



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 Saffron Walden Round Table
2	Applicant contact name, address, email and telephone* Terry Bartram, terbart@hotmail.com , 155 Thaxted Road, Saffron Walden, CB11 3BJ +447834754173 <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 Raise money for local good causes and other charities. To provide inclusive events for all for the Saffron Walden area
4	What is the Nature of your Organisation? ie are you a registered Charity, Social Enterprise or Community Interest Company? Charity If yes, please provide registration details: 293452
5	Does Your Organisation Have: A constitution: Yes / No Accounts: Yes / No Equal opportunities policy: Yes / No Safeguarding or child protection policy* Yes / No Health and Safety policy Yes / No 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>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? 31st of March and yes booking application submitted</p> <p>If No, please proceed to question 7.</p>
7	<p>Have you previously applied to SWTC for grant funding? Yes / No</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>Yes for Carnival and fireworks dating back 50 years</p>
Section 2 – The Project	
8	<p>Project name: Easter Egg Hunt 2024</p> <p>Project aim: to put on a low-cost Easter event for the town and local community.</p> <p>Start Date: 31st of March</p> <p>End Date: 31st of March</p>



9	<p>Please give details of the project activities and timeline</p> <p>Planning started back in December 2023 Communication plan start live from end of Feb 2024 Event on the 31st or March</p>
10	<p>What particular need do you consider the project will meet?</p> <p>Inclusive Low-cost event for families to others.</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>50 plus years of organising local events and activities for the local community</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 circa 600</p>



1 3	<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● 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>Benefits include bringing the town and local area together to fundraise for local good causes. The round table of saffron Walden has donated around £55K to good causes and other local charities since the last Carnival</p> <p>As we donate across a huge spectrum of the local society it is hard to say that we will have a singular impact.</p> <p>However there are a multitude of societies, charities and local good causes which have been able to provide extra places on courses, extra sessions at events and continue their good work due to the donations they have received from the round table.</p> <p>This is an annual event that allows the Saffron Walden round table to add additional funds to donate to further good causes</p> <p>This event is low cost ensuring that all members of the community can take part.</p>
1 4	<p>Where will any equipment be kept and how will it be insured?</p> <p>All equipment insured via Round Table National policy.</p>





1 5	Address where <u>main</u> activities will take place Bridge End Gardens
1 6	How will you ensure that the project will be all-inclusive? Low cost event with step free access
Section 3 – Funding Requirement	
1 7	What is the total cost of the project? Please attach a budget breakdown for this cost £500 + plus the venue cost £100 Easter Eggs £50 Stationary £300 on food and drink to sell £50 on Misc
1 8	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) Free use of Bridge End Gardens and electrics for the duration of the event
1 9	Have you applied for funding from other sources for this project ? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>



	If yes, please indicate how much and who for
20	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. NO
21	How will you ensure that SWTC support of this project is promoted? Through local paper and social media

Section 4 – Contact Details	
22	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 terry bartram Tel No +4407834754173 Email address terbart@hotmail.com Date of application 28/07/2023
23	Bank/Building Society Details Grants will ordinarily be made by cheque payment. Name to appear on cheque payment:



	<p>If this is not the name of the group applying, please provide an explanation for variance.</p> <p>Not seeking a cash payment</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: Saffron Walden Round Table</p> <p>Signed: (1st person) </p> <p>Name: Terry Bartram</p> <p>Position in Organisation: Community Officer</p> <p>Signed: (2nd person) </p> <p>Name: Lee Sanders</p> <p>Position in Organisation: Marketing Officer</p>

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



Saffron Walden Parish

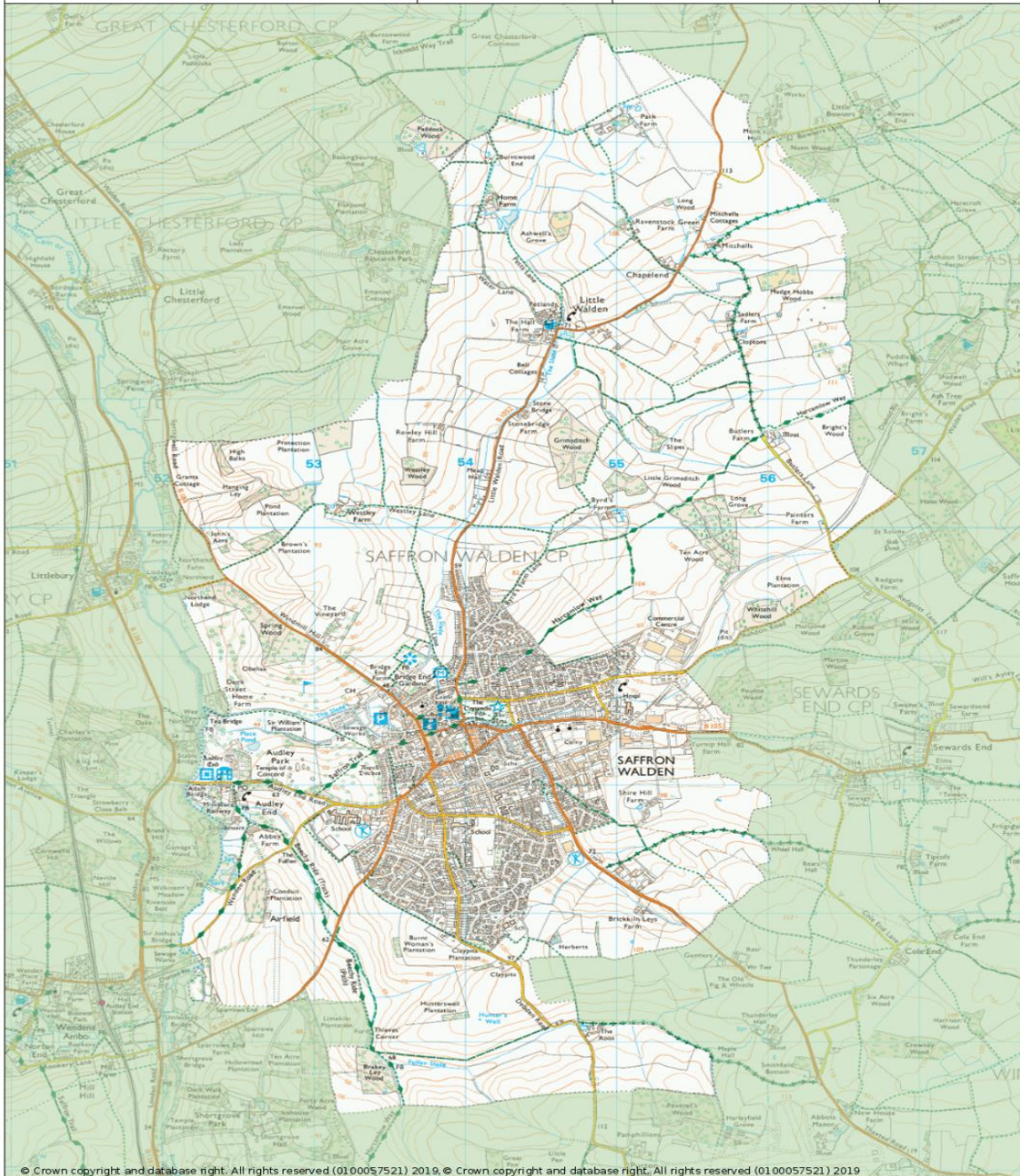
Saffron Walden CP

Neighbourhood Plan Area



Author:

Date: 24/06/2019



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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)

Carnival 8 Day Weekend Free of Charge Hire
Annual Fireworks

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
(to Finance & Establishment Committee)

To be completed for questions 6 & 7:

Commercial hire cost: £1260

Resourcing cost to Town Council (any additional cost): None

Potential Net loss / profit to SWTC: