



Monday, April 14, 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.

Organisation/Group Name

MELKSHAM FOODBANK AND LIFELINE CIO

Contact Name

[REDACTED]

Postal Address

[REDACTED]

Postcode

[REDACTED]

Phone Number

[REDACTED]

Mobile Phone Number

[REDACTED]

Email

[REDACTED]

2. Type of Grant

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

Community 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

Yes

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 ?

Yes

If Yes please provide your charity number

1212842

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

No

Please tick the categories that best describe your organisation:

Charitable 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 object is the prevention and relief of poverty of people living in the Melksham and surrounding area by providing food and other essential items to individuals and families in need; by providing information, advice and support.

5. The Project/Service

Project or Service Name:

Monthly breakfast and summer barbeque

Please describe what the funding is being requested for:

Foodbank provides a monthly breakfast, when funding allows, to clients; ie adults and children who are in receipt of food parcels in the preceding months. Physical limit is 100, typical attendance 40. It is hoped to provide a summer BBQ event for clients in August.

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

Attendance to the monthly breakfasts is regular, and other one-off events such as Christmas and Easter meals are also well attended, and popular.

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?

Those who attend are appreciative, and attend regularly. The one-off meals are provided so that those living in poverty can experience food-based gatherings and a social experience that they are unable to afford and that many take for granted (eg Christmas, the BBQ, etc). Referring agencies have given positive feedback on the effect of regular breakfasts on those with whom they are familiar, and volunteers are also thanked by clients.

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 breakfasts project enables clients to have hot food on a regular basis, contributing to their overall health, with the one-off events such as a BBQ they also encourage social cohesion, reduce isolation and engender trust. These positive outcomes hopefully help clients to engage positively with wider society by helping to enhance their feeling of self worth.

6. Beneficiaries

How many people in total will benefit from this grant? 40-50

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

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

Referral information indicates client addresses, and most cliets walk to Foodbank

7. Financial Information

Estimated Total Cost of Project? 1000

Grant Amount requested? 500

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

Nil

How will you spend the grant money you are applying for?

Item	Amount
1 x summer BBQ - food, paper plates, etc	200

How will you spend the grant money you are applying for?

Source	Amount	ConfirmedY/N?
Utilities, cleaning materials, etc	30	y
Volunteer time	470	y

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
Total Expenditure:	34408.72
Total Gross Income:	38113.93
Balance at year end:	43148.58
Savings (Reserves, Cash, Investments)	0.00

If your savings are more than your annual expenditure, what are they for?

All cash held in the bank is for purchasing foodbank stock, and essential overheads.

9. Eligibility

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

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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?

No

10. Additional Information

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

Yes

If Yes what year was it awarded?

2025

How much was awarded?

300

What was the funding for?

3 x monthly breakfasts

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:

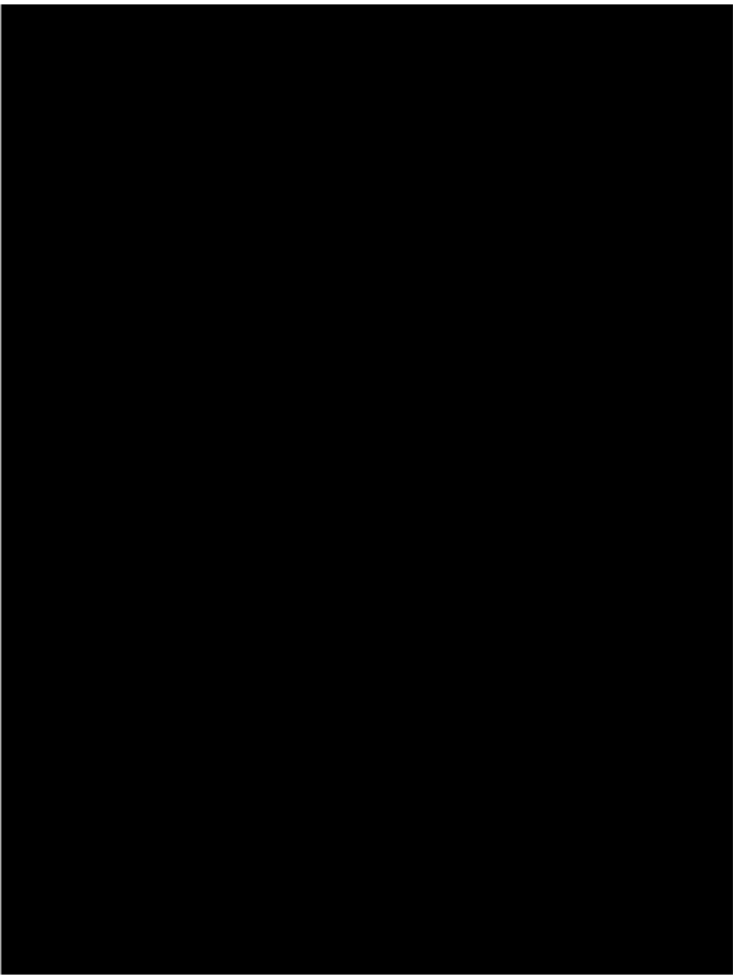
Please note - applications that are missing documents will be rejected unless an explanation is provided for its absence.

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

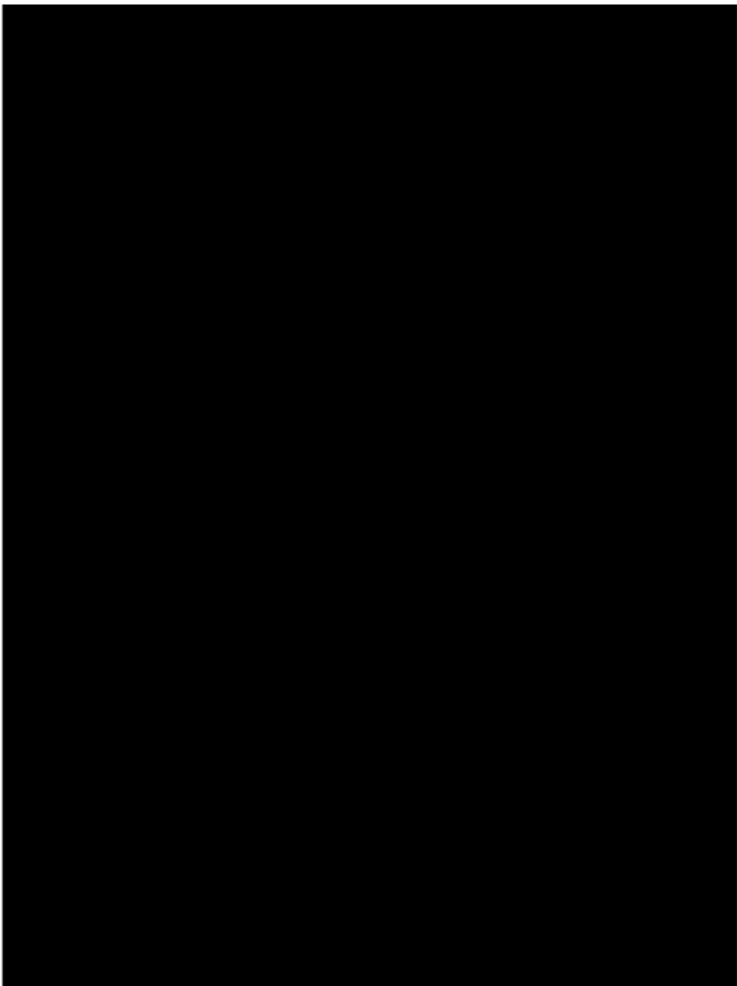


Melksham Foodbank and Lifeline CIO-... .pdf

Upload a copy of your most recent accounts



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



A copy of your Safeguarding Policy

Safeguarding Policy Melksham Foodpdf

A copy of your Equal Opportunities Policy or Statement

Equal _Opps_Policy.pdf

A copy of your Environmental Policy (or evidence of the environmentally responsible and sustainable practices of your organisation.

Environmental_Responsibility Policy.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



Date

Monday, April 14, 2025

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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