



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 CraftAbility (new working title of the Thaxted Centre for the Disabled)
2	Applicant contact name, address, email and telephone* CraftAbility 6 Dunmow Road, Thaxted, Essex CM6 2LU craftabilitythaxted@gmail.com 01371 830752 <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 The objective of CraftAbility is to improve the quality of life of people living in the community of Uttlesford who are affected by physical difficulties. The Centre provides free creative activities in a pleasant & caring environment for the benefit and enjoyment of members. They can participate in a range of skills to develop self-confidence & independence
4	What is the Nature of your Organisation? ie are you a registered Charity, Social Enterprise or Community Interest Company? Registered Charity If yes, please provide registration details: 289010
5	Does Your Organisation Have: <div style="margin-left: 40px;"> A constitution: Yes Accounts: Yes Equal opportunities policy: Yes Safeguarding Yes Health and Safety policy Yes </div> 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>No</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>Yes</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> <p>2017/2018 £300 towards transportation costs 2018/2019 - not successful 2019/2020 - not successful</p>
	Section 2 – The Project
8	<p>Project name: Transportation costs</p> <p>Project aim: To provide transport for members to attend the Centre for twice weekly sessions</p> <p>Start Date: 1 April 2022</p> <p>End Date: 31 March 2023</p>



9	<p>Please give details of the project activities and timeline</p> <p>CraftAbility is located in Thaxted & hires specially adapted minibuses & trained drivers from Uttlesford Community Travel to transport members to & from the Centre for sessions twice a week on Mondays & Thursdays.</p> <p>Over half the Centre's annual costs are spent on providing this transport.</p>
10	<p>What particular need do you consider the project will meet?</p> <p>The Centre provides a social network for individuals who often live isolated lives being confined at home with only the TV for company. Many members say coming to the Centre is the highlight of their week. Where members are cared for at home the time they spend at the Centre provides respite for those who care for them.</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>If specialised transport was not provided most members would not be unable to get to & from the Centre. Membership of the Centre is free of charge & members aren't asked to pay for the transportation costs.</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>7 of our 21 current membership live in Saffron Walden</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 Enriches the lives of people living in Saffron Walden with physical difficulties by enabling them to attend twice weekly sessions at the Centre to take part in creative & social activities• The change you wish to see as a result of your project or activity for the residents of the Saffron Walden parish Will enable members to continue to attend the Centre• How your project will be measured If members were not able to attend the Centre, the service provided would not be viable
14	<p>Where will any equipment be kept and how will it be insured?</p> <p>N/A</p>
15	<p>Address where <u>main</u> activities will take place</p> <p>CraftAbility Centre 6 Dunmow Road Thaxted Essex CM6 2LU</p>
16	<p>How will you ensure that the project will be all-inclusive?</p> <p>The Centre is open to residents within Uttlesford with physical difficulties, their carers and anyone interested in developing craft skills.</p> <p>Families and carers can enjoy valuable respite in the confidence their loved ones are happily engaged in pleasant activities in a secure and friendly environment.</p>

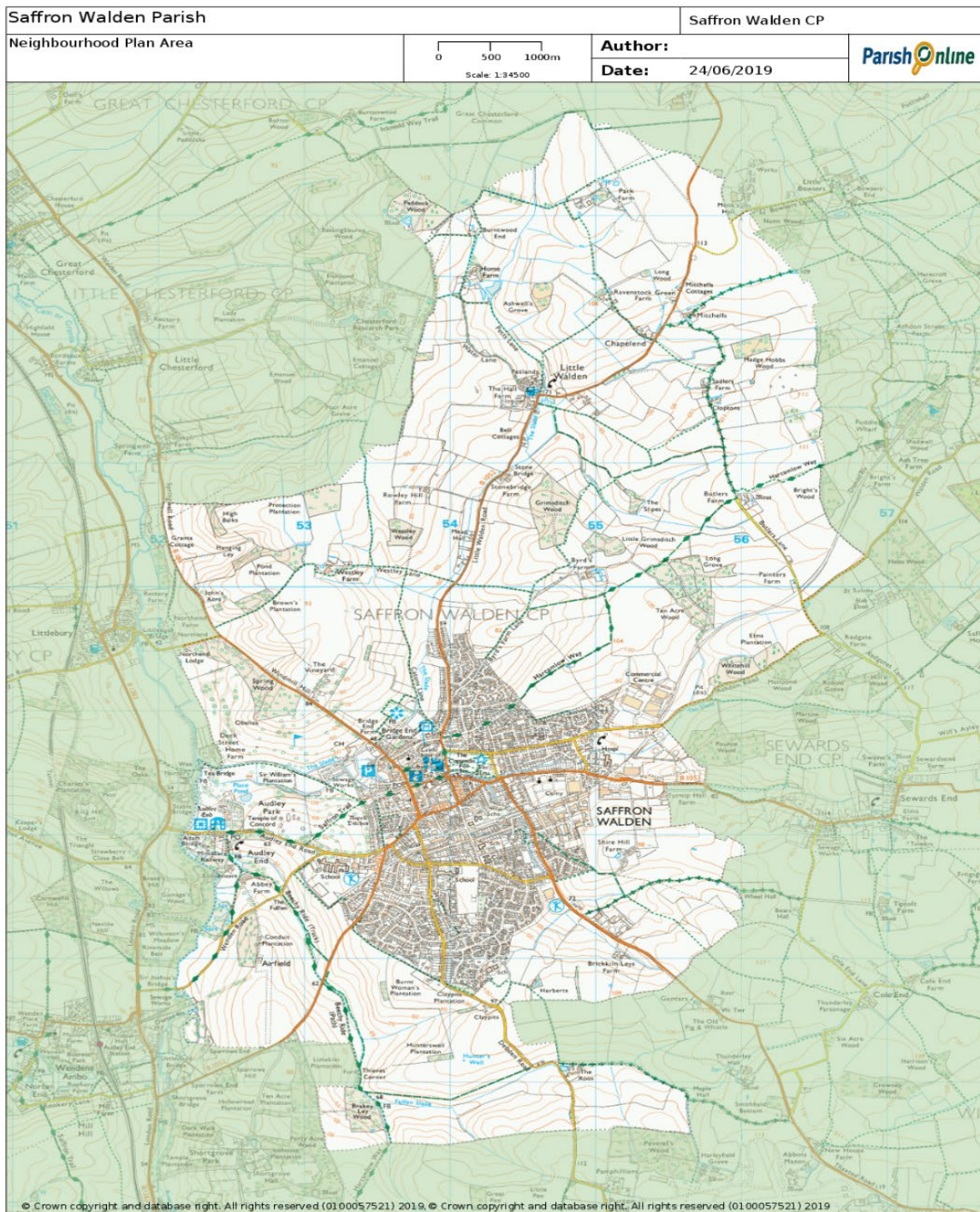


	Section 3 – Funding Requirement
17	<p>What is the total cost of the project? Please attach a budget breakdown for this cost</p> <p>£16,000 per annum</p>
18	<p>Amount requested from Saffron Walden Town Council and for what purposes (please be as specific as possible) (please note grants are ordinarily restricted to £500 per application)</p> <p>£500 towards these transportation costs</p>
19	<p>Have you applied for funding from other sources for this project?</p> <p>Yes</p> <p>If yes, please indicate how much and who from</p> <p>£500 Dunmow Town Council £150 Thaxted Parish Council £1000 FSJ Charities £2000 Hunts Charities £500 Saffron Walden Rotary</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 donation would be acknowledged through our website, Facebook page, Newsletters and other Centre material. Through social media we have a weekly engagement of around 250 local people which is through updates and news on what we are up to via our own following and that of other local community groups.</p> <p>At our AGM we highlight all organisations that have provided funding that year.</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 Diane Looker</p> <p>Tel No 07762 550250</p> <p>Email address dianehlooker@gmail.com</p> <p>Date of application 13/02/2022</p>
23	<p>Bank/Building Society Details</p> <p>Grants will ordinarily be made by cheque payment. Name to appear on cheque payment: Thaxted Centre for the Disabled</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: CraftAbility - working title for Thaxted Centre for the Disabled</p> <p>Signed: (1st person)</p> <p>Name: D H Looker</p> <p>Position in Organisation: Funding coordinator</p> <p>Signed: (2nd person)</p> <p>Name: Judy Weavers</p> <p>Position in Organisation: Centre Manager</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)**

1. £300.00 in 2017/18
2. £300.00 in 2018/19

Additional Information:

None

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

Youth Partnership Current balance in budget
(to Assets & Services Committee)

Small Grants Scheme ✓

(to Finance & Establishment Committee)

Current balance in budget £1845.00 as at 10.02.2023

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: