



SAFFRON WALDEN
TOWN COUNCIL

Large Grants Application Form

Version	Date Adopted Policy	Minute Reference	Review Date
1	Proposed to F&E Sept 2026		September 2030



GRANT AID APPLICATION FORM FOR THE TOWN COUNCIL'S LARGE GRANTS

	Section 1 – About the Applicant
1	Name of Applicant/Organisation
2	Applicant's contact name, address, email and telephone* <i>*Please note the whole application will be published in the public domain unless we receive express instructions to the contrary.</i>
3	Aims & Objectives of your Organisation Tell us a little about your organisation – what you do and why



4	The Nature of your Organisation ie are you a registered Charity, Social Enterprise or Community Interest Company? Your charitable / registration details:														
5	Does Your Organisation Have: <table border="0"> <tr> <td>A constitution/terms of reference/operating document:</td><td>Yes / No</td></tr> <tr> <td>Business Plan (for this project)</td><td>Yes / No</td></tr> <tr> <td>Accounts for most recent year</td><td>Yes / No</td></tr> <tr> <td>Equal opportunities policy:</td><td>Yes / No</td></tr> <tr> <td>Safeguarding or child protection policy</td><td>Yes / No</td></tr> <tr> <td>Health and Safety policy</td><td>Yes / No</td></tr> <tr> <td>Insurance Certificate and Schedule</td><td>Yes / No</td></tr> </table> It is a requirement of funding that you provide all documents as above. If these documents are not supplied, please advise below why these details are missing and how you will ensure compliance with legislation relating to health and safety, child protection, equal opportunities etc.	A constitution/terms of reference/operating document:	Yes / No	Business Plan (for this project)	Yes / No	Accounts for most recent year	Yes / No	Equal opportunities policy:	Yes / No	Safeguarding or child protection policy	Yes / No	Health and Safety policy	Yes / No	Insurance Certificate and Schedule	Yes / No
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Safeguarding or child protection policy	Yes / No														
Health and Safety policy	Yes / No														
Insurance Certificate and Schedule	Yes / No														
6	Have you previously applied to SWTC for grant funding? Yes / No 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)														



Section 2 – Corporate Plan Priorities

7 Which Priorities in the Town Council's Corporate Plan will your Project or Service Support?

The Town Council's objectives are set out below:

- (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

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](#)

8	How will you Measure the Impact of your Project or Service? Take reference to the Town Council's corporate priorities
9	Who is Supporting this Project or Service? Note here details of any support received from a District or County Councillor. Also include any partnership working and opportunities.

Section 3 – The Project	
10	Project name: Project aim: Start Date: End Date:
11	Please give details of the project activities and timeline
12	How have you identified the need for this project? Please include your experience in this field and research and provide evidence that this project is needed by the local community



13	Please give a reasonably accurate figure for the number of people, within Saffron Walden Town Council's area the project will benefit. (see map attached for the area served by SWTC). Where possible, provide evidence of this within the Data Protection Act
14	Explain how your project benefits the residents of Saffron Walden Town Council's area
15	Describe the change you wish to see because of your project or activity for the residents of the Saffron Walden parish

16	Where will any equipment be kept and how will it be insured?
17	Address where <u>main</u> activities will take place
18	How will you ensure the project will be inclusive?
19	How will you show SWTC's support for your project?

Section 4 – Financial Information	
20	What is the total cost of the project? Attach a budget breakdown
21	Amount requested from Saffron Walden Town Council and for what purposes This may be different to the information given in box 20. Be specific and include quotes for work where applicable
22	Funding Period - Are you seeking funding for a 1,2 or 3-year period? Explain your answer
23	Have you applied for funding from other sources for this project? Y/N If yes, please indicate how much and who from

21	Have you applied for funding from other sources for any other project which may relate to this funding request? Y/N If YES, please give details of when, and if the application was successful, please give details of the grant received.
22	If your application is unsuccessful, will your project still proceed? Y/N If Yes, explain what changes might be required for your project
23	Is your project raising funds for any other cause? Y/N If yes, please explain further



	Section 5 – Skills, Knowledge and Experience
24	Why is your organisation best placed to deliver this project?
25	Give an example of any similar scheme or project which your organisation has successfully delivered



	Section 6 – Contact Details
26	Contact details for this application (this must be someone who has full knowledge of the application and can answer questions about it). <i>Please note that these details will be made known in a public forum unless you specifically advise that details should be with-held</i> Name Tel No Email address Date of application
27	Bank/Building Society Details Account Name: Sort Code: Account Number: If this is not the name of the group applying, please provide an explanation for any variance.
28	Declaration – must be signed by at least 2 persons We confirm that the information given in this application is correct. We are authorised to make this application on behalf of: Signed: (1st person) Name: Position in Organisation: Signed: (2nd person) Name: Position in Organisation:

Please note that this whole document will be published in the public domain unless we receive express instructions to the contrary.



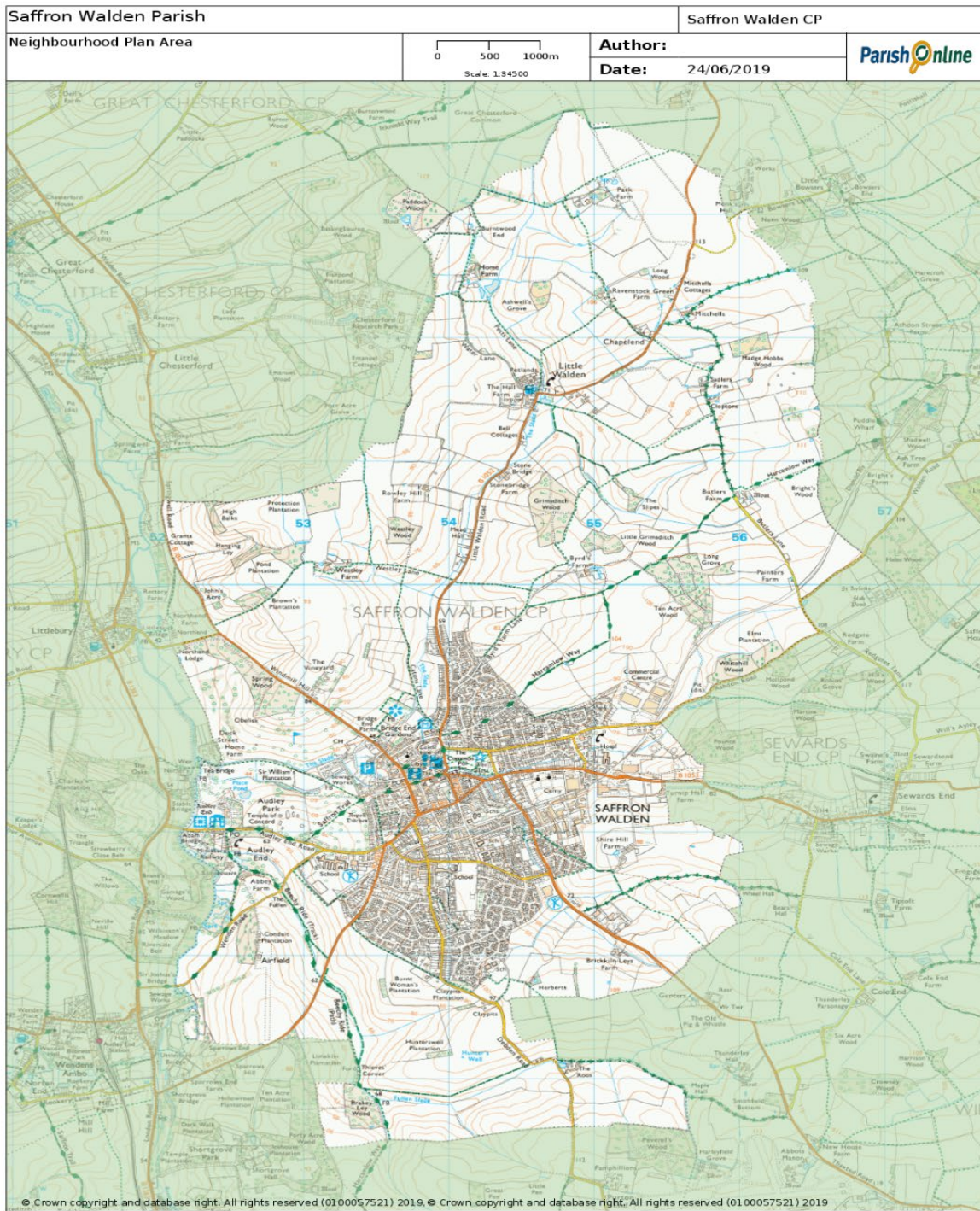
Supporting Documents Checklist

Name of document	Enclosed Y/N ★
Constitution / terms of reference / operating document	
Business plan (if available)	
Budget breakdown (as per question 20)	
Accounts for most recent year	
Equal Opportunities Policy	
Safeguarding or Child Protection Policy	
Health and Safety Policy	
Insurance Certificate and Schedule	
Quotations for work • For all applications requiring equipment purchase we will require 2 quotes. • For all applications requiring building work we will require 3 quotes	

★It is a requirement of funding that you provide all documents as above. Failure to provide these documents may disqualify your application and it will not be considered for funding

★If these documents are not supplied, please advise why these details are missing and how you will ensure compliance with legislation relating to health and safety, child protection, equal opportunities etc (include this information in box 5 of the application form)

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)

Is this an eligible application? Y/N

Take reference to the Town Council's large grant guidance

Application form fully completed? Y/N

Are all boxes on the grant form completed?

All Supporting documents attached: Y/N

Note any missing documents. If application still eligible, note rationale for eligibility

Which Core Objective is met?

Take reference to SWTC's core objectives

Additional Officer Comments