



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.



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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	Name of Applicant/Organisation <p style="text-align: center; margin-left: 40px;">SAFFRON WALDEN INITIATIVE</p>										
2	Applicant contact name, address, email and telephone* <p style="margin-left: 40px;">JACQUI PORTWAY, 31 TUKES WAY, SAFFRON WALDEN 07931 534599 jacqui.portway@gmail.com CB11 3ES</p> <p style="font-size: small; margin-top: 5px;">*Please note that this information will be published in the public domain unless we receive express instructions to the contrary.</p>										
3	Aims & Objectives of Applicant / Organisation <p style="margin-left: 40px;"><u>THESE INCLUDE :</u> PROVIDE FACILITIES AND ACTIVITIES FOR ALL AGES AND INTERESTS</p>										
4	What is the Nature of your Organisation? ie are you a registered Charity, Social Enterprise or Community Interest Company? If yes, please provide registration details: <p style="margin-left: 100px; margin-top: 5px;">COMPANY LIMITED BY GUARANTEE</p>										
5	Does Your Organisation Have: <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 60%;">A constitution:</td> <td>Yes / No SEE WEBSITE</td> </tr> <tr> <td>Accounts:</td> <td>Yes / No ATTACHED</td> </tr> <tr> <td>Equal opportunities policy:</td> <td>Yes / No SEE WEBSITE</td> </tr> <tr> <td>Safeguarding or child protection policy*</td> <td>Yes / No SEE WEBSITE</td> </tr> <tr> <td>Health and Safety policy</td> <td>Yes / No</td> </tr> </table> <p style="margin-top: 10px;">Please include a copy of these documents where available. www.swinitiative.org/policies</p> <p>If these documents are not supplied, please advise why these details are missing.</p> <p style="font-size: small; margin-top: 10px;">*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.</p>	A constitution:	Yes / No SEE WEBSITE	Accounts:	Yes / No ATTACHED	Equal opportunities policy:	Yes / No SEE WEBSITE	Safeguarding or child protection policy*	Yes / No SEE WEBSITE	Health and Safety policy	Yes / No
A constitution:	Yes / No SEE WEBSITE										
Accounts:	Yes / No ATTACHED										
Equal opportunities policy:	Yes / No SEE WEBSITE										
Safeguarding or child protection policy*	Yes / No SEE WEBSITE										
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 / 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 SUPPORT FOR PUBLIC LIABILITY INSURANCE</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: SWAN MEADOW MINI MAZE WILLOW FENCE</p>



	<p>Project aim: TO REPLACE THE CURRENT FENCE DAMAGED BY LANDALS WITH A NEW FENCE</p> <p>Start Date: 9 JUNE 2022</p> <p>End Date: 23 JUNE 2022</p>
9	<p>Please give details of the project activities and timeline</p> <p>See (8) above</p>
10	<p>What particular need do you consider the project will meet?</p> <p>THE CURRENT DAMAGED FENCE IS AN EYE SORE FOR THE PUBLIC USING SWAN MEADOW CAR PARK.</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>EXISTING MINI MAZE</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: <i>OVER TIME MANY HUNDREDS OF PEOPLE USING SWAN MEADOW CAR PARK.</i></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><i>THE PROJECT WILL REMOVE THE EYESORE OF THE FENCE DAMAGED BY VANDALS.</i></p>
14	<p>Where will any equipment be kept and how will it be insured?</p> <p><i>N/A</i></p>
15	<p>Address where <u>main</u> activities will take place</p> <p><i>NEXT TO SWAN MEADOW CAR PARK</i></p>



16	How will you ensure that the project will be all-inclusive? <p>THE PUBLIC HAS ACCESS TO THE MINI MAZE</p>
Section 3 – Funding Requirement	
17	What is the total cost of the project? Please attach a budget breakdown for this cost <p>£1,920 Breakdown attached</p>
18	Amount requested from Saffron Walden Town Council and for what purposes (please be as specific as possible) <p>£1,920</p>
19	Have you applied for funding from other sources for this project ? <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please indicate how much and who from</p>
20	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>NO</p>



SAFFRON WALDEN
TOWN COUNCIL



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How will you ensure that SWTC support of this project is promoted?

THROUGH PRESS RELEASES, SOCIAL MEDIA
& WEBSITE.



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 JACQUI PORTWAY</p> <p>Tel No 07931 534599</p> <p>Email address jacqui.portway@gmail.com</p> <p>Date of application 7 MAY 2022</p>
23	<p>Bank/Building Society Details</p> <p>Grants will ordinarily be made by cheque payment. Name to appear on cheque payment: SAFFRON WALDEN INITIATIVE</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</p> <p>Position in Organisation: DIRECTOR & CHAIR</p> <p>Signed: (2nd person) </p> <p>Name: PETER A. RIDING</p> <p>Position in Organisation: DIRECTOR</p>

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



Saffron Walden Parish
Neighbourhood Plan Area

Saffron Walden CP

0 500 1000m
Scale: 1:24500

Author:

Date: 24/06/2019

Parish Online



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SAFFRON WALDEN INITIATIVE

SWAN MEADOW MINI MAZE

WILLOW FENCING RENEWAL

~~Removal of the existing partially damaged willow fencing
By Saffron Skip Hire for 2 days - £260.00~~

Installation of new willow fencing by
Wonder Wood Willow - £1,920 (including VAT)

~~**TOTAL EXPENSE - £2,180**~~



**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



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)**

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>5,886</u>	
		(1,090)		(5,886)
Surplus for the year		<u>491</u>		<u>53</u>
