1. Contact Information

Melksham Town Council is committed to supporting and strengthening our local community. Each year, we allocate a portion of our budget to a grants scheme designed to bring tangible improvements to the lives of residents and enhance community well-being. These grants aim to support local projects, initiatives that contribute to a stronger, more connected, and vibrant Melksham.

Please read the grant application policy and guidance notes, before completing this form.

Please Note - Applications that do not benefit the community and/or individuals based in the area covered by Melksham Town Council will be rejected.

The area covered by Melksham Town Council does not include Bowerhill, Berryfields or surrounding villages, including Semington, Beanacre, Whitley and Shaw.

Following your Application, you are encouraged to attend the Finance, Administration & Performance Committee meeting relevant to your application round. This will allow you to ask and answer any questions in support of your application.

Organisation/Group Name	Melksham Tourist Information Centre
Contact Name	███████████
Postal Address	███████████
Postcode	██████
Phone Number	████████
Mobile Phone Number	████████
Email	███████████████

2. Type of Grant

Which type of grant are you applying for? Please refer to policy

Core Grants

If applying for a facilities hire grant, please contact Melksham Assembly Hall team or check the Parks and recreation hire policy prior to making this application to obtain a quote for the exact amount your hire will cost for your event.

If applying for a Community Grant, is the maximum that can be applied for is £1000

No

3. About your organisation

Please confirm that your organisation has:

Its own bank/building society current account, in the name of the organisation, with two unrelated signatories

At least three members on its management committee/board

Are you a registered charity ?

No

Is your organisation part of, or affiliated to, a larger organisation?

No

Please tick the categories that best describe your organisation:

Advice Organisation

4. Aims and Objectives of your organisation

What does your organisation do and how does it benefit the community and/or individuals in the area covered by Melksham Town Council?

The Tourist Information Centre maintains the provision of a range of services not available in other organisations in the town or its environs.

We are the source of information on activities, learning and travel for people of all ages. It allows both local residents and visitors to access information on our town.
We are also a booking agent for National Express and Community Transport and box office for professional and amateur productions and events.

An agent for charity Christmas cards – Cards for Good Causes, Air Ambulance, RNLI and ReMindUK.

We also sell local souvenirs, literature, postcards, postage stamps and local honey.

5. The Project/Service

Project or Service Name:

Information Centre

Please describe what the funding is being requested for:

The funding is being requested to help keep the Information Centre open to enable us to support and serve the community.

What evidence do you have that this project/service is required in the area covered by Melksham Town Council?

We have a variety of customers calling into the centre for information on the local area, eg walks.
They either call in or telephone to book on the Community Bus service to enable them to do their weekly shopping and to have the chance to go to other towns.
We also have our regular customers who call in for cards, souvenirs, honey, stamps and the Melksham Independent News.
People who are looking at house to move to here come in to learn about Melksham, the community and area.

What evidence do you have that this project/service is will benefit the community and/or individuals based in the area covered by Melksham Town Council?

By continuing our service to the local residents of Melksham, of booking the Community Bus and events.
Offering information/details on services available within in Melksham and surrounding areas.
Helping residents to book National Express tickets, especially for those who do not have internet access.

What evidence do you have of adverse effects on the community and/or individuals based in the area covered by Melksham Town Council if your project/service does not continue?

As this has not yet happened, we do not have any evidence on how this would affect the community.

6.Beneficiaries

How many people in total will benefit from this grant?   The local population

How many of the beneficiaries are residents of the area covered by Melksham Town Council?   Most

Please explain how you calculated the number of beneficiaries within the area covered by Melksham Town Council?

We no longer keep a tally of enquiries but serve anybody, entering or enquiring about services, etc.

7. Financial Information

Estimated Total Cost of Project?   ongoing

Grant Amount requested?   £5,000

Please note: Melksham Town Council do not normally give grants for running costs unless there are exceptional circumstances.

Please include:

- **grants received and applied for from other organisations**
- **any income received from fundraising**
- **any exisiting reserves**

Please note: projects over £250 must be match funded if you are requesting over £250 (voluntary time can be counted as benefit in kind)

8. Annual Accounts
Please provide the following information from your annual accounts:

Account year Ending: 2024

Savings (Reserves, Cash, Investments)   0

9. Eligibility
Please tick to confirm that this grant application meets the following criteria

Please tick to confirm that this grant application meets the following criteria

Is NOT for a private organisation operating as a business to make a profit or surplus.

Is NOT for a national organisation or charity.

Is NOT for an "Upward Funder" (e.g. a local group whose fundraising is sent to central Headquarters for redistribution.

Will NOT be passed on to any other individuals or groups (except to pay for goods and services).

Is NOT for a political or religious organisation.

Is NOT for an activity that is completely funded from another funding source.

Is NOT for loans or interest payments.

Is NOT for an organisation whose function is primarily undertaken by the Health Authority or Wiltshire Council's Social Services.

Is NOT for an organisation that discriminates on the grounds of race, religion, age, gender, transgender, sexual orientation, martial status, pregnancy or any disability.

Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a one-off project which has already happened).

Is the Grant requested for general or ongoing running costs such as salaries or rent?

No

10. Additional Information

Has your group/organisation previously received funding from Melksham Town Council

Yes

If Yes what year was it awarded?

2024

How much was awarded?

£4,000

Is the funding for security measures?

No

Is the funding for work with vulnerable adults or children? No

11. Checklist

Please ensure the documents outlined below are attached:

Please note - applications that are missing documents will be rejected unless an explanation is provided for its absence.

Upload a copy of your governing document, (e.g. constitution, memorandum, articles of association, set of rules or trust deed)

DOCX ████████████████

Upload a copy of your most recent accounts

PDF Balance Sheet 23.24.pdf

Upload a copy of your most recent bank statement & details of any other investments/savings

PDF bank statement march 2025.pdf

12. Bank Account Details

Name of Account ████████████████████

Account Number ██████████

Sort Code: ████████

13. Declarations

· In accordance with the General Data Protection Regulation (GDPR), I/we agree that Melksham Town Council will process and hold personal information about me/us only in relation to my/our grant application.

· I/we consent to my/our personal information, including that contained within this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made.

· I/we understand that it will only be accessed by authorised staff members to manage the grant application process.

· I/we also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract.

· I/we understand that my/our data will be disposed of securely 6 years after the application and that I/we have the right to correct the information at any time.

· I/we have been made aware of my/our rights under GDPR.

· I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

·   I/we declare that I/we have read the Grant Application Policy and that the application complies with the terms laid out in the Policy.

·   I/we declare that I/we have included all the requested information.

·   I/we fully understand that if I/we do not include the requested information and/or if the application does not comply with the policy, the application may be rejected.

·   I/we agree to complete and return a Monitoring Form within 6 months of receipt of any grant funds for consideration by the Finance, Administration & Performance Committee.

Signature   A. Whatley

Date   Tuesday, November 4, 2025

Do you give consent for photos to be provided or taken of you and your organisation for use in social media, press releases and future grant marketing   Opt In

Would you like your information retained to be contacted about grant opportunities from Melksham Town Council Events   Opt In

At Melksham Town council we understand the importance of protecting your data. To see how we process, store and look after your data, see our privacy policy on our website, https://www.melksham-tc.gov.uk/ or ask a member of the team to send you a copy. 01225 704187

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