



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>Saffron Hall Trust</p>
2	<p>Applicant contact name, address, email and telephone*</p> <p>Graham King, Saffron Hall Trust, Council Offices, London Road, Saffron Walden, Essex, CB11 4ER</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>VISION: music and creativity at the heart of a thriving and connected community MISSION: an inclusive Saffron Hall family, uniting people with a range of artistic experiences, through meaningful creative encounters VALUES: We strive to ...</p> <p>Be a community. Our audiences, artists, staff, volunteers, and participants of all ages, come together to form a creative community.</p> <p>Ask, listen, and respond. We aim to engage with and understand everyone in our community and respond to their needs and issues in an appropriate and creative way.</p> <p>Work to the best of our ability. We use our expertise and experience to deliver quality throughout all aspects of our work.</p> <p>Act with fairness. We commit to being thoughtful in our actions, so that everyone feels welcomed, respected, and valued.</p> <p>LOCAL AIMS</p> <ol style="list-style-type: none"> 1. Develop and diversify Saffron Hall’s outstanding, high quality public performing arts programme, ground-breaking learning and participation programme and audiences and participants across all of our programmes. 2. Increase opportunities for partnership and collaboration outside of Saffron Hall and Saffron Academy Trust. 3. Improve the quality of experience for audiences, artists and participants.



4	<p>What is the Nature of your Organisation? ie are you a registered Charity, Social Enterprise or Community Interest Company?</p> <p>Registered Charity</p> <p>If yes, please provide registration details: NO. 1153685</p>										
5	<p>Does Your Organisation Have:</p> <table border="0"><tr><td>A constitution:</td><td><u>Yes</u> / No</td></tr><tr><td>Accounts:</td><td><u>Yes</u> / No</td></tr><tr><td>Equal opportunities policy:</td><td><u>Yes</u> / No</td></tr><tr><td>Safeguarding or child protection policy*</td><td><u>Yes</u> / No</td></tr><tr><td>Health and Safety policy</td><td><u>Yes</u> / 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:	<u>Yes</u> / No	Accounts:	<u>Yes</u> / No	Equal opportunities policy:	<u>Yes</u> / No	Safeguarding or child protection policy*	<u>Yes</u> / No	Health and Safety policy	<u>Yes</u> / No
A constitution:	<u>Yes</u> / No										
Accounts:	<u>Yes</u> / No										
Equal opportunities policy:	<u>Yes</u> / No										
Safeguarding or child protection policy*	<u>Yes</u> / No										
Health and Safety policy	<u>Yes</u> / No										
6	<p>Is your application for a reduced hire fee for any Town Council premises?</p> <p>Yes <input 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?</p> <p>19 & 20 August 2022. Yes, this is booked in.</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>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: ALICE IN WONDERLAND at Bridge End Gardens</p> <p>Project aim:</p> <p>Primary Aim:</p> <ol style="list-style-type: none">1. to engage and inspire a diverse audience by offering a high quality and accessible artistic experience for the people of Saffron Walden, and surrounding areas.2. To test a model for outdoor engagement in Saffron Walden over the summer months, with a view to establishing an annual model of outdoor events across Saffron Walden. <p>Secondary Aim: to increase footfall in Saffron Walden town centre, with the aim of increased spend across town centre businesses and to encourage cultural tourism.</p> <p>Start Date: 19 August (3 shows)</p> <p>End Date: 20 August (3 shows)</p>



9	<p>Please give details of the project activities and timeline</p> <p>Alice in Wonderland at Bridge End Gardens.</p> <p><i>Join Alice down the rabbit hole in her magical adventures through Wonderland in this brand-new open-air adaptation of Lewis Carroll’s family favourite ‘Alice in Wonderland.’</i></p> <p><i>Discover the madness of the tea party and meet the Mad Hatter, The White Rabbit, Cheshire Cat and the Queen of Hearts plus many larger-than-life characters along Alice’s journey.</i></p> <p><i>This exciting and playful take on the tale features a professional cast of energetic performers, catchy new songs and lots of humour that will entertain and delight the whole family! Don’t be late for this very important date!</i></p> <p>Early June: On sale June -July: Marketing and press campaign, reaching out to the SW community through local engagement such as Saffron Hall’s extensive digital database, Walden Local flyer insert and characters attending local events, prior to promoting further afield. August: final press push, 19-20 August: Performances</p> <p>This is a pilot project for a much larger ambition of Saffron Hall Trust to develop a series of annual outdoor events in Saffron Walden and across Essex. Once we have data and learnings from this project, we aim to propose to SWTC a yearly series of performances across Saffron Walden.</p>
10	<p>What particular need do you consider the project will meet?</p> <p>We believe this project meets a need already identified by SWTC as part of its mission statement ‘ to promote the cultural and economic well-being 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>The project aligns with and meets the need identified by SWTC as part of its mission statement. ‘To promote the cultural and economic well-being of Saffron Walden’.</p> <p>We believe by working effectively and efficiently in partnership with SWTC we can deliver the above to the community SWTC represents.</p>



	<p>As the largest arts organisation in Uttlesford, SHT has a wealth of experience scoping and researching projects of this scale. From our continued dialogue with local audiences, we are aware of a desire by the community to engage with high quality arts and culture and to explore new experiences. Having consulted with the Saffron Walden BID, we understand that there is a need from local businesses to bring events into the centre of Saffron Walden to encourage increased footfall.</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>The production will be advertised locally, regionally, and via Saffron Hall's database.</p> <p>Over the 2 performance days we intend to reach an audience of 1,400 people (full capacity). Based on data collected from Saffron Hall's 2021 pantomime, we believe that approximately 48% of the audience will be made up bookers from CB10 and CB11 postcodes.</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>We expect that at least 50% of the audience to come from Saffron Walden based on the above panto figures. We would like to increase and promote cultural engagement within Saffron Walden in line with SWTC's mission statement. We will be to measure new and local engagement through our booking system, which will create a heatmap of the bookers.</p> <p>We also aim to increase footfall in Saffron Walden town centre, with the aim of increased spend across the town centre businesses and to future encourage cultural tourism. We will work with the Saffron BID to try and measure impact.</p> <p>We will also use an external press agency to promote the performances, in turn promoting Saffron Walden to a wider audience and encouraging cultural tourism. We will work with the TIC to understand if over the days of the performances there has been increased footfall in the office.</p>



14	<p>Where will any equipment be kept and how will it be insured?</p> <p>Minimal set pieces will be stored overnight and will be fully covered by KD theatre productions insurance. The majority of the equipment will be taken off site between the 19 and 20 of August.</p>
15	<p>Address where <u>main</u> activities will take place</p> <p>Bridge End Gardens, 7-22 Castle St, Saffron Walden, CB10 1BE</p>
16	<p>How will you ensure that the project will be all-inclusive?</p> <p>Open air theatre offers a relaxed style performance, and this production is suitable for all ages. In terms for financial accessibility, ticket prices for this event are significantly lower than UK standard benchmarked ticket prices. (Based on data provided by UK Theatre members £27.1 per head in 2019). Based on data collected from Saffron Hall's 2021 pantomime, we believe that approximately 28% of audiences will be under 25. We aim to offer 35 free tickets per performance to Pupil Premium families (210 free tickets in total). We will work with local schools to achieve this.</p>
<p>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>The total cost of the project is £9,097. Full budget attached as requested.</p>
18	<p>Amount requested from Saffron Walden Town Council and for what purposes (please be as specific as possible)</p> <p>£2160 (cost of Bridge End Gardens hire at commercial rate, £90 per hour, 12 hours a day). (In kind)</p> <p>£300 to admin the distribution of 210 tickets to Pupil Premium families across Saffron Walden.</p>



19	<p>Have you applied for funding from other sources for this project?</p> <p>Yes <input type="checkbox"/> No <input checked="" 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>NO</p>
21	<p>How will you ensure that SWTC support of this project is promoted?</p> <p>We agree to include SWTC as an 'above title' partner for this production on all websites ticket sale pages, advertising, posters, leaflets and press releases.</p> <p>i.e.</p> <p><i>Saffron Hall, KD Theatre Productions and Saffron Walden Town Council present</i></p> <p>SWT logo will also be included on all print and on the production webpage.</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 Graham King</p> <p>Tel No 01799 588 545</p> <p>Email address graham.king@saffronhall.com</p> <p>Date of application 1 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:</p> <p>SAFFRON HALL TRUST</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 Hall Trust</p> <p>Signed: (1st person)</p> <div data-bbox="261 1577 483 1675" style="border: 1px solid black; width: 137px; height: 47px; margin: 5px 0;"></div> <p>Name: Graham King</p> <p>Position in Organisation: Saffron Hall Trust</p> <p>Signed: (2nd person)</p>



	 Name: Angela Dixon Position in Organisation: Chief Executive
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**Map showing the parish of Saffron Walden.
The Town Council serves all the area shown in white**

