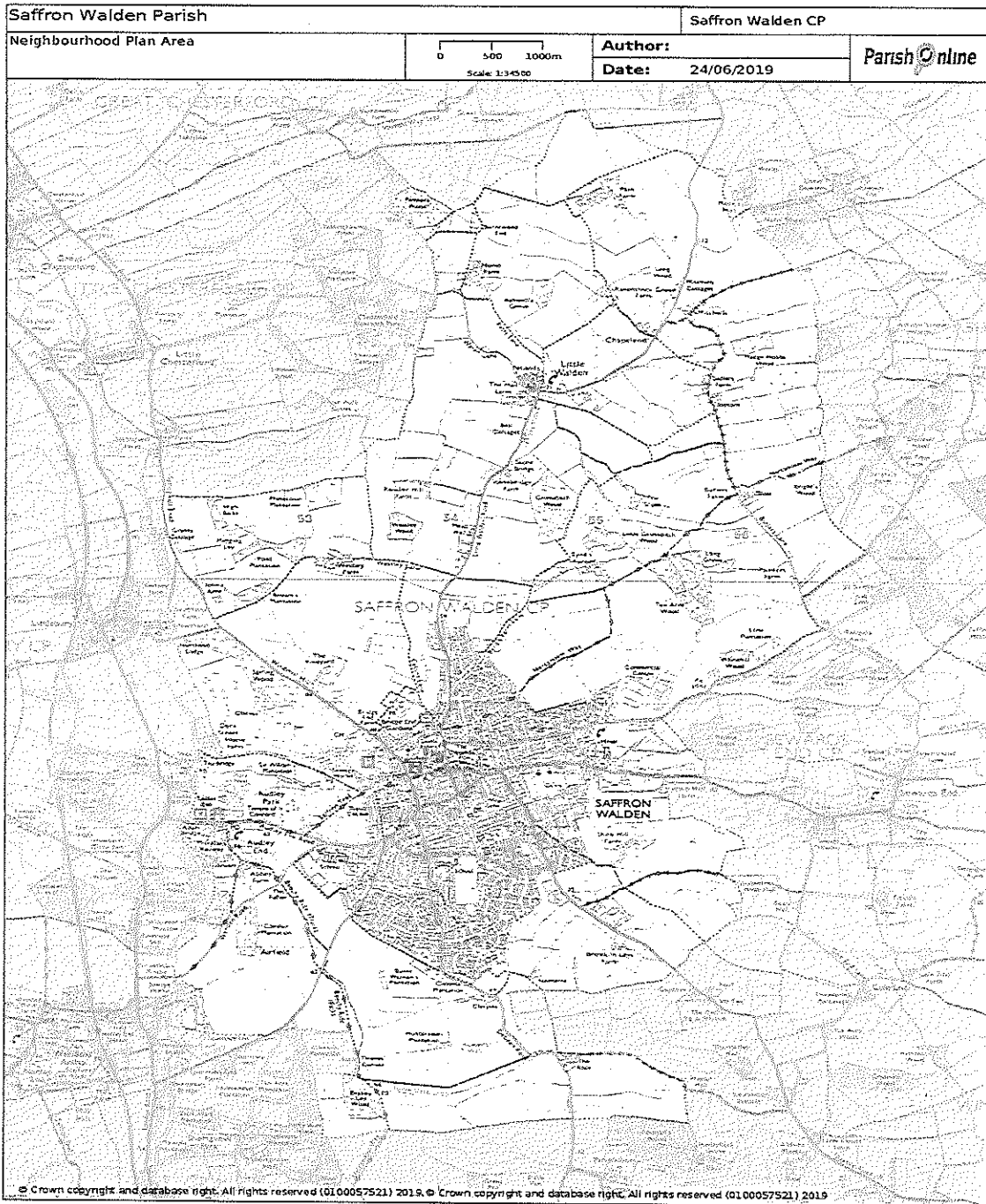


Section 4 – Contact Details

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 Barbara Leckenby</p> <p>Tel No 01799 521881 / 07582 727203</p> <p>Email address BarbLeck63@gmail.com</p> <p>Date of application 14/6/22</p>
23	<p>Bank/Building Society Details Barclays Walden Wombles sort code 20-17-20 account number 43470296</p> <p>Grants will ordinarily be made by cheque payment. Name to appear on cheque payment:</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: <i>Walden Wombles</i></p> <p>Signed: (1st person) <i>Barbara Lecker</i></p> <p>Name: <i>Barbara Leckenby</i></p> <p>Position in Organisation: <i>Co-Founder</i></p> <p>Signed: (2nd person) <i>C Dodge</i></p> <p>Name: <i>CHRIS DODGE</i></p> <p>Position in Organisation: <i>FOUNDER</i></p>



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





COMMUNITY

Available balance £80.50

Last night's balance £80.50

Overdraft limit £0.00

Additional account details

Enjoy accounting software – free from FreshBooks

- Manage your invoices and expenses.
- Track your business with reports.

Easy to use and saves time, T&Cs apply

[See more](#)

Transactions

Showing 1-8 of 8 transactions between 1 Sep 21 and 14 Jun 22

Pending debit card transactions

Date	Description	Money In	Money Out	Balance
Mon, 21 Mar 22	AMZNMktplace		-£15.95	£80.50
Tue, 8 Feb 22	207405 60022144		-£88.66	£96.45
Mon, 10 Jan 22	GARBMANN LTD		-£173.94	£185.11
Fri, 19 Nov 21	S/W RND TBLE COM H	£250.00		£359.05
Mon, 1 Nov 21	203590 80212679	£20.00		£109.05
Mon, 1 Nov 21	SUE CRANN		-£20.00	£89.05
Mon, 27 Sep 21	Www.groupon.co.uk		-£69.95	£109.05
Mon, 13 Sep 21	ESSEX ASSOCIATION	£179.00		£179.00