

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 Accuro (Care Services)
2	Applicant contact name, address, email and telephone* Sue Fishpool Tocher House, Start Hill, Dunmow Road, Bishop's Stortford. CM22 7TA sue@accuro.org.uk 07593 622153 <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 Accuro's strategic vision is to eliminate loneliness and the social isolation of people with learning disabilities within their local communities, enhancing their confidence to cross bridges into a wider world. Accuro aims to <ul style="list-style-type: none">• help reduce loneliness and social isolation• improve self-confidence, self-esteem• increase independence and help prepare children for adulthood• increase happiness, health and wellbeing• develop potential and help teach new skills, including life, social and communication skills• provide much needed short break respite for families.
4	What is the Nature of your Organisation? ie are you a registered Charity, Social Enterprise or Community Interest Company? Yes If yes, please provide registration details: Charity Registration no.1094736 Charity set up October 1984 (Charity registered 8 Aug 2002).



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
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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 style="text-align: center;">No</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 / No</p> <p>If Yes, please give details of when and if the application was successful, the grant received and the purpose.</p> <p>29/01/18 Successful Young Persons Residential £300 towards costs</p> <p>10/06/19 Successful Jazz Picnic at Bridge End Gardens, £600 towards venue hire and staging. Grant cancelled due to event cancellation during Covid 19 Pandemic.</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>
	<p style="text-align: center;">Section 2 – The Project</p>
8	<p>Project name: Under 8's Stay and Play for children with a disability and their parents/cares in Saffron Walden.</p> <p>Project aim: Accuro's NEW STAY and PLAY sessions will provide an opportunity for children under 8 with disability to meet and make friends as they start their lifelong journey with Accuro.</p> <p>STAY and PLAY also provides an opportunity for parents and carers of young children with disability to meet and make friends, share ideas and personal experiences, gain support and get much needed respite.</p> <p>Start Date: As soon as possible</p> <p>End Date: Ongoing</p>



<p>9</p>	<p>Please give details of the project activities and timeline</p> <p>Accuro will coordinate the sessions, providing safe, stimulating activities and opportunities for young people with disability and providing much needed support and signposting for families.</p> <p>Accuro’s STAY and PLAY will launch in Saffron Walden in 2021 and will provide a weekly, 2 hour, drop in session, 48 weeks of the year.</p> <p>We hope to be able to provide this across the whole of West Essex, bringing people together at the start of their journey.</p>												
<p>10</p>	<p>What particular need do you consider the project will meet?</p> <p>Friendships are important to people, but particularly those with a learning disability as they tend to have fewer friends and opportunities for socialising.</p> <p>Children with Special Educational Needs and Disability (SEND) are twice as likely as other children to be bullied regularly (IoE 2014). 85% of disabled young people feel lonely (Scope)</p> <p>Although, in theory people with learning disabilities should have the same rights, choices and opportunities as non-disabled people this is not always the case.</p> <p>Parents and Carers of young children with disability need extra support and respite as they start on their journey into a world they previously may not have experienced.</p>												
<p>11</p>	<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>There is a shortage of services for Under 8s in West Essex as identified by Essex County Council, Action for Children and Accuro’s own stakeholder survey.</p> <p>Over 80% of respondents in our 2020 stakeholder survey were positive about the idea of Accuro proving STAY and PLAY sessions for children under 8.</p> <p>Respondents told us</p> <div data-bbox="987 1646 1495 1850"> <p>3. Provide stay and play sessions for children under 8. How do you feel about this idea? 54 responses</p> <table border="1"> <thead> <tr> <th>Response</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Very positive</td> <td>51.9%</td> </tr> <tr> <td>Fairly positive</td> <td>24.1%</td> </tr> <tr> <td>Neutral</td> <td>24.1%</td> </tr> <tr> <td>Fairly negative</td> <td>0%</td> </tr> <tr> <td>Very negative</td> <td>0%</td> </tr> </tbody> </table> </div>	Response	Percentage	Very positive	51.9%	Fairly positive	24.1%	Neutral	24.1%	Fairly negative	0%	Very negative	0%
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	<ul style="list-style-type: none"> • Under 8s will help interactions with other children and increase independence • There is a big demand for support for the under 8's. There is currently no support anywhere for this age group and it is much needed • There is a gap for the under 8s where parents need some respite and support • When my son was younger this service was invaluable, not only for him but also for me to form a network of friends and a local support group • it's a great opportunity for parents to get together with other parents and not feel so isolated, all of this while the children play • Parents need support at this early age • This would be a great way to introduce families to Accuro services, providing lifelong support • I was very isolated when my daughter was under 8 due to lack of services for under 8s. My husband had died and I was working full time to bring up my daughter and felt very alone.
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>We have been asked to provide this NEW service by respondents to our 2016 and 2020 stakeholder surveys and ECC report a lack of support for Under 8s with SEND in West Essex.</p> <p>It is also important to note that SWOP (Saffron Walden Opportunities Playgroup/ Butterflies SEN group) used to provide this service and meet the need but sadly they have ceased to exist in April 2020 during the covid pandemic.</p> <p>We will be able to evidence who uses the NEW service and where they live from our attendance registers and will be able to report once the NEW service is underway.</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>• This project will benefit the residents of the Saffron Walden Town Council area as currently there is a real shortage of choice and social opportunities for Under 8s with disability and their families in this area.</p>

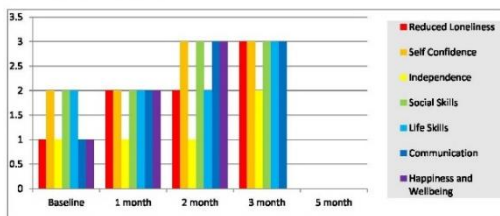
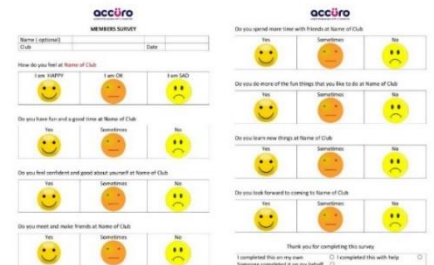
By providing a regular stay and play session we will bring people together helping provided much needed support, respite and friendship

- The impact of Accuro’s NEW STAY and PLAY scheme in Saffron Walden will help children with disabilities and their parents / carers
 - avoid loneliness and social isolation -
 - improve self-confidence, self-esteem
 - increase happiness, health and wellbeing
 - develops potential and help teach new skills
 - provide much needed support, signposting and respite for families.
- We recognise that identifying needs and being able to measure our outcomes and demonstrate our impact is vital to the future sustainability of Accuro.

We have developed a “Tool kit” including cool walls, scrap booking, small focus groups, and smiley face surveys, giant foam thumbs up / down, vocalisation, touch, games and simple online surveys for some who are more able.

We plan to capture more video evidence in the future.

In 2020 we have created new tools to enable us to measure and evidence individual’s progression in key areas.



Outcomes measured:	<ul style="list-style-type: none"> • Reduced Loneliness • Self confidence • Independence • Social skills • Life skills • Communication • Happiness and wellbeing 	Grade of outcome:	<ol style="list-style-type: none"> 1. Severe difficulties 2. Significant difficulties 3. Support needed to improve 4. Progress 5. Significant progress
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We use the information obtained to demonstrate our impact to funders and to help us in designing our clubs, services and activities as well as developing Accuro’s strategy. It ensures we continue to focus on

delivering our vision to eliminate loneliness and the social isolation of people with learning disabilities within their local communities and enhance their confidence





14	<p>Where will any equipment be kept and how will it be insured?</p> <p>Equipment will be kept at Tocher House and will be insured under Accuro's insurance.</p>
15	<p>Address where <u>main</u> activities will take place</p> <p>Saffron Walden Under 8's Stay and Play will be a new club. We are currently in discussions with potential venues in Saffron Walden including a church hall, Fairycroft House and the children's centre.</p>
16	<p>How will you ensure that the project will be all-inclusive?</p> <p>Stay and Play will provide parents and carers and their children with a disability under 8 an opportunity to meet and make friends. We will ensure that the project will be inclusive by welcoming pre-school siblings to the project.</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>£9360 per year Please see the attached budget breakdown.</p>
18	<p>Amount requested from Saffron Walden Town Council and for what purposes (please be as specific as possible)</p> <p>£600 towards project activity and staff costs.</p>
19	<p>Have you applied for funding from other sources for this project?</p> <p style="text-align: center;">No</p> <p style="text-align: center;">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>We will include Saffron Walden Town Council as a supporter on our website and web page for the Stay and Play Club. We will include the logo on Stay and Play club literature and will acknowledge the support in our digital communications about Stay and Play.</p>



Section 4 – Contact Details

22 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

Name: Sue Fishpool

Tel No: 07593 622153

Email address: sue@accuro.org.uk

Date of application:

23 Bank/Building Society Details:
Unity Trust Bank
Sort Code: 60 83 01
Account no. 20131470


Grants will ordinarily be made by cheque payment.
Name to appear on cheque payment: Accuro

If this is not the name of the group applying, please provide an explanation for variance.

24 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:

Name of Organisation: Accuro (Care Services)

Signed: (1st person) 

Name: Sue Fishpool

Position in Organisation: Fundraising Manager

Signed: (2nd person) 



	<p>Name: Alison McKeown</p>
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	<p>Position in Organisation: Operations Manager</p>
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**Map showing the parish of Saffron Walden.
The Town Council serves all the area shown in white**

