



SAFFRON WALDEN TOWN COUNCIL

Grant Application Form

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
5	July 2022	F & E 108-22	October 2023



GRANT AID APPLICATION FORM FOR LOCAL PROJECTS

Section 1 – About the Applicant	
1	Name of Applicant/Organisation Saffron Walden Royal British Legion
2	Applicant contact name, address, email and telephone* Mr Michael Birnie, 64 Victoria Avenue Saffron Walden CB11 3AE, michaelbirnie@btinternet.com , 07957591331 <small>*Please note that this information will be published in the public domain unless we receive express instructions to the contrary.</small>
3	Aims & Objectives of Applicant / Organisation The Royal British Legion, is a charity that provides financial, social and emotional support to members and veterans of the British Armed Forces, their families and dependants. At Branch level we are able to guide people to the Veterans Gateway which is there as a first point of contact and will assist people to get the type of support they need. The Legion works to ensure that the people of the United Kingdom remember all those who have lost their lives on active service to the Crown and honours the service of the Armed Forces and veterans, and the contribution of their families.
4	What is the Nature of your Organisation? Please see above, we are a registered Charity No 2192798



5	<p>Does Your Organisation Have:</p> <table><tr><td>A constitution:</td><td>Yes</td></tr><tr><td>Accounts:</td><td>Yes</td></tr><tr><td>Equal opportunities policy:</td><td>Yes</td></tr><tr><td>Safeguarding or child protection policy*</td><td>Yes</td></tr><tr><td>Health and Safety policy</td><td>Yes</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>Details of the Constitution and Equal Opportunities Policy can be found within the Royal Charter which is available to anyone on line at:-</i></p> <p>The Royal Charter Membership Royal British Legion</p>	A constitution:	Yes	Accounts:	Yes	Equal opportunities policy:	Yes	Safeguarding or child protection policy*	Yes	Health and Safety policy	Yes
A constitution:	Yes										
Accounts:	Yes										
Equal opportunities policy:	Yes										
Safeguarding or child protection policy*	Yes										
Health and Safety policy	Yes										
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?</p> <p>No</p> <p>If Yes, please give details of when and if the application was successful, the grant received and the purpose. Reminder that funding is restricted to one application per organisation per financial year (1st April – 31st March)</p>
	Section 2 – The Project
8	<p>Project name: Remembrance <u>Day Parade</u></p> <p>Project aim: To Raise funds to pay for the Transport and Refreshments for the ATC Band from Woolwich for the Remembrance Day Parade</p> <p>Start Date: 12 Nov 2023</p> <p>End Date: 12 Nov 2023</p>



9	<p>Please give details of the project activities and timeline</p> <p>The Saffron Walden RBL Branch has to pay for the Hire of a 55 seater Coach to collect the ATC Band from Woolwich and return them later the same day. They should also supply refreshments to the visiting ATC Squadron following the Parade.</p> <p>In the past we have been able to pay these costs from an income we received from some Capital Investment but this has now been handed back to the Legion Headquarters and from there into the main Funds so we no longer have an income and therefore we now must raise these costs from other means.</p>
10	<p>What particular need do you consider the project will meet?</p> <p>While it could be argued that a Band is not a requirement for the Parade it does enhance the experience for the onlookers and helps those participating.</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 had a couple of years after the Boys Brigade Band disbanded and we secured the services of the ATC Band when we had no Band and that showed how much having a Band improved the whole Parade.</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>Over 300 Adults and Children participate in the Parade every year and the crowd has been estimated at between 1000 and 2000 but this could be more.</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• 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>The measure of the above can be judged by the numbers involved and the importance this parade is given by the Townspeople and the Authorities. The Parade itself is something the Town is responsible for and the British Legion assist with and support.</p>
14	<p>Where will any equipment be kept and how will it be insured?</p> <p>The only equipment required is the Hire of the Coach and that has its own Insurance and the use of the Bowls Club which again is Insured</p>



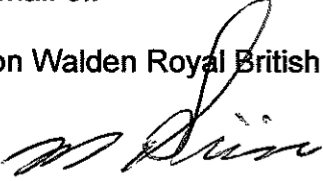

15	<p>Address where <u>main</u> activities will take place.</p> <p>The Main activity will take place within and on the streets in Saffron Walden that will be covered by the Road Closure order.</p>
16	<p>How will you ensure that the project will be all-inclusive?</p> <p>There is and has never been a restriction on those taking part or watching.</p>
Section 3 – Funding Requirement	
17	<p>What is the total cost of the project? Please attach a budget breakdown for this cost.</p> <p>Coach Hire (2022) £700 Buffet Cost (2022) £150</p>
18	<p>Amount requested from Saffron Walden Town Council and for what purposes (please be as specific as possible) (please note grants are ordinarily restricted to £500 per application)</p> <p>Any amount up to the upper limit will be gratefully accepted.</p>
19	<p>Have you applied for funding from other sources for this project?</p> <p style="text-align: center;">Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>



	<p>If yes, please indicate how much and who from.</p> <p>We have requested a grant from the Round Table of up to the total of £850 but as this is an annual event and the funds will be required each year we will have a separate account for this ongoing project. We are also in the process of starting a 200 Club which will ensure the on going expense is covered for future years.</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>It will form part of the letter to the Editor in the local Press</p>

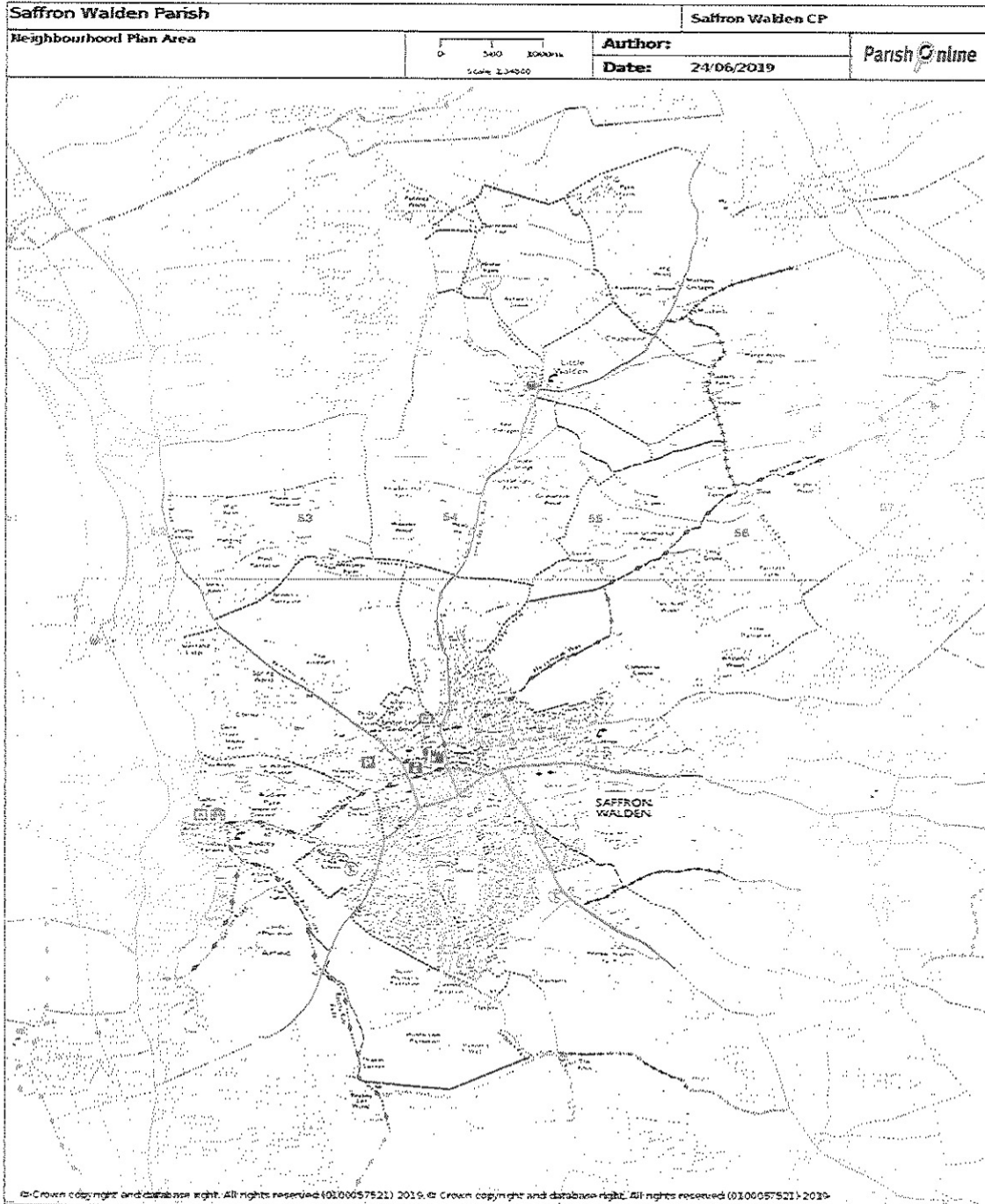


Section 4 – Contact Details

	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 Mr Michael Birnie</p> <p>Tel No 07957591331 / 01799513186</p> <p>Email address michaelbirnie@btinternet.com</p> <p>Date of application</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 Walden Royal British Legion</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 Royal British Legion</p> <p>Signed: (1st person) </p> <p>Name: Michael Birnie</p> <p>Position in Organisation: Secretary</p> <p>Signed: (2nd person) </p> <p>Name: Nick Cox</p> <p>Position in Organisation: Treasusrer</p>



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





For Internal Office use only: Information to Committee

Details of any previous grants awarded to this Organisation

(Provide details for grants in past five years)

OCTOBER 2021 = €380.62

SEPTEMBER 2018 = €210.00

Additional Information:

€1,500 is already in SWTC'S 2023/24
Budget for the Remembrance Day
Service (incl. security)

Recommended Source of Funding:

(As recommended by SWTC Officer)

Youth Partnership Current balance in budget

(to Assets & Services Committee)

Small Grants Scheme Current balance in budget

(to Finance & Establishment Committee)

as at 05.04.2023

€5,000

Free of Charge Hire Current balance in budget

(to Finance & Establishment Committee)

To be completed for questions 6 & 7:

Commercial hire cost:

Resourcing cost to Town Council (any additional cost):

Potential Net loss / profit to SWTC: