



## 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

<b>Section 1 – About the Applicant</b>	
1	Name of Applicant/Organisation Saffron Walden u3a
2	Applicant contact name, address, email and telephone* Jim Dwyer. 14 Greenways, Saffron Walden, Essex CB11 3EZ jim_dwyer@btinternet.com 07531 115160  <i>*Please note the whole application will be published in the public domain unless we receive express instructions to the contrary.</i>
3	Aims & Objectives of Applicant / Organisation Tell us a little about your organisation – what you do and why The Saffron Walden u3a is but one branch of the u3a which is a national organisation. We are very community-minded and offer our members educational activities, physical activities, much socialising, entertainment and much more.
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: We are a registered charity number 290670 in England and Wales.



5	<p><b>Does Your Organisation Have:</b></p> <p>A constitution: <input checked="" type="radio"/> Yes / <input type="radio"/> No Accounts: <input checked="" type="radio"/> Yes / <input type="radio"/> No Equal opportunities policy: <input checked="" type="radio"/> Yes / <input type="radio"/> No Safeguarding or child protection policy* <input checked="" type="radio"/> Yes / <input type="radio"/> No Health and Safety policy <input checked="" type="radio"/> Yes / <input type="radio"/> No</p> <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>
6	<p><b>Is your application for a reduced hire fee for any Town Council premises?</b></p> <p>Yes <input checked="" type="checkbox"/> Yes      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? Our event is on 23<sup>rd</sup> September 2024. We have booked the Town Hall for 3 hours.</p> <p>If No, please proceed to question 7.</p>



7	<p>Have you previously applied to SWTC for grant funding? No we haven't</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>
<b>Section 2 – The Project</b>	
8	<p>Project name: Saffron Walden u3a's 40<sup>th</sup> birthday party</p> <p>Project aim: To celebrate operating for 40 years and thanking our members for their loyalty and support.</p> <p>Start Date: 23<sup>rd</sup> September 2024</p> <p>End Date: 23<sup>rd</sup> September 2024</p>



9	<p>Please give details of the project activities and timeline</p> <p>We have already held a meeting at the Town Hall with Claire. Claire will set out chairs and tables and supply tea/coffee and cups and saucers. We will supply our own birthday cake and sandwiches. Our members (mostly in their 70s and 80s) are invited to attend from 2:30 pm until 4:30 pm.</p>
10	<p>What particular need do you consider the project will meet?</p> <p>The project is to celebrate our 40<sup>th</sup> birthday and to show our members that we really care for them and their continued welfare. It will be a good social occasion, many of our members live on their own and welcome such events and the social activity.</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>We organise Open Meetings every month when up to 100 of our members attend and listen to an arranged talk and share refreshments, a raffle and meet and greet their u3a friends and colleagues. We hire the Bowling Club in Abbey Lane for this regular event.</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>We estimate that we will have approximately 100 people in the Town Hall at any one time. Some will arrive at 2:30 and leave after an hour or so – whilst others will arrive midway through. Some may stay the whole two hours of course. 5 u3a committee members will be present to ensure everything runs smoothly.</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>Our Saffron Walden members will benefit from this social gathering, meeting friends and acquaintances, sharing in the celebrations with a drink and cake etc, listening to some of our groups demonstrating their particular skill/activity and basically having an enjoyable afternoon.</p> <p>We will be taking photographs which we will publish in our publications which will be seen by all local residents who are members.</p>
14	<p>Where will any equipment be kept and how will it be insured?</p> <p>No equipment.</p>
15	<p>Address where <u>main</u> activities will take place</p> <p>Saffron Walden Town Hall.</p>



16	<p>How will you ensure that the project will be all-inclusive?</p> <p>The project is open to all our paid-up members – our membership is all-inclusive.</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>Hire of hall: 3 hours at £41 per hour approximately – total £123 Cost of designed birthday cake (Dorrington's) – total £170 Cost of sandwiches from Waitrose (approximately) - £50 TOTAL COST = £343</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>As a registered charity, we are all volunteers so all our time is free. We will purchase the cake, drink and sandwiches. We would like to request the cost of the hire of the Town Hall from the Council - £123</p>
19	<p>Have you applied for funding from other sources for <b>this project</b>?</p> <p style="text-align: center;">Yes <input type="checkbox"/>                      No <input type="checkbox"/></p> <p style="text-align: center;">If yes, please indicate how much and who from</p>
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>We held a recruitment event in January 2024 and requested a grant from the u3a for this. They offer these grants purely for recruitment. It was a successful event and we signed up 30 people at the event – our membership rose by 62 from January’s figure to February’s figure, which was much applauded by the national u3a. We requested a £100 grant and were awarded this successfully. This helped towards the cost of hiring the Bowling Club and supplying bunting and refreshments.</p>
21	<p>How will you ensure that SWTC support of this project is promoted?</p> <p>We will be advertising the event in our own publications and will ensure that all our members (who are all Saffron Walden residents) will be made aware that SWTC have provided the Town Hall premises free of charge. We will also highlight this at our monthly Open Meetings.</p>

<b>Section 4 – Contact Details</b>	
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: Jim Dwyer</p> <p>Tel No 07531 115160</p> <p>Email address jim_dwyer@btinternet.com</p> <p>Date of application 2<sup>nd</sup> April 2024.</p>
23	<p>Bank Details: U3A Saffron Walden: 60-18-10. 16635175</p> <p>Grants will ordinarily be made by cheque payment. Name to appear on cheque payment: Saffron Walden u3a</p> <p>If this is not the name of the group applying, please provide an explanation for variance.</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 u3a

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

Name: Jim Dwyer

Position in Organisation: Chairman

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

Name: Mary Curtis

Position in Organisation: Vice-Chairman

*Please note that this whole document will be published in the public domain unless we receive express instructions to the contrary.*

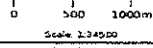
**Map showing the parish of Saffron Walden.  
The Town Council serves all the area shown in white**



Saffron Walden Parish

Saffron Walden CP

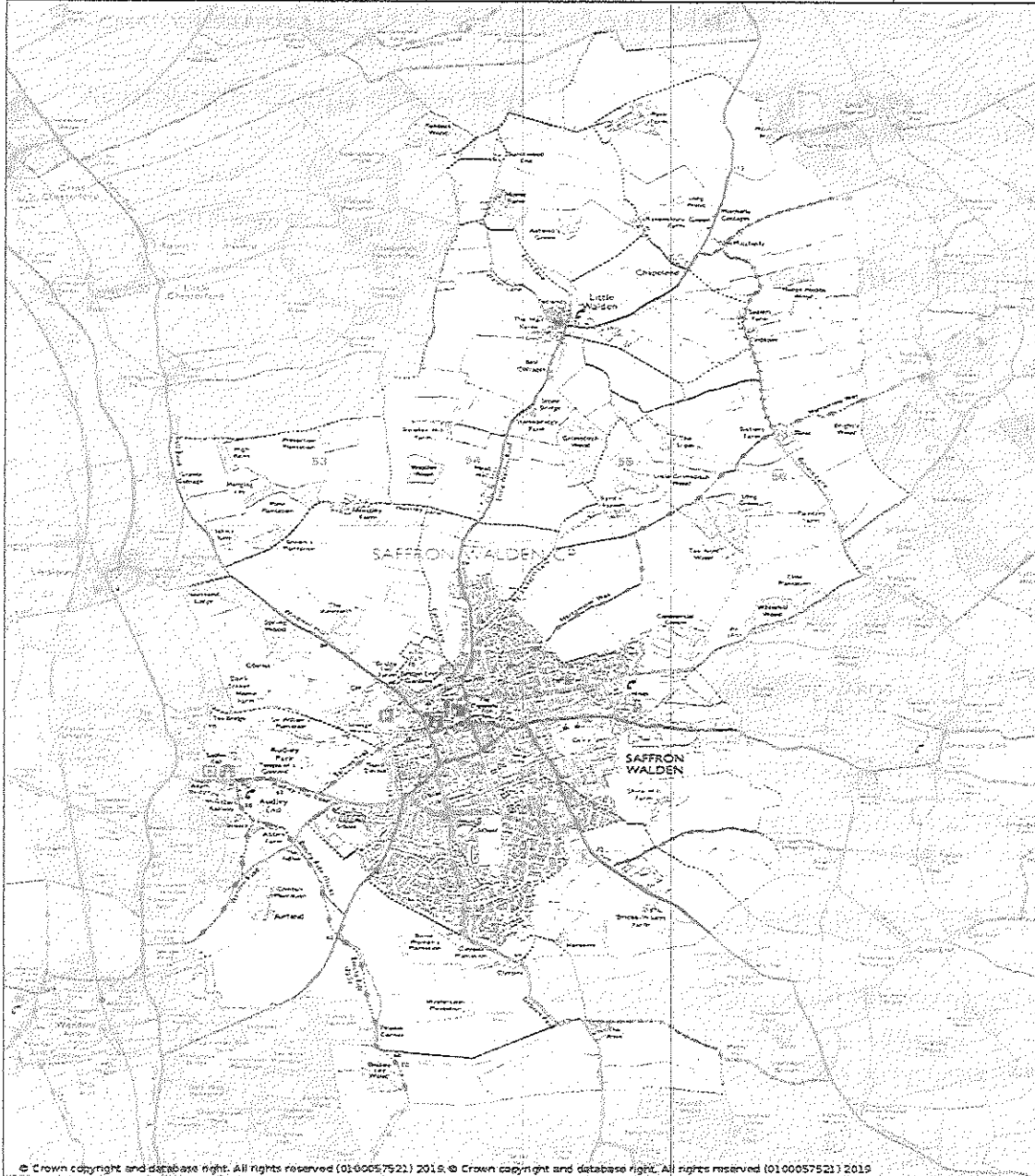
Neighbourhood Plan Area



Author:

Date: 24/06/2019

PanshOnline





## 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)

NONE

### Additional Information:

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

Youth Partnership  Current balance in budget .....

(to Assets & Services Committee)

Small Grants Scheme  Current balance in budget .....

(to Finance & Establishment Committee)

Free of Charge Hire  Current balance in budget £3,763

(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: