



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>SAFFRON WALDEN INITIATIVE</p>
2	<p>Applicant contact name, address, email and telephone*</p> <p>Jacqui Portway, 31 Tukes Way, Saffron Walden CB11 3ES M: 07931 534599 jacqui.portway@gmail.com</p> <p><i>*Please note the whole application will be published in the public domain unless we receive express instructions to the contrary.</i></p>
3	<p>Aims & Objectives of Applicant / Organisation Tell us a little about your organisation – what you do and why</p> <p><u>These include:</u> Developing Community Spirit Providing Facilities & Activities for all Ages & Interests</p>
4	<p>What is the Nature of your Organisation? ie are you a registered Charity, Social Enterprise or Community Interest Company?</p> <p>Company Limited by Guarantee If yes, please provide registration details: Company Number 03340325</p>



SAFFRON WALDEN
TOWN COUNCIL

5	<p>Does Your Organisation Have:</p> <table><tr><td>A constitution:</td><td>Yes</td><td>See website</td></tr><tr><td>Accounts:</td><td>Yes</td><td>See attached</td></tr><tr><td>Equal opportunities policy:</td><td>Yes</td><td>See website</td></tr><tr><td>Safeguarding or child protection policy*</td><td>Yes</td><td>See website</td></tr><tr><td>Health and Safety policy</td><td>No</td><td></td></tr></table> <p>Please include a copy of these documents where available.</p> <p>www.swinitiative.org/policies</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	See website	Accounts:	Yes	See attached	Equal opportunities policy:	Yes	See website	Safeguarding or child protection policy*	Yes	See website	Health and Safety policy	No	
A constitution:	Yes	See website														
Accounts:	Yes	See attached														
Equal opportunities policy:	Yes	See website														
Safeguarding or child protection policy*	Yes	See website														
Health and Safety policy	No															
6	<p>Is your application for a reduced hire fee for any Town Council premises?</p> <p>Yes <input checked="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?</p> <p>Saturday 23 August 2025 booked in advance with Claire Haddock from the Town Council</p> <p>If No, please proceed to question 7.</p>															



7	<p>Have you previously applied to SWTC for grant funding?</p> <p>Yes</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>Previous Dances in the Square</p>
	Section 2 – The Project
8	<p>Project name:</p> <p>2025 Dance in the Square</p> <p>Project aim:</p> <p>To develop community spirit and a sense of belonging with free community entertainment</p> <p>Start Date:</p> <p>23 August 2025</p> <p>End Date:</p> <p>23 August 2025</p>

9	<p>Please give details of the project activities and timeline</p> <p>Start set up in Market Place at around 16:00 hours</p> <p>Dance to start at around 19:45 hours and end at 22:45 hours</p>
10	<p>What particular need do you consider the project will meet?</p> <p>Providing a free community service to ensure that low income families can enjoy an affordable evening out.</p> <p>Delivering community benefit for the residents of Saffron Walden.</p> <p>Promoting the cultural and economic well-being of Saffron Walden by using local musical performers and also local market food and drink traders.</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>Successful annual Dances in the Square for the last 22 years reaching all ages and sections of the 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</p> <p>Around 450 people over the course of the evening.</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>1) Free quality community entertainment event for Saffron Walden residents</p> <p>2) An improved feeling of living in a caring, dynamic community</p> <p>3) Success measured by the number of residents attending the Dance plus social media and press feedback</p>
14	<p>Where will any equipment be kept and how will it be insured?</p> <p>N/A</p>
15	<p>Address where <u>main</u> activities will take place</p> <p>Market Place, Saffron Walden</p>





16	<p>How will you ensure that the project will be all-inclusive?</p> <p>Free event open to all the general public</p>
	<p>Section 3 – Funding Requirement</p>
17	<p>What is the total cost of the project? Please attach a budget breakdown for this cost</p> <p>£10,100</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>Free and exclusive access to the Town Hall between 6pm & 11.45pm on Saturday 23 August 2025 for changing room facilities and toilets - for use only by performers, technicians and Initiative helpers. All are wrist banded and security is in place for the Town Hall.</p> <p>Use in Market Place of some Town Hall plastic tables and chairs.</p> <p>Barriers to go in front of the stage.</p> <p>Removal of road bollards at around 11.30pm.</p>
19	<p>Have you applied for funding from other sources for this project?</p> <p>Yes <input checked="checked" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please indicate how much and who from</p> <p>Applied for £500 from the UDC One-Off Community Grant</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>N/A</p>
21	<p>How will you ensure that SWTC support of this project is promoted?</p> <p>Social Media, Local Press, Website, Posters, Banners & Flyers</p> <p>Marts Arts Photography provide a selection of professional photos for the TIC and Initiative websites</p>

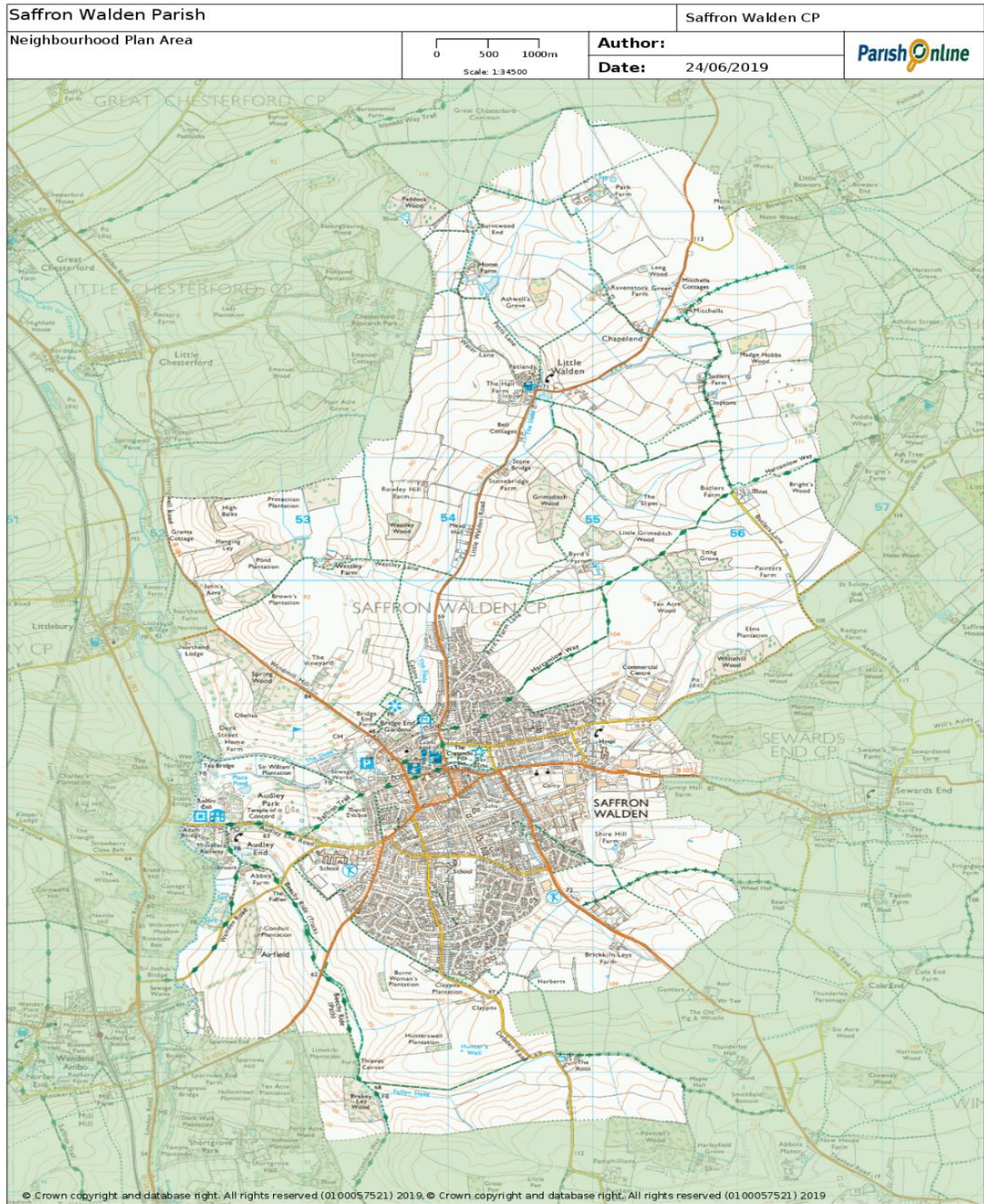
	Section 4 – Contact Details
22	<p>Contact details for this application (this must be someone who has full knowledge of the application and can answer questions about it). Please note that these details will be made known in a public forum unless you specifically advise that details should be with-held</p> <p>Name Jacqui Portway</p> <p>Tel No 07931 534599</p> <p>Email address jacqui.portway@gmail.com</p> <p>Date of application 14 February 2025</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 Initiative</p>



	If this is not the name of the group applying, please provide an explanation for variance.
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 Initiative</p> <p>Signed: (1st person) </p> <p>Name: Jacqui Portway</p> <p>Position in Organisation: Chairman</p> <p>Signed: (2nd person) </p> <p>Name: Peter Riding</p> <p>Position in Organisation: Director</p>

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





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)

Annual Dance in the Square monies awarded and free hire
Annual Late Night Shopping monies awarded

Additional Information:

NB; SWI has submitted two grant applications in April 2025, seeking monies and FOC hire of the Town Hall for the 2025 Dance in the Square.

Recommended Source of Funding:

(As recommended by SWTC Officer)

Youth Partnership
(to Assets & Services Committee)

☐

Current balance in budget

Small Grants Scheme
(to Finance & Establishment Committee)

☐

Current balance in budget

Free of Charge Hire **x**
(to Finance & Establishment Committee)

Current balance in budget **£2,500**

To be completed for questions 6 & 7:

Commercial hire cost: **£910.00** (hire of the Town Hall only)

Resourcing cost to Town Council (any additional cost): **Any additional extra staffing required (i.e., setting up barriers prior to the event) would be separately costed and is excluded from the hire cost of the Town Hall.**

Potential Net loss / profit to SWTC: **£910.00**