

Grant funding for  
Dance in square.



## 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

	<b>Section 1 – About the Applicant</b>
1	Name of Applicant/Organisation <b>SAFFRON WALDEN INITIATIVE</b>
2	Applicant contact name, address, email and telephone* <b>Jacqui Portway, 31 Tukes Way, Saffron Walden CB11 3ES</b> <b>M: 07931 534599</b> <b>jacqui.portway@gmail.com</b> <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 Tell us a little about your organisation – what you do and why <b><u>These include:</u></b> <b>Developing Community Spirit</b> <b>Providing Facilities &amp; Activities for all Ages &amp; Interests</b>
4	What is the Nature of your Organisation? ie are you a registered Charity, Social Enterprise or Community Interest Company? <b>Company Limited by Guarantee</b> If yes, please provide registration details: <b>Company Number: 03340325</b>



5	<p><b>Does Your Organisation Have:</b></p> <table><tr><td>A constitution:</td><td>Yes / <input checked="" type="checkbox"/> <b>See website</b></td></tr><tr><td>Accounts:</td><td>Yes / <input checked="" type="checkbox"/> <b>Attached</b></td></tr><tr><td>Equal opportunities policy:</td><td>Yes / <input checked="" type="checkbox"/> <b>See website</b></td></tr><tr><td>Safeguarding or child protection policy*</td><td>Yes / <input checked="" type="checkbox"/> <b>See website</b></td></tr><tr><td>Health and Safety policy</td><td><input checked="" type="checkbox"/> / <b>No</b></td></tr></table> <p>Please include a copy of these documents where available. <a href="http://www.swinitiative.org/policies">www.swinitiative.org/policies</a></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:	Yes / <input checked="" type="checkbox"/> <b>See website</b>	Accounts:	Yes / <input checked="" type="checkbox"/> <b>Attached</b>	Equal opportunities policy:	Yes / <input checked="" type="checkbox"/> <b>See website</b>	Safeguarding or child protection policy*	Yes / <input checked="" type="checkbox"/> <b>See website</b>	Health and Safety policy	<input checked="" type="checkbox"/> / <b>No</b>
A constitution:	Yes / <input checked="" type="checkbox"/> <b>See website</b>										
Accounts:	Yes / <input checked="" type="checkbox"/> <b>Attached</b>										
Equal opportunities policy:	Yes / <input checked="" type="checkbox"/> <b>See website</b>										
Safeguarding or child protection policy*	Yes / <input checked="" type="checkbox"/> <b>See website</b>										
Health and Safety policy	<input checked="" type="checkbox"/> / <b>No</b>										
6	<p><b>Is your application for a reduced hire fee for any Town Council premises?</b></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? <b>Yes</b></p> <p>If Yes, please give details of when and if the application was successful, the grant received and the purpose. <b>Reminder that funding is restricted to one application per organisation per financial year (1<sup>st</sup> April – 31<sup>st</sup> March)</b></p> <p><b>Previous Dances in the Square</b></p>
	<b>Section 2 – The Project</b>
8	<p><b>Project name:</b> <b>2023 Dance in the Square</b></p> <p><b>Project aim:</b> <b>To develop community spirit with free community entertainment</b></p> <p><b>Start Date:</b> <b>26 August 2023</b></p> <p><b>End Date:</b> <b>26 August 2023</b></p>



9	<p><b>Please give details of the project activities and timeline</b></p> <p><b>20<sup>th</sup> free Dance in the Square on the evening of 26 August 2023.</b></p> <p><b>Set up in Market Place to start at around 16:00 hours</b> <b>Dance to start at 19:45 hours and end at 22:45 hours</b> <b>Set up to end at 23:45 hours</b></p>
10	<p><b>What particular need do you consider the project will meet?</b></p> <p><b>Community service because the Dances in the Square are both free and popular with all ages and all sections of the community.</b></p> <p><b>The Dance will help support local market food &amp; drink traders as well as local musical performers.</b></p>
11	<p><b>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</b></p> <p><b>Successful Dances in the Square held every year since 2004 (except for 2020)</b></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><b>Around 450 people over the course of the evening</b></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>• 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> <ol style="list-style-type: none"><li>1) Free quality community entertainment event for local residents</li><li>2) An improved feeling of living in a caring and dynamic community</li><li>3) Success measured by the number of residents attending the Dance plus social media and press feedback</li></ol>
14	<p>Where will any equipment be kept and how will it be insured?</p> <p><b>N/A</b></p>



15	<p>Address where <u>main</u> activities will take place</p> <p>Market Place, Saffron Walden</p>
16	<p>How will you ensure that the project will be all-inclusive?</p> <p>Free event open to all the general public</p>
<b>Section 3 – Funding Requirement</b>	
17	<p>What is the total cost of the project? Please attach a budget breakdown for this cost</p> <p>£7,500</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>£1,000</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>



Saffron Walden  
Town Council



	If yes, please indicate how much and who from
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>N/A</p>
21	<p>How will you ensure that SWTC support of this project is promoted?</p> <p>Social Media, Local Press, Website, Posters and Banners</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: <b>Jacqui Portway</b></p> <p>Tel No: <b>07931 534599</b></p> <p>Email address: <b>jacqui.portway@gmail.com</b></p> <p>Date of application: <b>27 FEBRUARY 2023</b></p>
23	<p>Bank/Building Society Details</p> <p>Grants will ordinarily be made by cheque payment. Name to appear on cheque payment: <b>Saffron Walden Initiative</b></p>





	<p>If this is not the name of the group applying, please provide an explanation for variance.</p>
24	<p><b>Declaration – 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: <b>Saffron Walden Initiative Ltd</b></p> <p>Signed: (1<sup>st</sup> person)</p> <p>Name: <b>Jacqui Portway</b> </p> <p>Position in Organisation: <b>Chairman</b></p> <p>Signed: (2<sup>nd</sup> person)</p> <p>Name: <b>Peter Riding</b> </p> <p>Position in Organisation: <b>Director</b></p>



## 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)

Breakdown of grants awarded to SWI in the past five years is attached  
Totaling to £7,336.92

### Additional Information:

### Recommended Source of Funding: (As recommended by SWTC Officer)

- |   |                                     |   |
|---|-------------------------------------|---|
| Youth Partnership<br>(to Assets & Services Committee)         | <input type="checkbox"/>            | Current balance in budget .....               |
| Small Grants Scheme<br>(to Finance & Establishment Committee) | <input checked="" type="checkbox"/> | Current balance in budget <b>£5,000</b> ..... |
| Free of Charge Hire<br>(to Finance & Establishment Committee) | <input type="checkbox"/>            | Current balance in budget .....               |

### ~~To be completed for questions 6 & 7:~~

~~Commercial hire cost: \_\_\_\_\_~~

~~Recurring cost to Town Council (any additional cost):~~

~~Potential Net loss / profit to SWTC: \_\_\_\_\_~~

## **2023 DANCE IN THE SQUARE**

### **BUDGET ESTIMATE (CONFIDENTIAL)**

Mobile Stage, PA System, Lighting & Power Supply 4,620

Band Performers 1,450

Security & First Aid Post 655

Public Toilets Cleaning 100

Band Refreshments 120

Poster, Banner Design & Printing 350

Paid Helpers & Expenses 205

**TOTAL £7,500**



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**CROUCHER  
NEEDHAM**

**SAFFRON WALDEN INITIATIVE LIMITED (COMPANY LIMITED BY  
GUARANTEE)**

**UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**



[info@croucherneedham.com](mailto:info@croucherneedham.com)

**accountancy • audit • tax • advisory**

[www.croucherneedham.com](http://www.croucherneedham.com)

# SAFFRON WALDEN INITIATIVE LIMITED (COMPANY LIMITED BY GUARANTEE)

## COMPANY INFORMATION

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<b>Directors</b>	P A Riding J S Ready C J Knight L White J Portway D Pearl P Hawke-Smith
<b>Secretary</b>	D Pearl
<b>Company number</b>	03340325
<b>Registered office</b>	Market House 10 Market Walk Saffron Walden Essex CB10 1JZ
<b>Accountants</b>	Croucher Needham (Essex) LLP Market House 10 Market Walk Saffron Walden Essex CB10 1JZ

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# SAFFRON WALDEN INITIATIVE LIMITED (COMPANY LIMITED BY GUARANTEE)

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Balance sheet and notes to the financial statements	3 - 4

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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)

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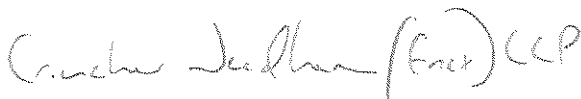
In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Saffron Walden Initiative Limited (Company Limited by Guarantee) for the year ended 31 March 2022 set out on pages 2 to 4 from the company's accounting records and 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](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.

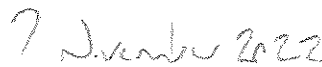
It is your duty to ensure that Saffron Walden Initiative Limited (Company Limited by Guarantee) has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of Saffron Walden Initiative Limited (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)

## BALANCE SHEET

AS AT 31 MARCH 2022

	2022		2021	
	£	£	£	£
Fixed assets		1		1
Current assets	26,038		25,122	
Creditors: amounts falling due within one year	<u>(3,437)</u>		<u>(2,710)</u>	
Net current assets		<u>22,601</u>		<u>22,412</u>
Total assets less current liabilities		<u>22,602</u>		<u>22,413</u>
Net assets		<u><u>22,602</u></u>		<u><u>22,413</u></u>
Reserves		<u><u>22,602</u></u>		<u><u>22,413</u></u>

### Notes to the financial statements

#### 1 Employees

The average number of persons, including directors, employed by the company during the year was as follows:

	2022	2021
	Number	Number
Employees	<u>-</u>	<u>-</u>

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 2022 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.



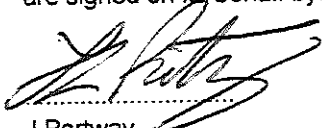
**SAFFRON WALDEN INITIATIVE LIMITED (COMPANY LIMITED BY  
GUARANTEE)**

**BALANCE SHEET (CONTINUED)**

**AS AT 31 MARCH 2022**

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The financial statements were approved by the board of directors and authorised for issue on 31/03/22 and are signed on its behalf by:



J Portway  
Director

Company Registration Number 03340325

**SAFFRON WALDEN INITIATIVE LIMITED (COMPANY LIMITED BY  
GUARANTEE)**

**MANAGEMENT INFORMATION**

**FOR THE YEAR ENDED 31 MARCH 2022**

**SAFFRON WALDEN INITIATIVE LIMITED (COMPANY LIMITED BY  
GUARANTEE)**

**DETAILED TRADING AND PROFIT AND LOSS ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2022**

	£	2022 £	£	2021 £
<b>Turnover</b>				
Membership fees and donations		1,082		1,285
Dance in the square income		7,847		-
Insurance grant income		279		280
		<u>9,208</u>		<u>1,565</u>
<b>Other income</b>				
Bank interest received	6		16	
	<u>6</u>	6	<u>16</u>	16
<b>Other charges</b>				
Dance in the square expenses	7,847		-	
Sundry events expenses	51		175	
Shop windows competition expenses	48		-	
Photography competition expenses	414		-	
House and garden competition expenses	13		-	
Website expenses	130		-	
Insurance	279		283	
Administrative expenses	243		632	
		<u>(9,025)</u>		<u>(1,090)</u>
<b>Surplus for the year</b>		<u>189</u>		<u>491</u>