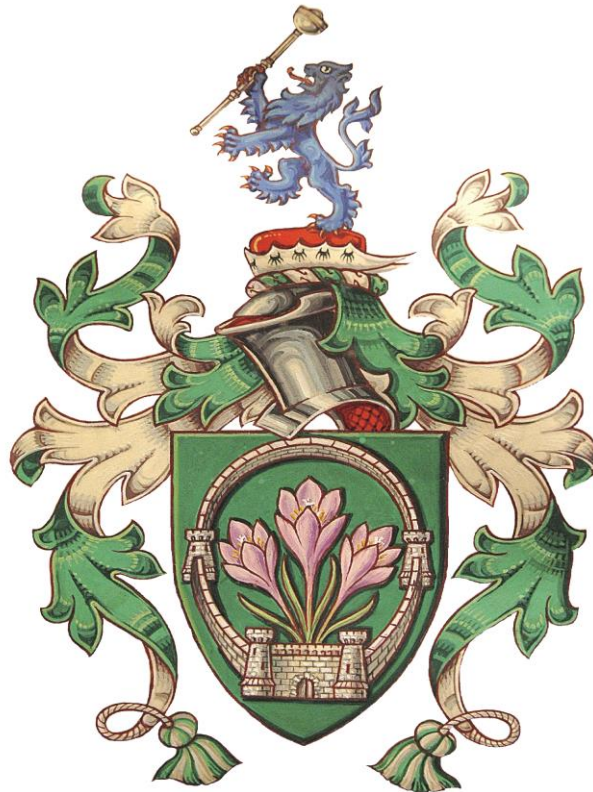




SAFFRON WALDEN
TOWN COUNCIL



SAFFRON WALDEN TOWN COUNCIL

Grants Policy

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



11 Emson Close
Saffron Walden
Essex, CB10 1HL

T: (01799) 516501
T: (01799) 516502
F: (01799) 516503

GRANT AID APPLICATION GUIDELINES

Saffron Walden Town Council offers 2 different types of grant funding namely:

1. Grants for up to £300 per annum
2. Grants for reduced hire fees for any of the Town Council's managed facilities (eg Town Hall, Golden Acre Community Centre, The Common, Bridge End Garden)

The application form at the end of these guidelines should be used for either of the grant applications.

The application form is presented in sections for completion being:

- Section 1: About the applicant
- Section 2: Details of the project / funding request
- Section 3: Funding requirements (financial information)
- Section 4: Contact details

All sections of the application form must be completed.

Please note that incomplete applications will not be considered.

Ordinarily, only one grant per organisation per financial year (1st April – 31st March) will 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.



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.

What we look for in an application

- Does the project benefit residents of the parish of Saffron Walden?
- What are the lasting benefits of the project?
- Is the application realistic?
- Have you applied for funding from other sources?
- Is the application form filled in completely and correctly?
- Will the project be well run and effectively managed?
- Will the project be all-inclusive?

A criterion for awarding the grant is that the recipient acknowledges funds from SWTC and attends the Annual Parish Meeting – see the section “Successful Applicants” for further details.

Please note that grant payments can only be made retrospectively. The Town Council will only make advance payments of grants in exceptional circumstances.

How to apply

We recommend that your application be planned well in advance and sent to us before any event takes place. It can be sent to us at any time and you only need to fill out one form. Carefully complete the enclosed application and send it to us, ensuring, if applicable, all the relevant documents are enclosed.

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.

Constitution – Where applicable please supply us with a copy of your organisation’s constitution.

Charity registration Number – Where applicable please supply us with your organisation’s charity registration number.

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



What happens to your application?

1. Return your form to:

The Town Clerk
Saffron Walden Town Council
11 Emson Close
Saffron Walden
Essex, CB10 1HL
Tel: 01799 516501 / email: townclerk@saffronwalden.gov.uk

2. On receipt of your application, it will:

- Be reviewed by Officers to ensure it is complete and all appropriate supporting material (as detailed on the application form) has been provided.
- In the event of any queries, you may be contacted by an Officer to provide further information.
- Incomplete applications will not be considered by Committee therefore it is important that the application form is fully completed along with all supporting documentation.

3. Consideration of your application:

- Grants are considered by the Town Council's Finance & Establishment Committee on a quarterly basis being: **April, July, October, January** of each year
- Dates of Committee meetings are shown on the Town Council website, www.saffronwalden.gov.uk
- Completed application forms **must** be received in the Town Council offices at least one week prior to the meeting date
- **Applicants must attend the meeting to speak further in support of your request and to address any queries from the Committee.**
- You will be advised by an Officer of the date and time when your application will be considered. Grants will not ordinarily be considered by Committee in the absence of the applicant.



4. Committee decision:

- You will be notified in writing of the Committee's decision.
- If your request has been successful, you will be provided with details of how to claim your grant money
- 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.

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

All successful grant recipients must also:

- Acknowledge the grant funding from SWTC – we will send you the Town Council logo for inclusion on publicity material.
- Attend the Annual Parish Meeting to provide a written and verbal update on their project and how the funding from SWTC supported it.



GRANT AID APPLICATION FORM FOR LOCAL PROJECTS

Section 1 – About the Applicant	
1	Name of Applicant/Organisation Volunteer Centre Uttlesford
2	Applicant contact name, address, email and telephone* Lizzie Petrie Volunteer Centre Uttlesford c/o Uttlesford District Council Offices London Road Saffron Walden Essex lizzie@volunteeruttlesford.org.uk 07748 152775 <small>*Please note that this information will be published in the public domain unless we receive express instructions to the contrary.</small>
3	Aims & Objectives of Applicant / Organisation To serve the community and work with others to develop thriving, strong and caring communities through volunteering. <ul style="list-style-type: none">• Match potential volunteers with charities, not for profit organisations who provide volunteering opportunities within our community and with individual beneficiaries.• Support individuals to enable them to achieve their goals through volunteering.• We aim to support volunteers every step of the way, whether they have barriers to overcome or need a confidence boost.
4	What is the Nature of your Organisation? ie are you a registered Charity, Social Enterprise or Community Interest Company? If yes, please provide registration details: Registered charity: 1114907



5	<p>Does Your Organisation Have:</p> <table><tr><td>A constitution:</td><td>Yes</td></tr><tr><td>Accounts:</td><td>Yes</td></tr><tr><td>Equal opportunities policy:</td><td>Yes</td></tr><tr><td>Safeguarding or child protection policy*</td><td>Yes</td></tr><tr><td>Health and Safety policy</td><td>Yes</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:	Yes	Accounts:	Yes	Equal opportunities policy:	Yes	Safeguarding or child protection policy*	Yes	Health and Safety policy	Yes
A constitution:	Yes										
Accounts:	Yes										
Equal opportunities policy:	Yes										
Safeguarding or child protection policy*	Yes										
Health and Safety policy	Yes										
6	<p>Is your application for a reduced hire fee for any Town Council premises?</p> <p>Yes <input type="checkbox"/> No <input checked="" 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>If No, please proceed to question 7.</p>										



7	<p>Have you previously applied to SWTC for grant funding? Yes</p> <p>If Yes, please give details of when and if the application was successful, the grant received and the purpose.</p> <p>Successful application for charity insurance on 07/02/2019 amount received £300</p>
	<p>For Office use only regarding questions 6 & 7:</p> <p>Commercial hire cost:</p> <p>Resourcing cost to Town Council:</p> <p>Potential Net loss / profit:</p> <p>Confirm details of any previous grants awarded to this Organisation:</p> <p>Additional Information:</p>
	Section 2 – The Project
8	<p>Project name: Insurance for the charity</p> <p>Project aim: Ensure our volunteers, staff, trustees, and beneficiaries are covered by public liability insurance.</p> <p>Start Date: 01/05/2021</p> <p>End Date: 31/04/2022</p>



9	<p>Please give details of the project activities and timeline</p> <p>To contribute to the public liability insurance for Volunteer Uttlesford. This covers legal liability to pay compensation to members of the public if they are injured or their property is damaged as a result of an accident caused by Volunteer Uttlesford, their employees, trustees or volunteers.</p> <p>The insurance cost is for one year.</p>
10	<p>What particular need do you consider the project will meet?</p> <p>To ensure people are fully covered by insurance.</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>This insurance is essential and statutory part of our service, without it we would not be able to continue to offer our service.</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>During the year to March 2021 Volunteer Uttlesford recorded:</p> <p>Recruited 563 new volunteers to support the Uttlesford Community Response Hub to provide help to 1,536 Beneficiaries registered. Volunteers delivered 2,350 prescriptions and 1,885 shops to people who were self-isolating or shielding. Provided telephone befrienders to 133 beneficiaries.</p> <p>Covid Vaccination programmes Lord Butler – 176 volunteers registered to help at the local vaccine centre. Coordinated - 388 who have volunteered since the start of the programme.</p> <p>Mass Vaccination Programme – 221 volunteers referred to mass vaccine sites.</p> <p>Many general volunteering opportunities were put on hold due to the pandemic, but we still referred 551 volunteers to voluntary organisations.</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;• On 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>Volunteer Uttlesford places volunteers into charitable and volunteer involving organisations, in addition to supporting individuals throughout Uttlesford.</p> <p>All our work is monitored and measured for funders.</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>Throughout Saffron Walden and surrounding area.</p>
16	<p>How will you ensure that the project will be all-inclusive?</p> <p>Our service is available to all people throughout Uttlesford who need support via volunteering or who want to volunteer to support others.</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>Total cost of insurance £324.66</p>
18	<p>Amount requested from Saffron Walden Town Council and for what purposes (please be as specific as possible)</p> <p>£300.00 towards the cost of our public liability insurance</p>



19	<p>Have you applied for funding from other sources for this project?</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please indicate how much and who from</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>Via our website and social media.</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 Lizzie Petrie</p> <p>Tel No 07748 152775</p> <p>Email address lizzie@volunteeruttlesford.org.uk</p> <p>Date of application 24th June 2021</p>
23	<p>Bank/Building Society Details</p> <p>Grants will ordinarily be made by cheque payment. Name to appear on cheque payment: Volunteer Centre Uttlesford Sort code: 40-22-46 Account No. 61405918</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>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: Volunteer Centre Uttlesford</p> <p>Signed: (1st person)</p> <p>Name: Lizzie Petrie</p> <p>Position in Organisation: CEO</p> <p>Signed: (2nd person)</p>



	<p>Name: Robin Lee</p>
--	------------------------

	<p>Position in Organisation: Chair of Trustees</p>
--	--

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

