

# 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



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 (1<sup>st</sup> April – 31<sup>st</sup> 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?

- **Return your form to:**

The Town Clerk  
Saffron Walden Town Council  
The Town Hall, Market Street  
Saffron Walden  
CB10 1HZ  
Tel: 01799 516501 / email: [townclerk@saffronwalden.gov.uk](mailto:townclerk@saffronwalden.gov.uk)

- **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.

- **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](http://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.



- **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.

- **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

<b>Section 1 – About the Applicant</b>	
<b>1</b>	<p><b>Name of Applicant/Organisation</b></p> <p>1<sup>st</sup> Thaxted-Carver Scout Group</p>
<b>2</b>	<p><b>Applicant contact name, address, email and telephone*</b></p> <p>1<sup>st</sup> Thaxted-Carver Scout Group, 9 Rowney Ave, Wimbish, Elder Street, Saffron Walden CB10 2YB</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>
<b>3</b>	<p><b>Aims &amp; Objectives of Applicant / Organisation</b></p> <p>The 1<sup>st</sup> Thaxted – Carver Scout Group is based in North Essex; we currently have 133 young people spread over our two locations in Thaxted and Carver Barracks. We operate 6 sections across our group with 3 group meetings a week in each of our locations. Our current membership comprises 48 Beavers (Aged 6-8), 52 Cubs (Aged 8-10.5) and 33 Scouts (Aged 10.5- 14). The group aims to develop our young people and to help them achieve their personal goals, they are supported every step of the way by our team of adult volunteer leaders and volunteer executive committee.</p> <p>85 of our 133 children (65%) are the children of Explosive Ordnance Disposal and Search servicemen and women stationed at Carver Barracks in Wimbish and a key purpose of our group is to enable army children to join up with local children to participate in adventures and overcome any barriers that may exist between army and civilian life. Because many of the children of servicemen and women move locations frequently, an important aim of our group is the work we do to achieve better integration for the children from service families into the community in which they find themselves. We regularly hold events to support the young people of service families, where mums and dads may be deployed on operations for up to</p>




six months at a time. We as a group strive to support these young people on what can be a fairly isolated barracks.

The Scout group has undergone some huge changes over the last 3 years. And even with the challenges of Covid 19 we have continued to grow. We are going from strength to strength but with our accelerated growth we need to replace, update and buy new equipment and continue to train our volunteers to deliver the scouting



adventure.

4 What is the Nature of your Organisation?  
ie are you a registered Charity, Social Enterprise or Community Interest Company?

	<p>If yes, please provide registration details:</p>
<p>5</p>	<p><b>Does Your Organisation Have:</b></p> <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</p> <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> <p>We are part of a Scouts Association, and we follow their policies, procedures and regulations. You can view the following documents at:</p> <ul style="list-style-type: none"> <li>• Equal Opportunities - <a href="#">Equal Opportunities Policy   Scouts</a></li> <li>• Health and Safety – <a href="#">Safety Policy   Scouts</a></li> <li>• Child Protection - <a href="#">Safeguarding Policy and Procedures   Scouts</a></li> </ul> <div style="text-align: center;">  <p>1st Thaxted Group Accounts 2020-21 - F</p> </div> <ul style="list-style-type: none"> <li>• Accounts -</li> </ul>
<p>6</p>	<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>No, we have not previously applied for grant funding.</p>
	<p>For Office use only regarding questions 6 &amp; 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>
	<b>Section 2 – The Project</b>
8	<p>Project name: Climbing Equipment Appeal</p> <p>Project aim: Enable our Beavers, Cubs, and Scouts to experience the great outdoors and try adventurous activities. This also helps them to develop essential life skills of teamwork, listening, confidence and take them out of their comfort zone trying something new.</p> <p>Start Date: Ongoing</p>



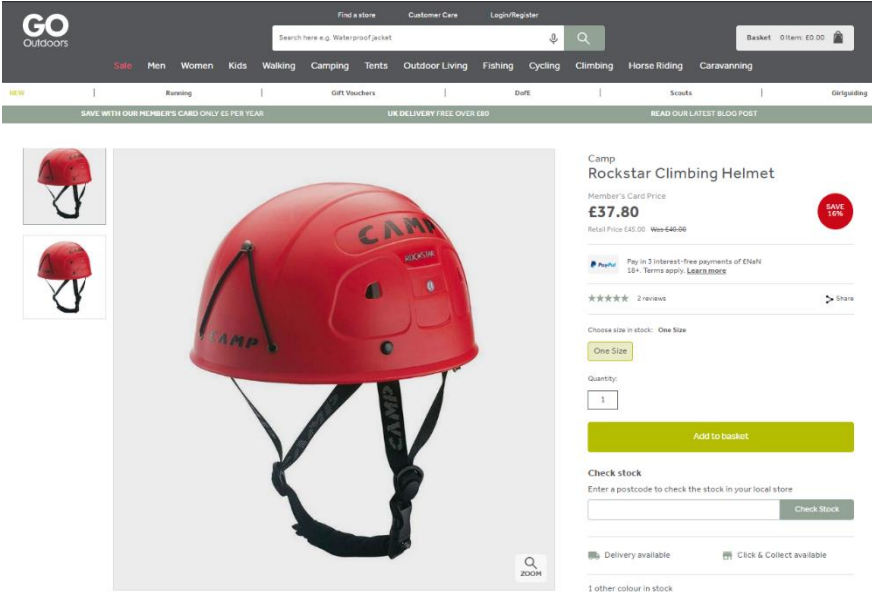
	End Date: Ongoing
9	<p>Please give details of the project activities and timeline</p> <p>At the 1<sup>st</sup> Thaxted – Carver Scout Group we have launched an appeal to raise funds for much needed equipment and training which we need to continue to provide the scouting adventure for all our young people. With our exceptional growth we need to need to replace our aging equipment to provide even more adventurous opportunities for our young people. Therefore, allowing our section leaders to use to new equipment to deliver a youth-led program to earn the badges that Scouts is famous for, whilst aiming to give our members skills for life. From pens and pencils to mountain bikes and adventurous training we are hoping to provide it all for our young people and so we are writing to you to ask if you would be able to contribute to our appeal.</p> <p>We are actively fundraising to raise the much-needed funds that we need to purchase the upgraded equipment that we need and to date we have raised £2933, with 133 young people who attend our group we need further support to achieve our goal. Currently to fill the voids in our equipment and training we are borrowing equipment from other groups or paying for external instructors, but this is proving to be unsustainable and very expensive.</p> <p>This grant will enable a project for 1<sup>st</sup> Thaxted-Carver group to be able to offer rock-wall climbing to all our Beavers, Cubs, and Scouts. We would not have to borrow equipment from various groups which can take up valuable time on the wall, as it must be safety checked, before we use it. Then any damages we identify, we must either find a replacement or buy a replacement. To have our own set of rock-wall climbing equipment will mean the instructors (our permitted leaders) know the equipment, the condition it is in and how it works. This ensures a session of rock-wall climbing can be done on a weekly meeting session whereas, currently it is pre-booked in advance and</p>



	<p>the weekly meeting session is extended to allow for essential checks, picking up of the equipment, familiarising with the equipment, and then returning to where we borrowed it from.</p>
10	<p>What particular need do you consider the project will meet?</p> <p>At Scouts, we believe in equipping young people with skills for life. We encourage young people to do more, learn more and be more. We also believe in bringing people together to create stronger communities and to inspire positive futures for all. A 2018 survey run by The Scout Association showed that Scouts are 17% more likely to show leadership skills and work well in teams; and are 33% more likely to support their communities.</p> <p>At the 1<sup>st</sup> Thaxted - Carver Scout Group, we work hard to uphold these values and already this year we are working with The Royal British Legion to sell poppies and support the remembrance parade. If we are able to purchase some new equipment our children will be able to participate in further activities to support their ongoing development and the community. It will allow our children to learn and develop skills such as resilience, initiative and tenacity; employability skills such as leadership, teamwork, and problem solving; and practical skills such as cooking and first aid.</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>1<sup>st</sup> Thaxted-Carver have identified the need for this project over time and valuable funding spent to offer this activity to our young people. More recently by having two of our leaders successfully gaining their permits for climbing means we can also save on essential funding for other activities and much needed equipment. The leaders are keen to offer this rock-wall climbing more often through the programme as we have seen the many benefits it has on the young people's skills.</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>133 Beaver, Cubs, and Scouts.</p>
13	<p>Please give a brief outline of:</p> <ul style="list-style-type: none"><li>• How this project benefits the residents of Saffron Walden Town Council's area;</li><li>• On the change you wish to see as a result of your project or activity for the residents of the Saffron Walden parish;</li><li>• How your project will be measured</li></ul> <p>Many of the children from service families who attend our group struggle whilst their parents are deployed both in the UK and abroad- we know that our fun, confidence-building activities and our friendship opportunities are of real benefit and offer some relief. The group can be particularly useful when new families arrive at Carver Barracks and must start their new school helping them to integrate with their new environment and evolve new friendships. We also offer opportunities for parent involvement within the scout group- such as trips away with us as a family and running aspects of the group itself; this enables not only the young people but also the parents to forge new friendships within the community. We believe that every young person deserves the chance to experience our program and benefit from learning in a safe and friendly environment.</p>
14	<p>Where will any equipment be kept and how will it be insured?</p> <p>As a Scout Group we have full insurance cover for all equipment new, old and borrowed. The helmets we are asking funding will be stored in a secure building or storage container and will be placed on racking. This will ensure they can dry out, if they get wet, and ensure a swift maintenance check can be conducted.</p>


15	<p>Address where <u>main</u> activities will take place</p> <p>1<sup>st</sup> Thaxted-Carver is located on an army barracks, and they have a climbing wall that we can use for our Beavers, Cubs, and Scouts.</p>
16	<p>How will you ensure that the project will be all-inclusive?</p> <p>We are committed to making our group open to all. We currently support several children with special needs including Autism, Spina Bifida, ADHD, Cystic Fibrosis and learning difficulties. We firmly believe that scouting can have a positive effect on the physical and mental health of children, families and the community we support - the equipment allows us to get the group out and about, doing activities is a key part of this.</p>
<h3>Section 3 – Funding Requirement</h3>	
17	<p>What is the total cost of the project? Please attach a budget breakdown for this cost</p> <p>We are asking for 10 x Climbing helmets. Each costing £37.80.</p> 



18	<p>Amount requested from Saffron Walden Town Council and for what purposes (please be as specific as possible)</p> <p>We are asking for 10 x Climbing helmets. Each costing £37.80.</p>
19	<p>Have you applied for funding from other sources for <b>this project</b>?</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 <b>any other project</b> 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>Due to cost of getting full set of climbing equipment we have applied to a couple more charities and foundations for harnesses which are around £45-£55, then ropes, clips, instructor helmets etc. are coming in around £400. Though these prices change depending on deals and availability of the equipment at time of purchase.</p>
21	<p>How will you ensure that SWTC support of this project is promoted?</p> <p>SWTC support will be recognised greatly in by making all our young people aware of how the equipment was purchased. We would also like to do a small article, with pictures, of how we get on and what amazing options you have opened to us. The article would also have some personal thank you messages from our Beavers, Cubs and Scouts. We would also like to investigate a way of branding the helmets to show the wider community of the generous support you have given us.</p>



SAFFRON WALDEN  
TOWN COUNCIL

<b>Section 4 – Contact Details</b>	
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 – Mr Joshua Hume</p> <p>Tel No - 07368919452</p> <p>Email address – josh.hume@thaxtedscouts.org.uk</p> <p>Date of application – 30/07/2022</p>
23	<p>Bank/Building Society Details</p> <p>Grants will ordinarily be made by cheque payment.</p> <p>Name to appear on cheque payment: 1<sup>st</sup> Thaxted-Carver Scout Group</p> <p>If this is not the name of the group applying, please provide an explanation for variance.</p>
24	<p>Declaration – <b>must be signed by at least 2 persons</b></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: 1<sup>st</sup> Thaxted-Carver Scouts</p> <p>Signed: (1<sup>st</sup> person) </p> <p>Name: Mr Joshua Hume (<i>*Electronically Signed*</i>)</p> <p>Position in Organisation: Assistant Scout Leader</p> <p>Signed: (2<sup>nd</sup> person) <i>S. Johnson</i></p> <p>Name: Mr Stephen Johnson (<i>*Electronically Signed*</i>)</p>





Position in Organisation: Deputy Group Section Leader

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

