



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	Name of Applicant/Organisation Uttlesford Community Safety Partnership
2	Applicant contact name, address, email and telephone* Angi Greneski Uttlesford District Council Lndn Road Saffron Walden agreneski@uttlesford.gov.uk 01799510555 <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 To protect vulnerable people, reduce crime and the fear of crime and work in partnership to address any emerging crime issues across the district
4	What is the Nature of your Organisation? ie are you a registered Charity, Social Enterprise or Community Interest Company? If yes, please provide registration details: Local Authority
5	Does Your Organisation Have: 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 Please include a copy of these documents where available. If these documents are not supplied, please advise why these details are missing. <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>



6	<p>Is your application for a reduced hire fee for any Town Council premises?</p> <p>Yes <input 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? 12TH-17TH June 2023</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: Uttlesford Crucial Crew</p> <p>Project aim: To give young people the ability to understand risk, and to show them the actions they can take to reduce the risk, and help themselves and others in dangerous situations.</p> <p>The objectives of Crucial Crew are to help young people:</p> <ul style="list-style-type: none">• Cope with dangerous situations• Accept responsibility for their own safety and that of their family and friends• Make sensible decisions based on acquired knowledge• Learn social responsibility & citizenship <p>Start Date: Monday 12th June 2023</p> <p>End Date: Friday 17th June 2023</p>
9	<p>Please give details of the project activities and timeline</p> <p>Crucial Crew is an annual event, which has been running since 1996, organised by the Community Safety Partnership Team and partnership agencies, for all year 6 (10 & 11yr old) pupils in the Uttlesford District.</p> <p>The Crucial Crew week is an intensive, interactive safety event for these young people, creating an opportunity for each participating pupil, to learn and develop regardless of their abilities.</p> <p>Background Research</p> <p>It has been proven that learning by doing, not learning by listening only, is the best method to teach young people to remember messages, especially actions that should be instinctive and reactive.</p> <p>It is only at the target age that young people show an ability to assess risk, and to take responsibility for their own safety. Therefore, regardless of the pupil's mental or academic abilities, they can show how adept they are at retaining information of this nature, and hopefully be able to call on this information in the future if needs be, without having to stop and think about what to do.</p> <p>Target Group</p>



The scheme is aimed at Year 6 pupils, aged between 10 & 11 years of age.

How does the project run?

This event this year will run for 5 days in June for every year 6 students in Uttlesford. This gives the teachers and pupils basic information that they can refer to in everyday situations, or that they can build on in class.

The site chosen, Walled Garden Saffron Walden Essex, is one which can provide ample room to fit everybody in. It is compact, secure and a friendly environment. Also, for ease of travelling for the schools, there is a nearby car park area for coaches.

The Agencies involved comprise of statutory, voluntary and commercial bodies. Each gives important and essential information to the pupils. The sets that are typically used are:

Fire Safety	Shop Lifting
Road Safety	Drugs Awareness
Alcohol Awareness	Water Safety
Railways	First Aid

There are morning and afternoon sessions both lasting for 2 hours, (09.45-11.45 and 12.45-14.45). These include a briefing, followed by seven x 15 minute sets which presents the pupil with a problem or danger which has to be dealt with, for example what to do if they discover a fire or to consider how road accidents happen and how they can be avoided. There are a range of situations, which pupils may encounter in their lives. We try, at the end of the session to ensure the whole group is debriefed so that important points can be clarified and emphasised, and, we hope that the pupils have learnt a vital lesson for life.

Staffing

Staffing for each set is provided by each relevant agency. Uttlesford District Council is responsible for the day to day running of the week.

Fully trained young volunteers are used from local drama groups or secondary schools for the sets to give it an authentic feel. At the end of the week they receive Certificates of Attendance to go towards their Record of Achievement.

Planning & Co-ordination

The Crucial Crew co-ordination group comprises of a Community Safety Officer, Road Safety Officer, PCSOs and Fire and Rescue Officer, as well as other agencies

Meetings occur on a regular basis, to discuss and implement ways to progress Crucial Crew, improve the content of individual sets, develop appropriate evaluation tools and how to practically implement any changes required.



10	<p>What particular need do you consider the project will meet?</p> <p>Key personal safety messages to pupils in Year 6 who transition to Year 7</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>A poll was sent to primary schools at the end of 2022 and the majority voted for a live interactive carousel style workshop rather than the online/ theatre production which has been in place for the past two years.</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>All year 6 pupils at Saffron Walden schools</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>The Crucial Crew week is an intensive, interactive safety event for these young people, creating an opportunity for each participating pupil, to learn and develop regardless of their abilities for all year 6 pupils</p>



14	<p>Where will any equipment be kept and how will it be insured?</p> <p>Minimal equipment will be kept within marquees within the security of the walled garden, protected by CCTV</p>
15	<p>Address where <u>main</u> activities will take place</p> <p>Walled Garden at Saffron Walden</p>
16	<p>How will you ensure that the project will be all-inclusive?</p> <p>Crucial Crew is available to every pupil in Year 6 and any accessibility needs are asked when booking.</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>The cost of the venue hire £2,500.00</p> <p>All other costs are met by agency partners.</p>



18	<p>Amount requested from Saffron Walden Town Council and for what purposes (please be as specific as possible)</p> <p>Cost of venue hire £2,500.00 UCSP will be funding the marquee and toilet hire for this event for the workshops to take place within</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>Any press release will mention SWTC contribution</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 Angi Greneski Community Safety Officer Uttlesford District Council</p> <p>Tel No 01799510555</p> <p>Email address agreneski@uttlesford.gov.uk</p> <p>Date of application February 2023</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>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: Uttlesford Community Safety Partnership</p> <p>Signed: (1st person) A E GRENESKI Name: Angela Greneski Position in Organisation: Community Safety Officer</p> <p>Signed: (2nd person) F GARDINER Name: Fiona Gardiner Position in Organisation: Communities Manager</p>



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

