

Section 1 – About the Applicant											
1	Name of Applicant/Organisation: Saffron Walden Round Table										
2	<p>Applicant contact name, address, email and telephone*</p> <p>Stephen Hendy (Charity Officer) 44 South Road Saffron Walden Stephen.hendy@janushenderson.com 07762 731942</p> <p>Please do not publish my address and contact details in the public domain</p> <p><small>*Please note that this information will be published in the public domain unless we receive express instructions to the contrary.</small></p>										
3	<p>Aims & Objectives of Applicant / Organisation</p> <p>To develop the acquaintance of young men through the medium of their various occupations. To emphasise the fact that one's calling offers an excellent medium of service to the community. To cultivate the highest ideals in business, professional and civic traditions.</p> <p>We are affiliated to the Round Table of Great Britain and Ireland. Saffron Walden Round Table raises funds through events and community services activities to benefit the community.</p> <p>In effect, the Saffron Walden Round table is a group of Men aged between 18-46 who organise events for the community (such as the 8 day weekend, fireworks, etc) the profits of which are donated to local good causes (through donation requests)</p>										
4	<p>What is the Nature of your Organisation? ie are you a registered Charity, Social Enterprise or Community Interest Company?</p> <p>Registered Charity</p> <p>If yes, please provide registration details:</p> <p>CHARITABLE FUND OF ROUND TABLE NO 582 - 293452.</p>										
5	<p>Does Your Organisation Have:</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 40px;">A constitution:</td> <td style="text-align: right;">Yes / No</td> </tr> <tr> <td style="padding-left: 40px;">Accounts:</td> <td style="text-align: right;">Yes / No</td> </tr> <tr> <td style="padding-left: 40px;">Equal opportunities policy:</td> <td style="text-align: right;">Yes / No</td> </tr> <tr> <td style="padding-left: 40px;">Safeguarding or child protection policy*</td> <td style="text-align: right;">Yes* / No</td> </tr> <tr> <td style="padding-left: 40px;">Health and Safety policy</td> <td style="text-align: right;">Yes* / No</td> </tr> </table>	A constitution:	Yes / No	Accounts:	Yes / No	Equal opportunities policy:	Yes / No	Safeguarding or child protection policy*	Yes* / No	Health and Safety policy	Yes* / No
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	<p>*these policies are created on an event by event basis, forming part of each events management plan.</p>
	<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>
<p>6</p>	<p>Is your application for a reduced hire fee for any Town Council premises?</p> <p>Yes / No</p> <p>If yes, what is the date of your event and have you booked the facility with the Town Council?</p> <p>Saffron Walden Common – 6th November 2021</p> <p>If No, please proceed to question 7.</p>
<p>7</p>	<p>Have you previously applied to SWTC for grant funding? Yes / No</p> <p>If Yes, please give details of when and if the application was successful, the grant received and the purpose.</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>
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	Section 2 – The Project
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8	<p>Project name: Saffron Walden Round Table Fireworks</p> <p>Project aim: To provide a free to attend firework display on Saffron Walden Common, and raise money for local good causes</p> <p>Start Date: 6th November 2021</p> <p>End Date: 6th November 2021</p>
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9	<p>Please give details of the project activities and timeline</p> <p>A free to attend firework display on Saffron Walden Common, with historic attendance in the tens of thousands, which usually raises a significant amount of money for local good causes, to be held on the 6th of November 2021.</p>
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10	<p>What particular need do you consider the project will meet?</p> <p>The annual free to attend fireworks display on the common has been a major part of Saffron Walden community events for a number of years.</p> <p>With Covid forcing the cancellation of the 2020 event, we believe the Community would benefit to a return to the normality in 2021 with this celebration of the Saffron Walden Community.</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>Historic attendance at this event has been in the tens of thousands, and with good weather it usually raises a significant amount of money for local good causes, indicating that the Community value the event, and enjoy attending.</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>The entire community will benefit, in excess of 10,000 people attend the event</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>As previously stated this project will provide a free to attend firework display on Saffron Walden Common, in addition the profits from the event (generally multiple thousands) are donated to local good causes.</p>

14	<p>Where will any equipment be kept and how will it be insured?</p> <p>Equipment will be insured either through pyrotechnics, or sound and lighting company's own insurance.</p> <p>Equipment will only be on the Common for the duration of the event</p> <p>Saffron Walden Round Tables equipment (gazebo's, orange fencing, etc) is not directly insured, however our public liability insurance covers any issues to do with the public making use of the equipment.</p>
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15	<p>Address where <u>main</u> activities will take place</p> <p style="text-align: center;">Saffron Walden Common</p>
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16	<p>How will you ensure that the project will be all-inclusive?</p> <p>The event is free to attend, even for those unable to travel to the common, the fireworks themselves can be seen from a large number of homes and locations within Saffron Walden Town Councils jurisdiction.</p> <p>It is a multi-sensory experience allowing those with hearing or vision impairments to still enjoy the event.</p> <p>The event is conducted on a Saturday in the early evening, allowing all ages to safely attend.</p>
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Section 3 – Funding Requirement	
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17	<p>What is the total cost of the project? Please attach a budget breakdown for this cost</p> <p>£14,250</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Outgoings</th> <th style="width: 25%;">GBP £</th> <th style="width: 50%;">Income (excl donations)</th> <th style="width: 25%;">GBP £</th> </tr> </thead> <tbody> <tr> <td>Fireworks</td> <td style="text-align: right;">9,000</td> <td>Sponsorship</td> <td style="text-align: right;">4,500</td> </tr> <tr> <td>Glow Goods</td> <td style="text-align: right;">500</td> <td>Funfair</td> <td style="text-align: right;">1,250</td> </tr> <tr> <td>Radios</td> <td style="text-align: right;">174</td> <td>Event Catering</td> <td style="text-align: right;">1,500</td> </tr> <tr> <td>Walden Local</td> <td style="text-align: right;">1,800</td> <td>Total</td> <td style="text-align: right;">7,250</td> </tr> <tr> <td>VIP Tent</td> <td style="text-align: right;">400</td> <td></td> <td></td> </tr> <tr> <td>Sound & Lighting</td> <td style="text-align: right;">1,250</td> <td></td> <td></td> </tr> <tr> <td>Signs</td> <td style="text-align: right;">300</td> <td></td> <td></td> </tr> <tr> <td>First Aid</td> <td style="text-align: right;">500</td> <td></td> <td></td> </tr> <tr> <td>Volunteer Food etc</td> <td style="text-align: right;">150</td> <td></td> <td></td> </tr> <tr> <td>misc/contingency</td> <td style="text-align: right;">176</td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">14,250</td> <td></td> <td></td> </tr> </tbody> </table>	Outgoings	GBP £	Income (excl donations)	GBP £	Fireworks	9,000	Sponsorship	4,500	Glow Goods	500	Funfair	1,250	Radios	174	Event Catering	1,500	Walden Local	1,800	Total	7,250	VIP Tent	400			Sound & Lighting	1,250			Signs	300			First Aid	500			Volunteer Food etc	150			misc/contingency	176			Total	14,250		
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<p>18</p>	<p>Amount requested from Saffron Walden Town Council and for what purposes (please be as specific as possible)</p> <p>£7,000</p> <p>We are asking for help to ‘underwrite’ the event. Should we have to cancel there will be a number of unrecoverable costs, which the Saffron Walden Round Table is unable to cover, the cancellation charge from the fireworks provider, the costs of advertising, etc.</p> <p>Assuming the event goes ahead, if we do not generate sufficient donations from the community to cover costs (bearing in mind that pre covid the event has only made a loss once in its history), we would use some, or all, of this funding to bridge any shortfall, and ensure the event breaks even.</p> <p>The members of roundtable are jointly and severely liable for any event they stage. Should an event make a loss, round table members must fund any shortfall from their own pockets.</p> <p>Whilst the event is usually self-funding (generating five figure profits which we put back into the community) the combination of increased uncertainty around restrictions on large gatherings, the potential need for vaccine passports, and the likelihood that a number of the community may feel uncomfortable about attending, may mean a loss is more likely that it has been in the past.</p> <p>Given the havoc Covid has wrought in several professions, our table members simply do not have the resources to ‘cover’ a potential £7,000 loss, and we are seeking help to cover this potential risk.</p>
<p>19</p>	<p>Have you applied for funding from other sources for this project?</p> <p style="text-align: center;">Yes / No</p> <p style="text-align: center;">If yes, please indicate how much and who from</p> <p>We have promises of event sponsorship from local businesses of circa £4,500 which is contingent on the event going ahead.</p> <p>We have also contacted UDC with a view to securing additional funding.</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>We have a large social media following, where we will explain the Council have stepped in to facilitate/underwrite this event.</p> <p>In addition, the local press run numerous articles in the run up to fireworks where we will credit SWTC's support.</p> <p>Finally, at the event itself we will be doing regular announcements over the PA system thanking those that made the event possible</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 Stephen Hendy</p> <p>Tel No 07762 731942</p> <p>Email address Stephen.hendy@janushenderson.com</p> <p>Date of application 13th September 2021</p>
23	<p>Bank/Building Society Details</p> <p>Grants will ordinarily be made by cheque payment. Name to appear on cheque payment:</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: Saffron Walden Round Table</p> <p>Signed: (1st person)</p> <p>Name: Stephen Hendy</p> <p>Position in Organisation: Charity Officer</p> <p>Signed: (2nd person)</p> <p>Name: Dean Chaffey</p> <p>Position in Organisation: Chairman</p>