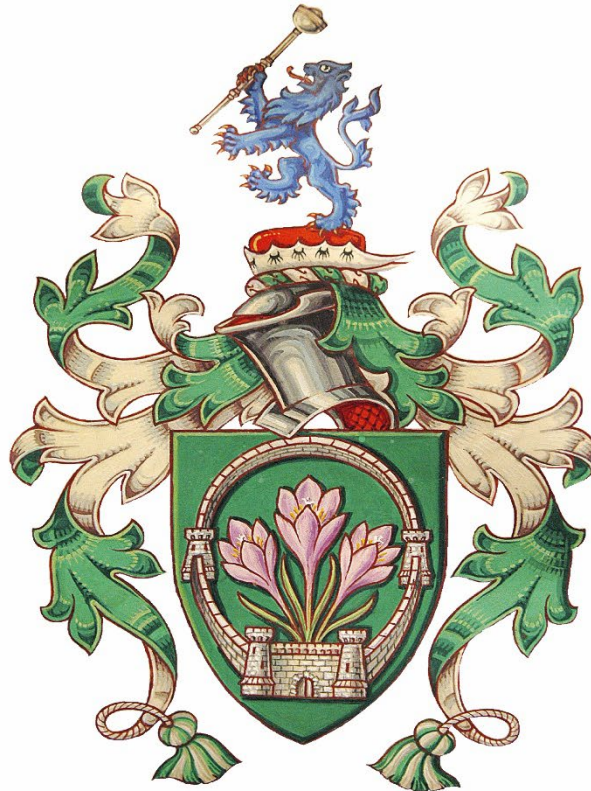




SAFFRON WALDEN TOWN COUNCIL

Large Grants Policy

Version	Date Adopted Policy	Minute Reference	Review Date
1	Draft to F&E Sept 2026		

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1. Guidance for completing the Grant Application

Saffron Walden Town Council has a passion for community work and wishes to help, support and promote local groups, projects and activities. Funding is available to all groups delivering community benefit for the residents of Saffron Walden.

The large grants scheme is designed to support groups with funding in delivering their core or new activities and projects. Funding can be awarded for capital and/or resourcing costs, and the project must support at least one of the core objectives of Saffron Walden Town Council.

2. The Town Council's core objectives

- (a) To be an efficient and effective Council
- (b) To deliver excellent governance
- (c) To nurture and encourage a green town that reduces its carbon footprint year on year and seeks to protect nature
- (d) To improve the physical environment
- (e) To raise the standards of recreational facilities
- (f) To help represent the needs of the community
- (g) To promote the cultural and economic well-being of Saffron Walden

Your application must specifically note which objective(s) your project supports.

Further details and information on the Town Council's core objectives are available online at: [insert here link to core priorities document, once adopted by Council](#)

3. Who can apply

Although funding is limited, the Town Council will aim to distribute funds to those who need it most, whether it is working with disadvantaged groups, health, social inclusion, sports events, charitable events, a trip or new initiatives and projects. We are pleased to consider any application that will benefit people living within the Saffron Walden Town Council area.

You should be:

- A formally constituted community group or community interest company working within the Saffron Walden area
- 'not for profit' groups that are not formally constituted but that are supported by a constituted mainstream service or community group willing to administer funds through an organisational bank account

4. How much you can apply for

- (a) There is a total of £20,000 available under the Large Grants Scheme.
- (b) Maximum grant: £20,000 per application although it is anticipated the Council will fund several projects within this grant allocation.
- (c) You may apply for funding for a single year, or you may apply for funding over a 1-, 2-or 3-year period. Box 22 of the grant application form refers.
- (d) Organisations can only apply for one-application under the Large Grants scheme per year (notwithstanding that you may apply for a grant over a 3-year period)

5. How the grant will be paid

- (a) If your application is successful, we will prepare a funding agreement for you. This will include arrangements for how we will pay the grant to you.
- (b) Funding will not be paid for activities that have already taken place.

6. What we fund

In addition to capital costs, we can fund:

- (a) salaries of project workers
- (b) salaries of management staff who supervise project staff. These should be in proportion to the staff time spent on the project
- (c) reasonable expenses of project staff and volunteers
- (d) marketing and publicity for the project (as appropriate)
- (e) General overheads and resourcing costs

7. What we cannot fund

We cannot pay for:

- (a) activities, events or services which have already taken place, including staff development time
- (b) activities that benefit individuals, rather than the wider community
- (c) activities that generate profits for private gain
- (d) religious activity or content (although we can fund religious organisations if they are providing benefit for the wider community)
- (e) activities that replace government funding (for example, we can only fund school activities that are additional to the curriculum)
- (f) loan repayments

8. What we look for in an application

- (a) Does the project benefit residents of the parish of Saffron Walden?
- (b) How the application supports the Town Council's core objectives
- (c) What are the lasting benefits of the project?
- (d) Is the application realistic?
- (e) Have you applied for funding from other sources?
- (f) Is the application form filled in completely and correctly?
- (g) Will the project be well run and effectively managed?
- (h) Will the project be all-inclusive?

9. How to apply

We recommend that your application be planned well in advance and must be sent to us before any event takes place. Applications close on 31st March 2027, late applications will not be accepted. Applications can be completed on paper and posted to the Town Council or sent electronically via email.

You must enclose all relative documents as stipulated within the grant application form. These documents include:

9.1 Accounts: If your organisation has accounts please supply photocopies of the last 6 months of your account statements. If you do not have up to date accounts, please supply us with a 6-month forecast of accounts for your project.

9.2 Constitution: Where applicable please supply us with a copy of your organisation's constitution.

9.3 Charity registration Number: Where applicable please supply us with your organisation's charity registration number.

9.4 Written Quotations: For all applications requiring equipment purchase we will require 2 quotes. For all applications requiring building work we will require 3 quotes.

Failure to provide the above documents may render your application ineligible and it will not be considered for funding.

10. Application Form

The form at the end of these guidelines must be used to apply for the Large Grants Scheme.

The application form is presented in sections for completion being:

- Section 1: About the applicant**
- Section 2: Corporate Plan Priorities**
- Section 3: The Project**
- Section 4: Financial Information**
- Section 5: Skills, Knowledge and Experience**
- Section 6: Contact details**

All sections of the application form must be completed. Incomplete applications (ie missing parts or failure to provide supporting documentation) will not be considered.

The Council may seek to recover any grants following the sale of any property or equipment within 5 years of the grant being awarded. The grant recipient must notify the Town Council in advance of any such sale.

11. What happens to your application?

11.1 Return your form to:

The Deputy Town Clerk

Saffron Walden Town Council

The Town Hall, Market Street, Saffron Walden, Essex, CB10 1HZ

Tel: 01799 516501 / email: enquiries@saffronwalden.gov.uk

12.2 On receipt of your application, it will:

- (a) Be reviewed by Officers to ensure it is complete and all appropriate supporting material (as detailed on the application form) has been provided.
- (b) In the event of any queries, you may be contacted by an Officer to provide further information.

12.3 Consideration of your application:

- (a) The closing date for completed applications is 31st March 2027. Late applications will not be considered.
- (b) All grants will be reviewed and considered at the Town Council's Finance & Establishment Committee in either April or May 2027.
- (c) You may be required to either attend a Committee meeting and/or to provide further written information in respect of your application. You will be notified of any specific requirements.

12.4 Committee decision:

- (a) You will be notified in writing of the Committee's decision, within one month of the Committee's decision.
- (b) If your request has been successful, you will be provided with details of how to claim your grant money
- (c) If your request has been declined, you will be provided with reasons for refusal. There is no appeal system, and the decision of the Committee is final.

12.5 Successful Applicants:

Must provide a statement setting out how the money has been applied, this can be done by:

- (a) Sending us copies of the relevant invoices and/or receipts, or
- (b) Submitting a statement confirming how the money has been applied, or
- (c) By supplying a copy of your annual report and accounts

Grant payments can only be made retrospectively of the expenditure, i.e. – you must incur the cost, pay the cost and then claim reimbursement. The Council will only make advance payments of grants in exceptional circumstances

13.Award Conditions

- (a) Applicants must acknowledge the grant funding from SWTC – we will send you the Town Council's logo for inclusion on publicity material.
- (b) Applicants must agree to take part in any publicity campaigns relating to the promotion of fund outcomes.
- (c) Applicants must attend the Annual Parish Meeting (held in April or May of each year) to provide a written and verbal update on their project and how the funding from SWTC has been used
- (d) Applicants give their consent for Saffron Walden Town Council to share success stories and pictures to the press and other partners for them to promote your success stories.
- (e) Applicants must send records of invoices and expenditure in respect to the grant awarded and present them to the Town Council once items have been purchased.
- (f) The award must only be used for the purposes stipulated in the original application and must be spent within 12-months of the award being made. Any proposed variance must be agreed by Saffron Walden Town Council, both in writing and in advance of any associated expenditure being incurred.

- (g) The applicant agrees to provide periodic update reports on project achievements when requested by the Town Council
- (a) If there is a launch to this project the Town Council must be informed and reserve the right to provide a representative to attend and speak at the launch.
- (h) Any unused grant must be returned to Saffron Walden Town Council
- (i) All projects must make a commitment to share their learning. This will include at events and meetings facilitated by the Town Council
- (j) All projects must follow national legislation, guidance and good practice in relation to equality and diversity, health and safety and safeguarding

14. Monitoring and Evaluation

It is important for the Town Council to evaluate the success and benefit of its grant scheme. If your grant is successful, we will ask you for feedback on your event or project. A form will be supplied to you asking for the following information:

- (a) How many people attended the event or activity?
- (b) Did the project meet the expectations as outlined in box 13 of the grant form?
- (c) How did the Town Council grant funding support your activity?
- (d) Would you have continued without Town Council funding?
- (e) Evidence and details of promotional material and press releases of your event, including evidence of the Town Council's support (which must include our logo)