



Thursday, April 10, 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 and District Guide Association

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 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 ?

Yes

If Yes please provide your charity number

1033245

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

Yes

If Yes which organisation:

Girlguiding UK

Please tick the categories that best describe your organisation:

Charitable Organisation

Youth Group

Community Building

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?

Melksham Guide HQ building management committee, manage the the building on behalf of Melksham Girlguiding units and other hall users.

Ensuring the building is kept habitable and safe at all times, making sure the building complies with current legislations.

we promote the usage of the building by Girlguiding groups and the general public

5. The Project/Service

Project or Service Name:

Access- Chairs-Ramp

Please describe what the funding is being requested for:

Melksham Guide HQ is at the start of a huge renovation period, as it has with out a doubt seen better days. The HQ is used by approximately 180+ people wet week, ranging from Guiders aged 4-18, across six sessions, as well as the ukulele group and the Slimming world group who meet twice a week and we wish to buy a new portable access ramp to allow more people to access these services, as well as making it easier for the people who already do.

We aim to build the usability of the HQ, opening up to other event users to generate a better income level for the hall, to help with the maintenance and up keep of the building.

With a new ramp, we are ensure safe, easy access to people who may struggle with the current steps, wheel chair users, walking frames, physical difficulty's as well as pushchairs keeping the HQ inclusive to all who may need to visit.

We are also very short on chairs for the expanding groups using the building.

We would like to purchase a new fridge as ours has some damage and after getting quotes for repair work, it seems more than replacing it with a more energy efficient model

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

The Melksham guide hut HQ which is situated near the centre of Melksham, gives approximately 100 girls aged 4-18 the opportunity to laugh, learn and have adventures, enhancing their well being, giving them fresh opportunities and showing them the world they live in, and how they can support it and the people around them
The building is also used by other groups such as Ukulele and Slimming World.
Who both support the well being of adults- helping them with weight management and forming healthy habits, and encourages social interaction, and an active mind linked to musical instrument

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?

As a management committee we have the responsibility to our users to ensure a safe well maintained building for them to use.

All the groups that use this building on a weekly bases are keen to grow and provide a service to more of the community, and we don't believe that access to the building should be the thing stopping anyone forming friendships, or staying healthy or keeping active

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?

According to the Wiltshire CAJSNA 2024 community pack, 5% of Melksham residents perceive themselves to have bad or very bad mental health compared to the 4.2% of Wiltshire as a whole- The Melksham HQ can help to elevate some of this by continuing to support social engagements, and health habits for all the users regardless of age.

7.1% of Melksham residents are considered disabled with day-to-day activities limited a lot, and 11.2% feel a little limited ... access to Guiding for children, slimming world for adults who require it and ukulele group for those who would enjoy it shouldn't be off the table just because of the steps in to the building

The fridge would allow us to store items used during the social/ fundraising events as well as to teach the Guiders about food storage and safety for the items they prepare or try during their sessions

supporting our proposal with funding would continue and improve the statistics by improving our facility

6. Beneficiaries

How many people in total will benefit from this grant? 180+ per week

How many of the beneficiaries are residents of the area covered by Melksham Town Council? 100 per week estimated

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

Guiding members registered addresses
Estimates from other hall users

7. Financial Information

Estimated Total Cost of Project? £850-900

Grant Amount requested? £900

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

Guiders hall hire ; £25 per hour

Other hall users: £10 per hour

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

Item	Amount
ramp	£250-300
chairs	£380
fridge	£150-200

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

Source	Amount	ConfirmedY/N?
amazon	£850-900	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 existing 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: 31/12/24

Total Expenditure: 11,646.69

Total Gross Income: 7,618.00

Balance at year end: 11,286.31

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, 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?

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No

10. Additional Information

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

Yes

If Yes what year was it awarded?

2024/25

How much was awarded?

208.13

What was the funding for?

MAH hire and sundries

Is the funding for security measures?

No

If Yes, do you have the support of the local police and/or crime reduction officer?

No

Is the funding for work with vulnerable adults or children?

No

If Yes, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council

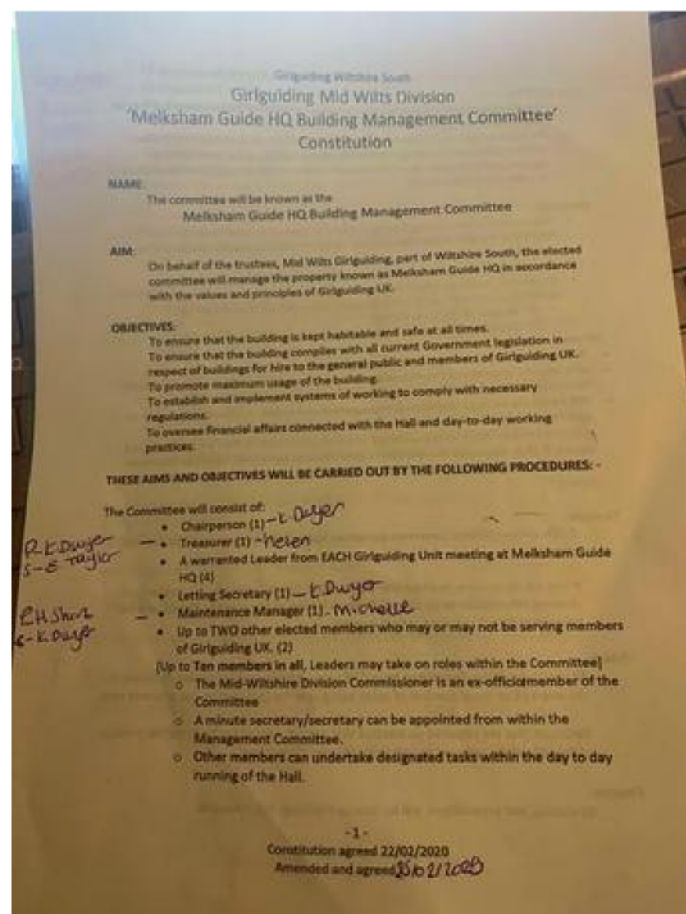
No

11. Checklist

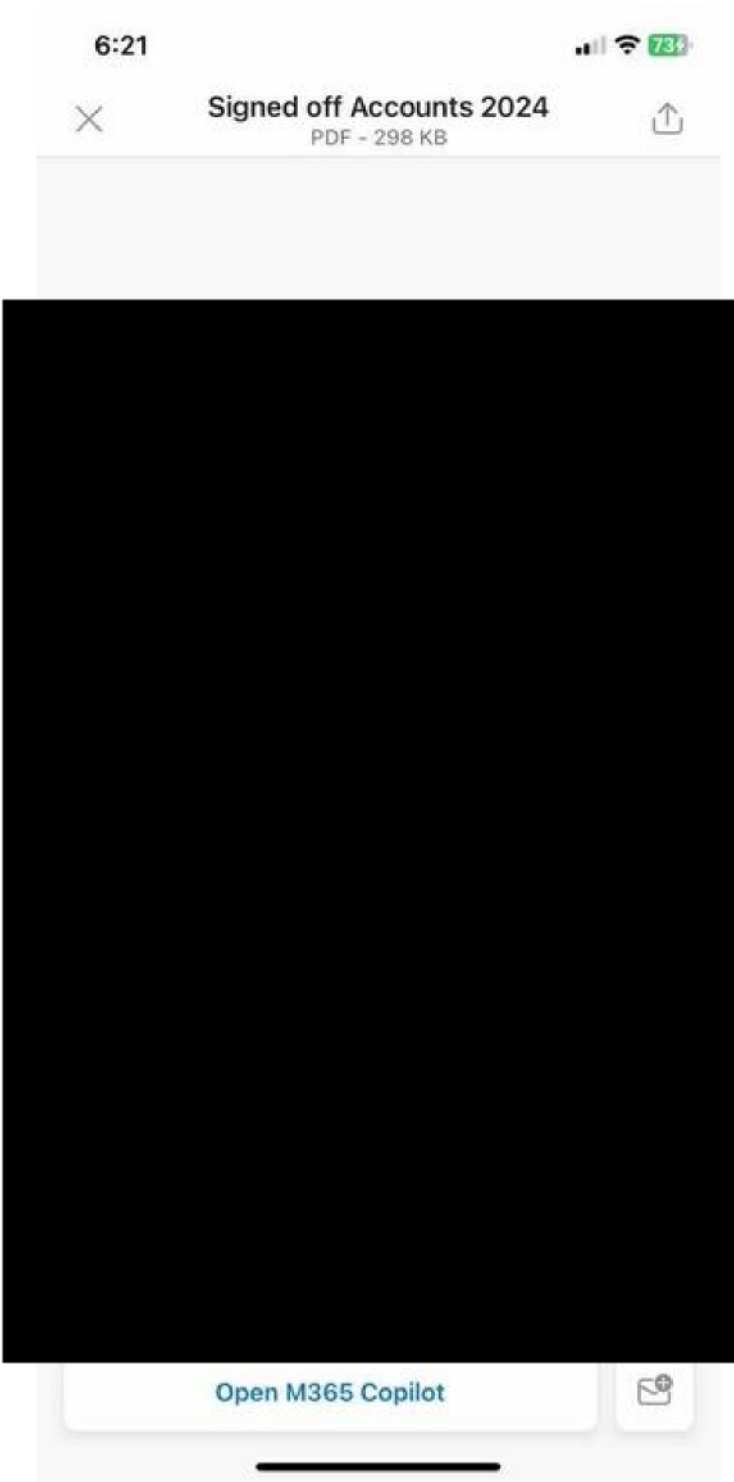
Please ensure the documents outlined below are attached:

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

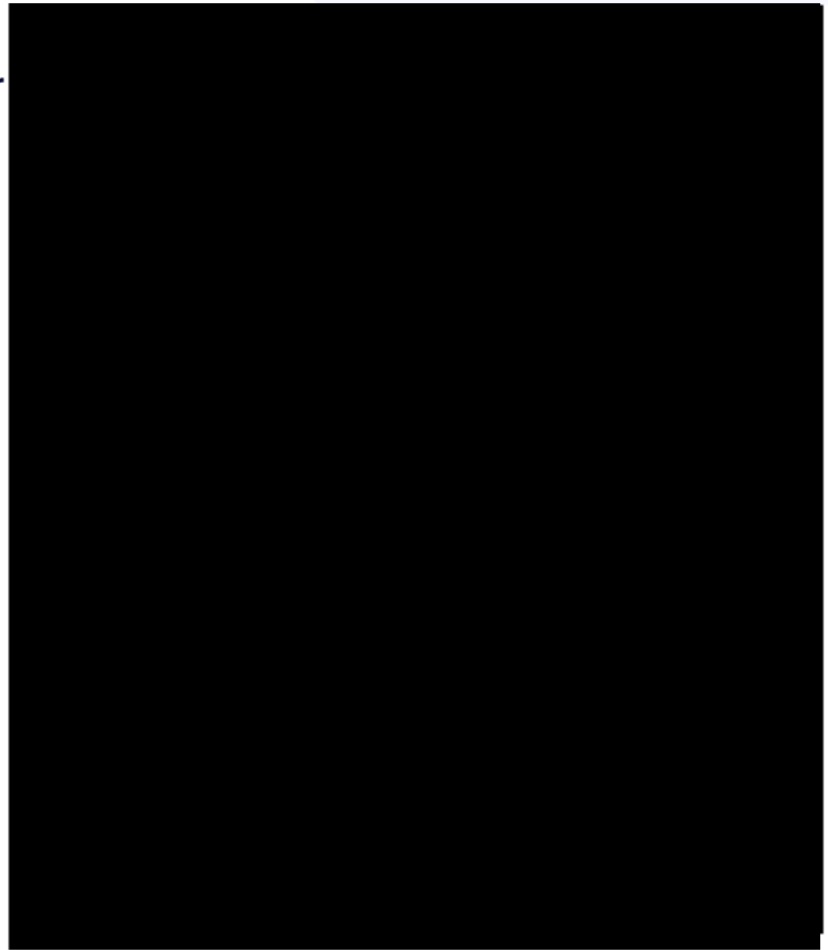
Upload a copy of your governing document, (e.g. constitution, memorandum, articles of association, set of rules or trust deed)



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.docx

A copy of your Equal Opportunities Policy or Statement



equal opportunities policy.docx

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



Our environmental plan.docx

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

Saturday, October 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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Signed

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