



Saffron Walden Round Table 582 (SWRT) is keen to support as many aspects of community life and gives to many diverse parts of the community. SWRT encourages applications which enhance the social and environmental well being of the community and community groups. Donations are intended to be directed towards local groups, individuals, charities and projects that are in need of funds to partially or fully assist in the purchase of services or materials which will be for the sole benefit of the individual(s) or group making the application.

Examples of projects which SWRT look on are:

- Projects which are of special help to young or elderly groups. For example, scouts, guides, youth clubs and friendship clubs
- Projects which support community life in general such as improvements to community facilities such as halls.

SWRT will look at all applications, however those which can demonstrate strong community support, result in a long-term enhancement and enable applicants to attract other sources of funding. Efforts made by the organisation to raise their own funds and source further grants will also be noted.

SWRT will normally consider proposals once per quarter. Applicants will be informed by letter or e-mail of the outcome of their application. All cheques will be made payable to the organisation making the application, no cheques will be made payable to individuals.

SWRT representatives reserve the right to inspect projects during their progress or at completion. SWRT reserves the right to only make payments on the production of an invoice. Staged payments may be applicable in some cases.

How to Apply

Complete the enclosed application form fully, IN BLACK INK and send it to the address shown below. Only applications submitted on this application form will be considered.

Applications by POST

Please forward this application form to:

Saffron Walden Round Table
PO BOX 214
37 High Street
CB10 1AS

Organisation Details

Name of Organisation (please specify who cheque should be made payable to if different):

Name of Applicant:

Position Held at Organisation:

Contact Address:

E-mail Address:

Telephone Daytime:

Telephone Evening/Mobile:

How long has this Organisation been established?

Status (if Charity please give number):

Are you part of, or affiliated to a larger Organisation?

If yes, please give details:

Application Details

In no more than 40 words, what is the request for?

In detail, who will benefit (do not just use statements such as 'the community')?

If a club, how many members do you have?

What support has the project received or expected to receive from other organisations, what other organisations have you applied to for funds?

Total cost of the project and if applicable, how will any deficit be made up. Please show/supply breakdown of values if request is for a large project?

Declaration

I declare that the information given on this form is true and that any funds received would be used solely for use on the project as detailed in the application form. I agree to make invoices/receipts available on request. I agree to abide by any conditions set out by SWRT in making the award. I agree to return any donation made if it is no longer possible to proceed with the project as detailed in the application. I agree that if successful in application, details of the project may be published by the SWRT and used in publicity material.

I agree that all the details on this form and additional paperwork supplied as required can be kept on file for records by SWRT.

I do not agree to any personal details on this form being kept on record by SWRT, however all other information is allowed.

(Please tick appropriate box)

Name Organisation

Signature Date

Please return all three pages of this form retaining a copy for your own records

Saffron Walden Round Table use only

Sponsor:

Additional comments:

Amount requested / Amount proposed (if different):

Proposed by:

Seconded by:

Decision: Approved Declined Referred for More Information

Date of RT meeting:

Signature of Community Service officer at meeting

..... Date

Signature of Chairman at meeting

..... Date

Signature of Treasurer when donation made and request closed

..... **Date**

Uploaded on master donation spreadsheet once closed