



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	<p>Name of Applicant/Organisation</p> <p>Lewis Elmes / Elmo Miniatures</p>
2	<p>Applicant contact name, address, email and telephone*</p> <p>7 East St Saffron Walden CB10 1LS elmominiatures@outlook.com</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 & Objectives of Applicant / Organisation</p> <p>Tell us a little about your organisation – what you do and why</p> <p>Running an event to raise money for the Felix Fund.</p>
4	<p>What is the Nature of your Organisation?</p> <p>ie are you a registered Charity, Social Enterprise or Community Interest Company?</p> <p>Sole trader / event organiser.</p>



5	<p>Does Your Organisation Have:</p> <table><tr><td>A constitution:</td><td>No – Sole Trader so not required.</td></tr><tr><td>Accounts:</td><td>No – Have cash accounts for SATR.</td></tr><tr><td>Equal opportunities policy:</td><td>No – No employees.</td></tr><tr><td>Safeguarding or child protection policy*</td><td>Yes – This can be found here: Safeguarding Elmo Miniatures</td></tr><tr><td>Health and Safety policy</td><td>No – Event risk assessments are provided to STWC for all events (example attached with application).</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:	No – Sole Trader so not required.	Accounts:	No – Have cash accounts for SATR.	Equal opportunities policy:	No – No employees.	Safeguarding or child protection policy*	Yes – This can be found here: Safeguarding Elmo Miniatures	Health and Safety policy	No – Event risk assessments are provided to STWC for all events (example attached with application).
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6	<p>Is your application for a reduced hire fee for any Town Council premises?</p> <p>Yes</p> <p>If yes, what is the date of your event and have you booked the facility with the Town Council?</p> <p>14/04/2024 at the Golden Acre Centre. Booked already.</p> <p>If No, please proceed to question 7.</p>										



7	<p>Have you previously applied to SWTC for grant funding? 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>
Section 2 – The Project	
8	<p>Project name: The Charity Slam</p> <p>Project aim: Run a tabletop wargaming event in which participants will be raising money (ticket sales/donations/raffle) for the Felix Fund. The Felix Fund is a charity which supports British Army personnel who carry out Explosive Ordnance Disposal (EOD) work (mostly within Iraq and Afghanistan). This is the work that the 33 Engineers Regiment at Carver Barracks carry out, and there a number of links between our armed forces and the wargaming community.</p> <p>Start Date: 14/04/2024</p> <p>End Date: 14/04/2024</p>



9	<p>Please give details of the project activities and timeline</p> <p>The event will be run over a single day (9-8).</p> <p>Participants will make donations upon sign up, and will attend to play a number of games of popular tabletop wargame – Warhammer 40,000 on the day.</p>
10	<p>What particular need do you consider the project will meet?</p> <p>Raising money for a charity which supports our local armed forces personnel in the town.</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>Spoke with someone who is part of the 33 Engineers and regularly attends my event. He gave me the information about the Felix Fund and we agreed this would be the perfect charity to run a fundraising event to support.</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>This is difficult to quantify, as the charity will provide support to anyone within EOD regiments who need it (mental health support, financial assistance, recovery from injuries etc.). There is no guarantee that someone from the 33 Regiment will be the recipient. If this is likely to be an issue, I can speak with the Felix Fund and see if there's a way any money we raise can be reserved for this regiment only.</p>
13	<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>We hope we will be able to raise awareness of the work of the 33 Regiment and the Felix Fund within the Saffron Walden community. Our army personnel are doing incredible work in the Middle East, and this should be more widely recognised and appreciated.</p> <p>We hope also that people within the wider Saffron Walden community will become more aware of the local wargaming community in the town, understand a little more about the hobby, and encourage them to be more involved in an incredibly fulfilling pastime.</p> <p>The outcome of the day will be measured through the amount of money we raise for the Felix Fund, and a discount on the cost of hiring the hall for the day will increase the amount we are able to pass on.</p>



14	<p>Where will any equipment be kept and how will it be insured?</p> <p>Tables owned by SWTC and stored in the centre.</p> <p>Terrain is owned and insured by me. It will be in the centre from Friday afternoon (tend to set up the night before) until Saturday evening when the event finishes.</p>
15	<p>Address where <u>main</u> activities will take place</p> <p>Golden Acre Community Centre</p>
16	<p>How will you ensure that the project will be all-inclusive?</p> <p>I work incredibly hard to encourage people from all faiths, genders, and sexual orientations to attend our events. This is made clear at the start of all pre-event information (the Event Pack) and am deliberately making a name for the event as one which is run with an incredibly positive atmosphere.</p>
Section 3 – Funding Requirement	
17	<p>What is the total cost of the project? Please attach a budget breakdown for this cost</p> <p>£825.00. Attached budget breakdown assumes no support from this Grant Application or from businesses willing to contribute (i.e. to provide free prizes etc.).</p> <p>Breakdown:</p>



	Name	Estimated Cost
	Golden Acre Hire	£225.00
	Prize Support	£200.00
	Ticket Booking Charges	£50.00
	Marketing / Banners	£50.00
	Terrain Set	£300.00
	Total:	£825.00

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>£225.00</p>
19	<p>Have you applied for funding from other sources for this project?</p> <p>No – but I will be asking if at least some of the prize support fund can be gifted instead of purchased.</p>
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>No</p>
21	<p>How will you ensure that SWTC support of this project is promoted?</p> <p>SWTC will have their logo on the front of the event pack.</p> <p>SWTC will feature in all marketing communications.</p> <p>SWTC will be highlighted during the event briefing.</p>



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	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: Lewis Elmes</p> <p>Tel No: 07754749310</p> <p>Email address: elmominiatures@outlook.com</p> <p>Date of application: 29/10/2023</p>
23	<p>Grants will ordinarily be made by cheque payment.</p> <p>Name to appear on cheque payment: Lewis Elmes</p> <p>If this is not the name of the group applying, please provide an explanation for variance.</p>
24	<p>Declaration – must be signed by at least 2 persons</p> <p>I run the organisation on my own so don't have a second person. I will ask if Claire in the events team can sign as well!</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: Elmo Miniatures</p> <p>Signed: L.Elmes</p> <p>Name: Lewis Elmes</p>



	Position in Organisation: Runs organisation/events Signed: (2 nd person) Name: Position in Organisation:
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**Map showing the parish of Saffron Walden.
The Town Council serves all the area shown in white**



Saffron Walden Parish

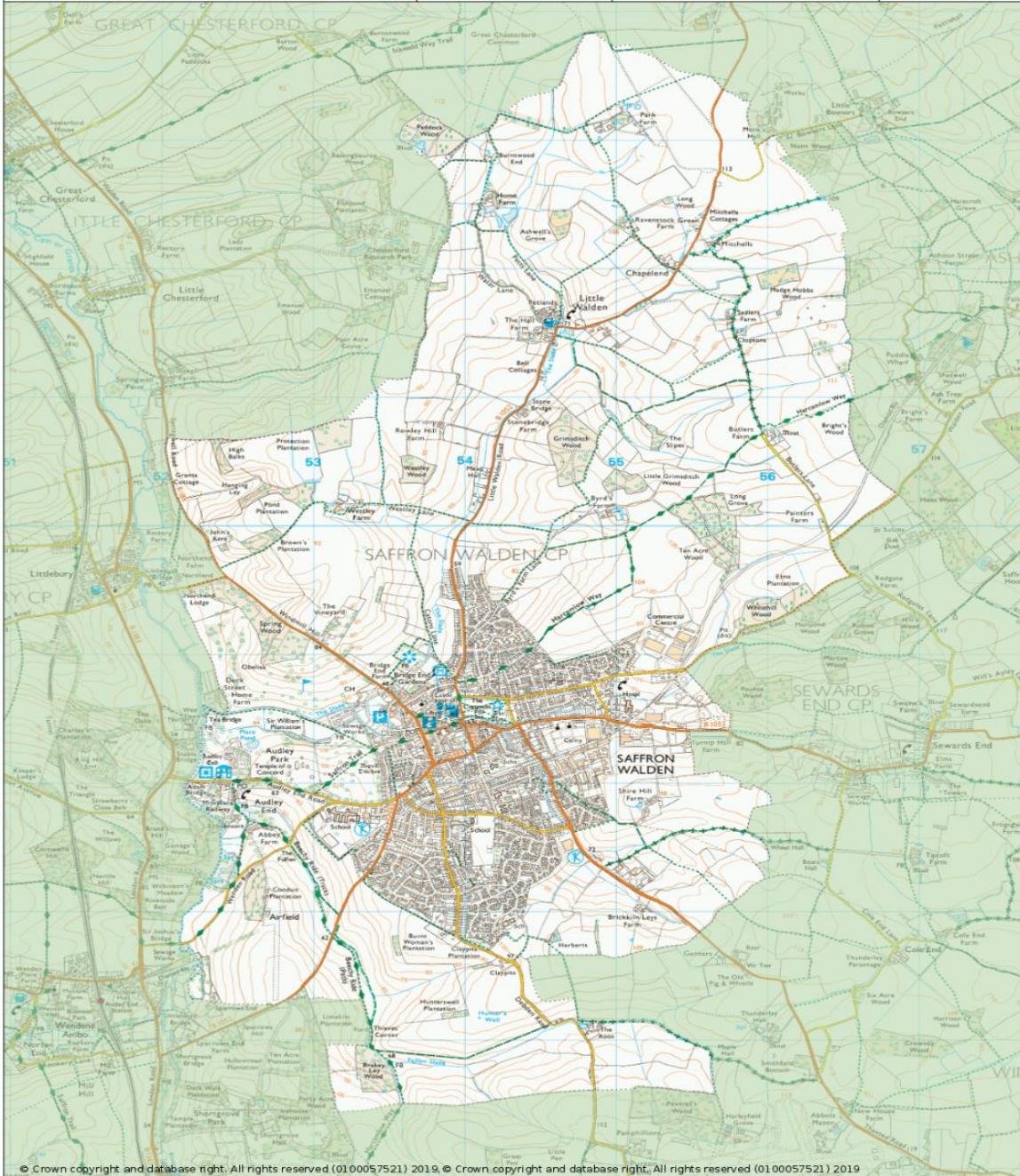
Saffron Walden CP

Neighbourhood Plan Area



Author:

Date: 24/06/2019





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 £3,650

(to Finance & Establishment Committee)

Free of Charge Hire Current balance in budget FULLY SPENT

(to Finance & Establishment Committee)

To be completed for questions 6 & 7:

Commercial hire cost: £250.00

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

Potential Net loss / profit to SWTC: £250.00