



# 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 |

## **Guidance for completing the Grant Application**

Saffron Walden Town Council has a passion for community work and wishes to help, support and promote local groups, projects and activities. Funding is available to groups delivering community benefit for the residents of Saffron Walden.

Funding can be awarded for capital and/or resourcing costs.

Typical examples of funded activities include:

1. Reduced hire fee for use of Town Council's managed facilities (eg Town Hall, Golden Acre Community Centre, The Common, Bridge End Garden)
2. Core operational costs such as staffing, rent, rates, utility bills
3. Project costs: material or resourcing costs to deliver a particular project or activity
4. Projects which support the Town Council's corporate policies, details available online at: <https://saffronwalden.gov.uk/mission-statement/>

This is not an exhaustive list and fair consideration will be given to any project or proposal which seeks to improve the quality of life or opportunities for the local community.

Maximum grant: £1,000 per application

The Town Council will consider one application per group/organisation per financial year

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.**

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](mailto:townclerk@saffronwalden.gov.uk)

## 2. On receipt of your application, it will:

- (a) Be reviewed by Officers to ensure it is complete and all appropriate supporting material (as detailed on the application form) has been provided.
- (b) In the event of any queries, you may be contacted by an Officer to provide further information.
- (c) 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:

- (a) Grants are considered monthly by the Town Council's Finance & Establishment Committee
- (b) Dates of Committee meetings are shown on the Town Council website, [www.saffronwalden.gov.uk](http://www.saffronwalden.gov.uk)
- (c) Completed application forms **must** be received in the Town Council offices at least one week prior to the meeting date
- (d) Applicants are strongly encouraged to attend the meeting to speak further in support of your request and to address any queries from the Committee (this may be in person or via Zoom/Teams)
- (e) 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:

- (a) You will be notified in writing of the Committee's decision.
- (b) If your request has been successful, you will be provided with details of how to claim your grant money
- (c) 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

## 6. Award Conditions

- (a) Applicants must acknowledge the grant funding from SWTC – we will send you the Town Council logo for inclusion on publicity material.
- (b) Applicants must agree to take part in any publicity campaigns relating to the promotion of fund outcomes.
- (c) Attend the Annual Parish Meeting to provide a written and verbal update on their project and how the funding from SWTC supported it.
- (d) Applicants give their consent for Saffron Walden Town Council to share success stories and pictures to the press and other Partners for them to promote your success stories.
- (e) Applicants must send records of invoices and expenditure in respect to the grant awarded and present them to the Town Council once items have been purchased.
- (f) The award must only be used for the purposes stipulated in the original application. Any proposed variance must be agreed by Saffron Walden Town Council, both in writing and in advance of any associated expenditure being incurred.
- (g) The applicant agrees to provide periodic update reports on project achievements when requested by the Town Council
- (h) If there is a launch to this project the Town Council must be informed and reserve the right to provide a representative to attend and speak at the launch.

## 7. Monitoring and Evaluation

It is important for Saffron Walden Town Council to evaluate the success of its grant scheme and to measure the benefit of funding awarded to third parties. If your grant is successful, we will ask you to feed back on the success of your event or project.

A form will be supplied to you, and we would like evidence or details of the following:

- (a) How many people attended the event or activity?
- (b) Did the project meet the expectations as outlined in box 13 of the grant form?
- (c) How did the Town Council grant funding support your activity?
- (d) Would you have continued without Town Council funding?
- (e) Provide evidence and details of promotional material and press releases of your event, including evidence of the Town Council's support (which must include our logo)