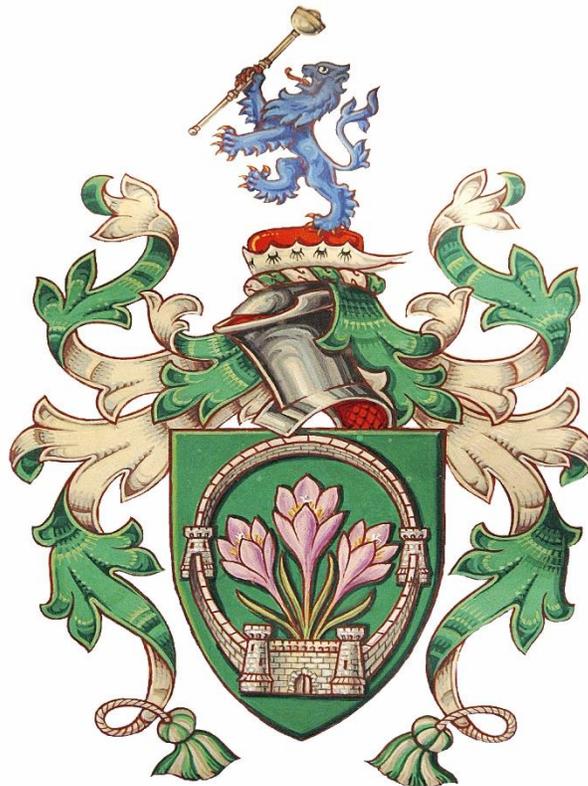




F & E Feb 2021 – Agenda item 10b



SAFFRON WALDEN
TOWN COUNCIL

Crisis Fund



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Crisis Fund Application Guidelines

The world-wide Covid-19 pandemic is affecting towns, cities and countries across the world. The impact of this virus is vast; affecting not only the health and well-being of the world's population but having devastating effects on the world's economy and the quality of life.

Saffron Walden Town Council (SWTC) acknowledges how the impact of Covid-19 translates locally into higher rates of unemployment, food and fuel poverty and a need for our society to support the elderly, vulnerable and those at risk. The Town Council is working with a number of agencies and partners to support these groups through its help and support of Uttlesford Food Bank and its volunteer work through the Community for Voluntary Services Uttlesford (CVSU).

SWTC acknowledges the specific Government help and support made available to businesses and the debt relief available to local residents Governments Benefit Schemes, including Universal Credit.

Objectives of this funding

This crisis funding seeks to specifically support and encourage residents of Saffron Walden with training and employment opportunities.

The primary objectives of the Crisis Funding are:

1. To encourage and support the unemployed in their return to work
2. To encourage and support the education of young people who may be adversely affected as a result of Covid-19
3. To provide funding for upskilling and training opportunities



What can be funded

Examples of typical activities which the Crisis Fund will cover:

1. Contribution towards travel and transport costs directly associated with attending job interviews or training opportunities;
2. The purchase of IT equipment (one-off costs) essential for making on-line job applications or on-line interviews;
3. Training courses which cannot be funded via the Government's "Grants and Bursaries for Adult Learners" scheme, as detailed on-line at: <https://www.gov.uk/grant-bursary-adult-learners> or funded directly via the training provider;
4. This is not an exhaustive list and the determination of appropriateness of funding will be made directly by our Partner Agencies.

Funding Limitations

1. We will not fund any activity for which funding may be sourced directly from another partner and where the applicant is eligible for this funding;
2. Grants will be limited to £250 per individual household;
3. Grants are payable as one-off awards and the Town Council will not be responsible for the payment of any further on-going costs arising from the initial grant funding (ie, if monies are used to purchase any form of IT, the Town Council will not be liable or responsible for any on-going costs associated with this purchase such as extended warranties or internet connections).

How to apply

Applications are made directly to the Town Council's partnership agencies who will assess each funding request on its own merits, evaluating the request against the core aims and objectives of this funding.

Where the partner agency validates and accepts the application, they will contact Saffron Walden Town Council requesting release of funds and providing details of the request (subject to GDPR). Personal names, addresses and details will be retained by the partner agency and will not be divulged to the Town Council.

Upon receipt of any such request from the partner agency, the Town Council will make payment of the grant directly to the partner agency, so as to avoid the unnecessary sharing of personal details. The partner agency will make direct payment or reimbursement to the individual.



Form for completion by the Partner Agency for submission to Saffron Walden Town Council to release funding

1	Name of Partner Agency
2	Agency contact name, address, email and telephone* *Please note that this information will be published in the public domain unless we receive express instructions to the contrary.
3	Purpose of Funding to the Individual (please do not include any personal details of the individual to whom funding is awarded or any specific information which may allow identification of the individual)
4	Amount of Funding Awarded (to a maximum of £250 per individual grant per household)
5	Partner Agency Bank details (enabling SWTC to make payment to the partner agency) Grants will ordinarily be made by cheque or BACS payment. Please advise any preferences. Name to appear on cheque payment:
7	Declaration – must be signed by at least 2 persons We confirm that the information given in this application is correct and that the undersigned are authorised to make this application on behalf of the Partner Agency (as per Box 1) Signed: (1 st person) Printed Name: Position in Organisation: Signed: (2 nd person) Printed Name: Position in Organisation: Date of application: Any Internal Reference Number (if applicable. These may be required for future auditing)