



SAFFRON WALDEN  
TOWN COUNCIL

# Grant Monitoring Form

For completion post event  
And/or post grant being awarded

Version	Date Adopted Policy	Minute Reference	Review Date
1	July 2022	F & E 108-22	October 2023



## GRANT MONITORING FORM FOR LOCAL PROJECTS

Section 1 – About the Applicant	
1	<p>Name of Applicant/Organisation</p> <p>Saffron Walden Round Table</p>
2	<p>Applicant contact name, address, email and telephone*</p> <p>Terry Bartram – 155 Thaxted Road,</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>What was your grant for and how much was awarded from the Town Council?</p> <p>Free use of the common and associated electric costs</p>
4	<p><b>Objectives</b></p> <p>Tell us what the core objectives of your grant were and did you meet them? (please make reference to the information as contained within box 13 of your original grant application)</p> <p>Yes, by having successful event we will be able to continue to give to good causes and local charities</p> <p>We were able to keep the event free for all the local community.</p> <p>It certainly felt like the local community all got behind us, with good will. There was lots of positivity on social media after the event.</p>
5	<p>Would your activity or event have continued if you did not receive the Town Council's funding?</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>



6	<p>How many people attended the event or activity? (where possible, please break this down into children under 12, young people, adults)</p> <p>Circa 10k – not possible to have a breakdown due to the nature of the event</p>
5	<p>Would you consider your event to be a success and what would you change for any future event or activity?</p> <p>The mission was to raise money and have safe event, We managed to raise in the region of £10K because of the generosity of our sponsors and supporters.</p>
6	<p>Please provide evidence and details of promotional material and press releases of your event, including evidence of the Town Council's support (where possible, please include copies of press and social media releases)</p> <p>Town council were publicised in both Chairmans press releases before and post Fireworks in the Walden local</p> <p>Phot attachment included</p>

Please complete and return this form within 2 weeks of receipt.  
Return via post or email 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](mailto:townclerk@saffronwalden.gov.uk)



SAFFRON WALDEN ROUND TABLE FIREWORK SUPPLEMENT Wednesday October 25 2023

# MESSAGE FROM THE FIREWORKS CHAIRMAN

This year is my first year as Charity Officer of Saffron Walden Round Table, organising our key fundraising activities for 2023. The biggest of these is our annual fireworks display. I have seen many of the fireworks displays throughout the years, but never really understood how they are put on and by who.

Saffron Walden Round Table is a local social club that raises money both for the local community and from the local community. I joined relatively recently, just after the pandemic, and have been involved with our Santa Sleigh runs, Easter Egg hunts and the hugely anticipated and successful Carnival.

This year it's my turn to keep the tradition of a fireworks display on The Common going and what a task! Last year was a hugely successful event and as you can imagine there is always competition to make your year the best. Building on a successful legacy is a great place to start, and we will be putting on the best non-ticketed display around.

However, to keep the fireworks going and to raise money for local good causes, we do rely on the generosity of donations. If you can please donate as much as you can, we have a suggested donation of £5 per person. The monies raised will allow us to support clubs, schools, individuals and so much more across our local area.

Donations can be made either via our website (<https://swrt.org/> donate/) or on the night we will have buckets for cash collections at the gates. We will have some capacity for cashless payments or donations. However, with an expected large crowd, we prefer cash or on-line payments as it can take a while to process cashless payments.

As usual, we will have a fair and food trucks and this year we will also have our very own 'Glow Goods and Street Stall' with all profits made going straight back to good causes. We also with great pleasure after much demand, we are bringing back the traditional bonfire after a few years of absence.

We are so lucky in Saffron Walden to have such generous people. Some of whom have already volunteered their time for this year fireworks and we are incredibly grateful for your support. We must also say a massive thank you to our hugely generous sponsors without whom we simply couldn't get fireworks off the ground year after year. Finally, to Saffron Walden Town Council for allowing us use of The Common for this event - after all, it wouldn't be quite the same if held elsewhere!

This year's fireworks display will be on The Common on Saturday, 4th of November. Gates will be open from 17:30. So do come enjoy some food at the Food Trucks and play at the Fair before the main event.

It takes a huge amount of time, effort and dedication to put on these events and we always need new members to keep our town traditions like the fireworks going. If you are interested in becoming a member, please check out our website at <https://swrt.org/about-us/join-us/> and see what we are about.

**Terry Bartam**  
Saffron Walden Round Table Charity Officer 2023



@SaffronWaldenRT



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Saffron Walden Round Table

