



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 Saffron Walden Choral Society (SWCS)
2	Applicant contact name, address, email and telephone* Stephanie Emberson fundraising@swchoral.org.uk *Please note that this information will be published in the public domain unless we receive express instructions to the contrary.
3	Aims & Objectives of Applicant / Organisation The objects of the Society shall be to promote, improve, develop and maintain public education in and appreciation of the art and science of music in all its aspects by the presentation of public concerts and recitals and by such other ways as the Society through its charity trustees shall determine from time to time. Nothing in our constitution shall authorise an application of the property of the Society for the purposes which are not charitable.
4	What is the Nature of your Organisation? Are you a registered Charity, Social Enterprise or Community Interest Company? If yes, please provide registration details: We are a CIO. Charity No.1180134



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5	<p>Does Your Organisation Have:</p> <table><tr><td>A constitution:</td><td>Yes</td></tr><tr><td>Accounts:</td><td>Yes (most recent)</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>*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	Accounts:	Yes (most recent)	Equal opportunities policy:	Yes	Safeguarding or child protection policy*	Yes	Health and Safety policy	Yes
A constitution:	Yes										
Accounts:	Yes (most recent)										
Equal opportunities policy:	Yes										
Safeguarding or child protection policy*	Yes										
Health and Safety policy	Yes										



6 Is your application for a reduced hire fee for any Town Council premises?

☐

No

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If yes, what is the date of your event and have you booked the facility with the Town Council?

If No, please proceed to question 7.

7 Have you previously applied to SWTC for grant funding? Yes

If Yes, please give details of when and if the application was successful, the grant received and the purpose.

SWCS has applied twice in the last 5 years. Our 1st application in 2018 for a grant of £300 was refused. Our 2nd application in August 2019 for the same amount was successful.

We used the grant to purchase 50 SATB choral books. The books were used for a series of outreach events. They continue to be used by the choir today.

For Office use only regarding questions 6 & 7: Commercial hire cost:

Resourcing cost to Town Council:

Potential Net loss / profit:

Confirm details of any previous grants awarded to this Organisation: Additional Information:



Section 2 – The Project

8	<p>Project name: Saffron Walden Choral Society's 140th Anniversary</p> <p>Project aim: To commission a piece of music by the composer, Roderick Williams, to celebrate SWCS's 140th Anniversary. Our aim is that the commissioned piece will be enjoyed by choirs and audiences of all abilities.</p> <p>Start Date: Sept 2022 End Date: Jan 2023 and ongoing</p>
9	<p>Please give details of the project activities and timeline</p> <p>The brief to the composer is a work that:</p> <ul style="list-style-type: none">• Is approx. 5 minutes long for SATB choir and piano or organ accompaniment (no soloists)• Celebrates the joy of singing together• Has a text in English which is secular• Includes scope for audience participation (for example, a repeated chorus that can be taught to the audience at the concert), so the audience can share the joy of singing. <p>The commission will be performed at Saffron Hall in a Celebration Concert on 24 June 2023, which will include a mixture of choral classics and other works by contemporary composers. The afternoon rehearsal on the day of the concert and the concert performance will both be recorded (sound and possibly film) for subsequent uploading to YouTube. Edition Peters have agreed to publish the commission, so it will be available to other choirs for further performances.</p>



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What particular need do you consider the project will meet?

From our MD Quintin Beer – ‘The chance to collaborate with other talented musicians is an opportunity to achieve more engaging musical results. This project will reflect community values, with audience participation, encouraging people who don't feel they can sing well. I never give in to people who say 'I can't sing', and this project will solidify my passion that everyone can sing, and everyone should sing if they want. This will be a crucial part of my own creative development as an advocate for choral singing. In addition, to work with a professional like Roderick Williams is to establish a relationship which will reflect the credibility and authenticity of my own musical identity.’

SWCS – For SWCS this will be its first commission from an external composer for over 20 years. We expect it to be a musical challenge as we learn it, resulting in a performance which will excite and inspire our singers and further develop our relationship with our audience. We intend it to be the start of a new chapter of further commissioning, as we begin our new musical life under Musical Director, Quintin Beer



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>The idea for this project came about as SWCS approached its 140th Anniversary. We thought a commission to celebrate the event was a fitting tribute to the choir's long history. We also wanted to offer the commission as a gift from SWCS, to choral singers in Saffron Walden and beyond.</p> <p>We are aware from the media and colleagues who work in education, that music is taught less and less in our schools. Now, predictably, because of this diminishing musical education, there is a shortage of qualified music teachers. We know from our outreach concerts, The Spirit of Christmas, how much children and parents enjoy communal singing. For some, it is a rare chance to experience the joy of live, classical choral music.</p> <p>The commissioned work by Roderick Williams offers a chance for us and our audiences, and other choirs and their audiences alike, to enjoy a new work which, we hope, will entertain and engage.</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>SWCS, as I write, is about 95 members strong. Very approximately, two thirds of the members live within the parish of Saffron Walden. Our audiences range from 300 – 450 people per concert and we perform 4 times a year. Approximately half our audiences live within the parish of Saffron Walden. Alongside this, the new published commission will be available to any local choir to enjoy.</p>
13	<p>Please give a brief outline of:</p> <p>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> <p>We hope the benefit to Saffron Walden residents will be through enjoyment of the commissioned work, by singing or participating with SWCS or with another local choir.</p> <p>Classical choral music has been sung in Saffron Walden for nearly 140 years. Sadly, these days, classical music is often labeled 'elitist'. We believe classical music is not elitist, but there to be shared and enjoyed by everyone, given the opportunity. Along with our children's outreach Spirit of Christmas concerts, we hope the new work will encourage children and adults alike in Saffron Walden, to engage with and enjoy classical choral singing.</p> <p>The project will be measured by our audience numbers, any new-comers to SWCS after our 140th concert which premièrs the new work and sales of the work via Editions Peters.</p>



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14	Where will any equipment be kept and how will it be insured? NA



15	Address where <u>main</u> activities will take place SWCHS & Saffron Hall Audley End Rd, Saffron Walden CB11 4UH
16	How will you ensure that the project will be all-inclusive? The commissioned work will be available via Edition Peters to anyone wishing to buy it. Other, similar works by the composer, retail from under £5 per copy, which we think is affordable for other choirs, or individual singers to purchase.
Section 3 – Funding Requirement	
17	What is the total cost of the project? Please attach a budget breakdown for this cost Summary of costs Commission fee & exps (est.) £5,100 Commission scores £500
18	Amount requested from Saffron Walden Town Council and for what purposes (please be as specific as possible) £300 to go towards the purchase of 100 scores for SWCS of the commissioned piece of music by Roderick Williams to celebrate SWCS's 140 th Anniversary. The new work will be published by Editions Peters and available to anyone to purchase.
19	Have you applied for funding from other sources for this project? If yes, please indicate how much and who from. Yes. We have applied to: <input type="text"/> <input type="text"/> SW Round Table: £500 Tees Law: In talks SW Golf Club: In talks SWCS members fundraising event early 2023 (amount tbc).



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>Yes.</p> <p>SW Arts Society: £500 towards an original image by an artist with local connections. The image will be used in different colour ways for each of our 2023 concert posters. The grant will also go towards a new logo for SWCS, however, this will not be in place until after our anniversary year.</p>
21	<p>How will you ensure that SWTC support of this project is promoted?</p> <p>We will promote SWTC in our general marketing, such as our website, concert programmes, social media activity. We hope to have some coverage in the local press too.</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: Stephanie Emberson.</p> <p>Email address: fundraising@swchoral.org.uk</p> <p>Date of application: 12 November 2022</p>
23	<p>Bank/Building Society Details</p> <p>Grants will ordinarily be made by cheque payment. Name to appear on cheque payment: Saffron Walden Choral Society</p> <p>Our full bank details are:</p> <p>CAFF Bank</p> <p>Sort code: 405240</p> <p>Account No:00022686</p>



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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: Saffron Walden Choral Society

Signed: (1st person) Name:

Stephanie Emberson

Position in Organisation:

Fundraising Manager

Signed: (2nd person) Name:

Christine Hall

Position in Organisation: Treasurer

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

