



# 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



Sutton Walls  
St Mary's Church

## GRANT AID APPLICATION FORM FOR LOCAL PROJECTS

Section 1 – About the Applicant											
1	<p>Name of Applicant/Organisation <i>SUTTON WALLS MOTES SLOW</i></p>										
2	<p>Applicant contact name, address, email and telephone* <i>Mr Russell Abbott</i></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>										
3	<p>Aims &amp; Objectives of Applicant / Organisation Tell us a little about your organisation – what you do and why <i>FUND RAISING</i></p>										
4	<p>What is the Nature of your Organisation? ie are you a registered Charity, Social Enterprise or Community Interest Company?</p> <p>If yes, please provide registration details:</p>										
5	<p>Does Your Organisation Have:</p> <table style="width: 100%; border: none;"> <tr> <td style="padding: 5px;">A constitution:</td> <td style="text-align: right; padding: 5px;"><input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No</td> </tr> <tr> <td style="padding: 5px;">Accounts:</td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No</td> </tr> <tr> <td style="padding: 5px;">Equal opportunities policy:</td> <td style="text-align: right; padding: 5px;"><input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No</td> </tr> <tr> <td style="padding: 5px;">Safeguarding or child protection policy*</td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No</td> </tr> <tr> <td style="padding: 5px;">Health and Safety policy</td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No</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>*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:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No	Accounts:	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No	Equal opportunities policy:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No	Safeguarding or child protection policy*	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No	Health and Safety policy	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No
A constitution:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No										
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Health and Safety policy	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No										



Sutton Valence  
Town Council

6	<p>Is your application for a reduced hire fee for any Town Council premises?</p> <p>Yes <input checked="" 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?</p> <p>If No, please proceed to question 7.</p>
7	<p>Have you previously applied to SWTC for grant funding?</p> <p>Yes / <del>No</del></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>AUGUST 2022</p>
<b>Section 2 – The Project</b>	
8	<p>Project name: MOTOR SHOW</p> <p>Project aim: TO RAISE MONEY FOR ESSEX AIRE AMBULANCE</p> <p>Start Date:</p> <p>End Date:</p>



9	<p>Please give details of the project activities and timeline</p> <p>THIS IS AN ANNUAL EVENT, TAKING PLACE ON THE SAME WEEKEND IN AUGUST. IT IS A CAR SHOW WITH BIKES, ENGINES, MUSIC AND OTHER ATTRACTIONS.</p>
10	<p>What particular need do you consider the project will meet?</p> <p>RAISE MUCH NEEDED FUNDS FOR ESSEX AIR AMBULANCE.</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>
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 IT WILL SERVE FOR ALL THE COMMUNITY TO COME TO, IT BRINGS BUSINESS INTO THE TOWN ON A SUNDAY. SHOPS SUCH AS DEAD TIME OPEN ESPECIALLY AS THEY KNOW TOWN IS BUSY.</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> <p>NOT ONLY DOES THE EVENT RAISE MUCH NEEDED FUNDS FOR A WORTHY CHARITY, IT BRINGS BUSINESS TO LOCAL BUSINESSES. PEOPLE EAT + DRINK IN TOWN BEFORE THE EXHIBITORS STAY THE NIGHT IN HOTELS + B+B'S IN THE AREA.</p>
14	<p>Where will any equipment be kept and how will it be insured?</p> <p>NA-</p>
15	<p>Address where <u>main</u> activities will take place</p> <p>THE COMMON, SAFFRON WALDEN, ESSEX</p>
16	<p>How will you ensure that the project will be all-inclusive?</p> <p>IT IS ACCESSABLE TO ALL</p>



### Section 3 – Funding Requirement

17	What is the total cost of the project? Please attach a budget breakdown for this cost
18	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) <i>£150 for Common Hire</i>
19	Have you applied for funding from other sources for <b>this project</b> ?  Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  If yes, please indicate how much and who from
20	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.  <i>NA.</i>
21	How will you ensure that SWTC support of this project is promoted?  <i>I WILL MENTION SWTC SUPPORT IN LOCAL PRESS COVERAGE OF THE EVENT.</i>



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## Section 4 – Contact Details

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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

Name *MR. Ross Abbott*

Tel No *07871197915*

Email address *RossRSWMotorsHOW@gmail.com*

Date of application *2-6-23*

23

Bank/Building Society Details

Grants will ordinarily be made by cheque payment.  
Name to appear on cheque payment:

If this is not the name of the group applying, please provide an explanation for variance.

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Declaration – must be signed by at least 2 persons

We confirm that the information given in this application is correct. We are authorised to make this application on behalf of:

Name of Organisation:

Signed: (1<sup>st</sup> person)

Name:

*Ross Abbott*

Position in Organisation:

Signed: (2<sup>nd</sup> person)

Name:

Position in Organisation:

## 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)

2018 - 2019 - £100 }  
2019 - 2020 - £100 } COMMUNION WINE  
2022 - 2023 - £150 }

**Additional Information:**

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

Youth Partnership   
(to Assets & Services Committee)

Current balance in budget .....

Small Grants Scheme   
(to Finance & Establishment Committee)

Current balance in budget .....

Free of Charge Hire   
(to Finance & Establishment Committee)

Current balance in budget .....

**To be completed for questions 6 & 7:**

Commercial hire cost: £150 -

Resourcing cost to Town Council (any additional cost): NONE + THE CLARS

THE COMMON AFTER

Potential Net loss / profit to SWTC:

THE EVENT

