



Wednesday, April 2, 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

Group Five

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

1037024

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?

WE PROVIDE DONATED FURNITURE WHICH WOULD BE DESTINED FOR LANDFILL TO FAMILIES AND INDIVIDUALS WHO ARE REFERRED TO US THROUGH VARIOUS AGENCIES.
WE COLLECT REFURBISH OR REPAIR AS NECESSARY AND DISTRIBUTE TO THE NEEDY FREE OF CHARGE.

5. The Project/Service

Please describe what the funding is being requested for:

THE CHARITY IS 35 YEARS OLD AND IS ENTIRELY PAPER BASED. WE DO NOT HAVE A COMPUTER IN THE OFFICE.

WE DO NOT EVEN HAVE A EMAIL ADDRESS OTHER THAN THE PRIVAE EMAILS OF THE VOLUNTEERS
WE THEREFORE NEED TO BRING THE CHARITY A BIT MORE UP TO DATE AND REQUIRE A COMPUTER, PRINTER ETC

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

WE FREQUENTLY(AT LEAST WEEKLY) VISIT MELKSHAM TO BOTH COLLECT AND DELIVER FURNITURE

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?

MANY HOUSE HOLDS HAVE HAD FURNITURE COLLECTED.

MANY FAMILIES PARTICULARLY AT KINGSBURY SQUARE HAVE RECEIVED GOODS FROM US.

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?

THERE IS NO OTHER SERVICE THAT PROVIDES RECYCLED FURNITURE TO PEOPLE OF MELKSHAM FREE OF CHARGE

6. Beneficiaries

How many people in total will benefit from this grant? 450

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

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

WE KEEP TRACK OF DELIVERIES AND IN THE LAST TWO YEARS WE HAVE HELPED 94 AND 122 RESIDENTS

7. Financial Information

Estimated Total Cost of Project? 1506

Grant Amount requested? 1000

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

WE MAKE NO CHARGES.

WE TAKE PART IN TROWBRIDGE PARTY IN PARK AND SALE SURPLUS BRIC A BRAC AND UNSUITABLE FURNITURE TO RAISE FUNDS

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: 31/01/25

Total Expenditure: 19103

Total Gross Income: 22691

Balance at year end: 3587

Savings (Reserves, Cash, Investments) 9232

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?

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?

530.80

What was the funding for?

ONGOING COST

Is the funding for security measures?

No

Is the funding for work with vulnerable adults or children?

Yes

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

Yes

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)

 GROUP 5 CONSTITUTION.pdf

Upload a copy of your most recent accounts

 GROUP 5 ACCOUNTS 1.pdf

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

 GROUP 5 BANK STATEMENT.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

Wednesday, April 2, 2025

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

TITLE	Melksham Town Council Grant Application Form
DOCUMENT ID	250914147997065
DOCUMENT PAGES	6
STATUS	COMPLETED
TIME ZONE	Europe/London

DOCUMENT HISTORY

Signed

Apr 02, 2025
03:57 PMSigned
IP: 92.233.237.225