



CORONAVIRUS EMERGENCY GRANT APPLICATION

During this period of emergency, The Town Council wants to help local organisations who are already best able to serve the community in Faversham. Funding has been diverted from 'Community Events' to fund the Coronavirus Emergency Grants, which are available to constituted organisations.

If you need assistance to complete this form please contact the office using the details on page 4

Project Name	SATEDA - Faversham & Rural domestic abuse support
Grant Amount Requested Maximum amount per application is £500 ¹	£150

Organisation Name²	SATEDA
Organisation Address	Swale House, East Street Sittingbourne Kent ME10 3HT
Telephone Number	01795 417251
Email Address	Carey.philpott@sateda.org
Contact Name	Carey Philpott
Position Held in Organisation	Manager

1. About the project you are planning

1.1. What do you plan to do with the Community Grant funding you are seeking?

We are responding to COvid-19 by enabling home working for our team. We would like help to ensure our dedicated support worker has a safe home working arrangement in the form of a desk and shredder

1.2. How have you identified this need?

Covid-19 means we have to provide our support in a different way during social distancing. Having a desk will enable her to maintain safe DSE requirements. A shredder will ensure confidential papers are not seen by anyone.

2. Project Funding and Costs

2.1 Please provide a breakdown of your project's costs. Please note that this should be a breakdown of your total project costs³

Expenditure	£
Desk	£79.99
Shredder	£27.99
Printer	£39.99
Paper	£4.99
Total Project Costs	£152.96
Please state whether this is a one-off, weekly or monthly request	One off cost

3. About your organisation

3.1. What type of organisation are you? Please tick the relevant category:

Registered Charity	<input checked="" type="checkbox"/>	Registration Number: 1155163
Voluntary Organisation	<input type="checkbox"/>	
Limited Company	<input type="checkbox"/>	Company Number:
Community Group	<input type="checkbox"/>	
Other	<input type="checkbox"/>	Please Specify:

3.2. Briefly describe your organisation. Describe your organisation, how many members/users you have, if you charge subscription fees and the usual activities/services you provide. If you are a new organisation please describe the activities/services you plan to provide.

SATEDA provides specialist domestic abuse support and prevention services in Swale. We do not charge clients to access our services. We have approx. 700 beneficiaries each year.

3.3. Do you have a Constitution or Memorandum of Association? Please state which and include a copy with your application.

Constitution

3.4. Projects working with children, young people or vulnerable adults must have a safeguarding policy. If you don't have a safeguarding policy or relevant DBS checks in place you can still apply for funding but you will be required to put these in place before any grant is awarded.

Do you have a safeguarding policy?

Yes

Do your Staff/Volunteers have valid DBS checks?

Yes

3.5. Depending on the nature of your project, you may require public liability insurance.

Do you have public liability insurance?

Yes

3.6. Any Other Information. Please provide any other information which you consider to be relevant to your application.

4. Declarations

4.1. To be completed by a senior member of your organisation

I confirm that I am authorised to sign this declaration and that to the best of my knowledge and belief, all replies are true and accurate.

Name

Liza Thompson

Post Held

CEO

Signature



4.2. To be completed by the person completing the application (must be different to above)⁴

I confirm that I am authorised to sign this declaration and that to the best of my knowledge and belief, all replies are true and accurate.

Name	Carey Philpott
Post Held	Business Development Manager
Signature	

5. Checklist

**Have you answered every question?
have all signatures been completed?**

Please submit your completed Application Form and Additional Documents to:

Louise Bareham
Town Clerk
Louise.bareham@favershamtowncouncil.gov.uk

Or post to:

Town Hall
12 Market Place
Faversham
ME13 7AE

¹ Maximum payment at any one time
² Must be a fully constituted or recognised organisation
³ A regular weekly or monthly grant may be agreed for a period not exceeding 3 months
⁴ In an emergency situation, one signature may be sufficient, subject to the discretion of the Town Clerk