



Wednesday, March 19, 2025

# 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.**

<b>Organisation/Group Name</b>	British Cactus & Succulent Society Wiltshire Branch
<b>Contact Name</b>	[REDACTED]
<b>Postal Address</b>	[REDACTED]
<b>Postcode</b>	[REDACTED]
<b>Phone Number</b>	[REDACTED]
<b>Mobile Phone Number</b>	[REDACTED]
<b>Email</b>	[REDACTED]

## 2. Type of Grant

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

Facility Hire 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

A written governing document (e.g. a constitution, memorandum, articles of association, set of rules or trust deed)

Are you a registered charity ?

No

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

Yes

If Yes which organisation:

British Cactus & Succulent Society

Please tick the categories that best describe your organisation:

Community Event

Hobby Group

### 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 aims of the society are to advance the education of the public by the study , culture and propagation of Cacti & Succulent plants and to promote the conservation of such plants. The residents of Melksham will be able to advance their knowledge to gain further enjoyment from the hobby and meet like minded people.

### 5. The Project/Service

Project or Service Name:

BCSS Wiltshire Branch Annual Show 2025

Please describe what the funding is being requested for:

The funding requested is for the hire of the Melksham Assembly Hall so that we can use this spacious facility for our annual 'Cactus & Succulent Show'. Any profits made will go towards running of the branch. Every month except January we meet at the Riverside Centre where we have a mix of speakers, workshops and discussions on the hobby of Cacti & Succulents, unfortunately the hall is not large enough to show the plants at their best, hence using the Melksham Assembly Hall.

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

Whilst putting on the show, we have the opportunity to discuss with the general public the diversity of this large group of plants. We also invite them to partake in a friendly and welcoming group of people and encourage them to join us in our monthly meetings so they can learn more about the care and propagation of Cacti & Succulents in a safe environment. This could be beneficial to peoples health and wellbeing where they can meet and talk to people face to face

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?

The fact that up to 160 people visited our show last year. This number has been increasing every year

since using the Hall and hear from those that attend, that they really enjoyed the experience of such a variety of plants i.e. Cacti & Succulents

**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?**

The residents of Melksham will miss out on the opportunity of seeing some wonderful Cacti & Succulents, and also the opportunity of talking to some very enthusiastic members of the hobby of Cacti & Succulents. And also miss out on joining a friendly group of people.

**6.Beneficiaries**

**How many people in total will benefit from this grant?** >160(2024 figures)

**How many of the beneficiaries are residents of the area covered by Melksham Town Council?** 60-70%

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

For the last 2 years we have collected post codes from a small survey form as people entered the hall.

**7. Financial Information**

**Estimated Total Cost of Project?** £700

**Grant Amount requested?** £374.30

**What are your current or planned subs/fees/charges?**

Entrance fee to the event will be £1 per adult and accompanied children will be free. Attending traders will be charged £10 per table. 3 Traders will be attending

**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:

<b>Account year Ending:</b>	Oct 2024
<b>Total Expenditure:</b>	£1143.17
<b>Total Gross Income:</b>	£802.49
<b>Balance at year end:</b>	£2513.98

## 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, marital 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?

**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?	2016, 2017, 2018, 2022, 2023, 2024
How much was awarded?	£50, £100, £342, £350, £350, £544
What was the funding for?	Hire of Melksham Assembly Hall
Is the funding for security measures?	<input type="button" value="No"/>
If Yes, do you have the support of the local police and/or crime reduction officer?	<input type="button" value="No"/>
Is the funding for work with vulnerable adults or children?	<input type="button" value="No"/>
If Yes, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council	<input type="button" value="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)**



BCSS Wilts Branch Constitution.pdf

**Upload a copy of your most recent accounts**



BCSS Wilts Grant 2025 accounts 23-24.pdf

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



BCSS Wilts Grant 2025 Feb Statement.pdf

**A copy of your Safeguarding Policy**



BCSS Wilts Grant 2025 SafeGuarding ... .pdf



BCSS Wilts Grant 2025 safeguarding p....pdf



BCSS Wilts Grant 2025 safeguarding p....pdf

## 12. Bank Account Details

**Name of Account**

[REDACTED]

**Account Number**

[REDACTED]

**Sort Code:**

[REDACTED]

## 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**

[REDACTED]

**Date**

Wednesday, March 19, 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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Signed

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