



Public Document Pack

Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES
Tel: (01225) 704187

Town Clerk and RFO Linda Roberts BA(Hons) PGCAP, FHEA,
FLSCC

To: Councillor J Hubbard (Town Mayor)
Councillor C Goodhind (Deputy Town Mayor)
Councillor S Rabey (Chair)
Councillor J Crundell (Vice-Chair)
Councillor C Forgacs
Councillor C Houghton
Councillor S Mortimer

13 July 2021

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) as a member of the **Finance, Administration and Performance Committee** you are invited to attend the **next** meeting of the Committee which will be held at Melksham Town Hall on **Monday 19th July 2021**. The meeting will commence at 7.30 pm or on the **rising** of the **Extra-Ordinary** Full Council meeting, which begins at **7.30 pm**.

A period of public participation will take place in accordance with Standing Order 3(F) prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting.

Yours sincerely

Mrs L A Roberts BA(Hons), PGCAP, FHEA, FSLCC
Town Clerk and RFO

Melksham Town Council
Finance Administration and Performance Committee

Monday 19 July 2021
at Melksham Town Hall

In the exercise of Council functions. Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivery services under the public sector Equality Duty and Equality 2010.

Public Participation – To receive questions from members of the public.

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/86190831277?pwd=RUwvUytnT3NGR2c4K3dtcGJKUDRaQT09>

Meeting ID: 861 9083 1277 Passcode: 858178

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

To receive any Declarations of Interest in respect of items on this agenda as required by the Code of Conduct adopted by the Council.

Members are reminded that, in accordance with the Council's Code of Conduct, they are required to declare any disclosable pecuniary interest or other registrable interests which have not already been declared in the Council's Register of Interests. Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared on the Register, as well as any other registrable or other interests.

3. Minutes (Pages 1 - 2)

To approve the Minutes of the Finance and Administration Committee meeting held on 8 March 2021.

4. Finances

To consider the following.

4.1 Monthly Financial Statement Year to Date at 31 May 2021 (Pages 3 - 4)

To note the monthly financial statements at 31 May 2021.

4.2 Earmarked Reserves Year to Date at 31 May 2021 (Pages 5 - 6)

To note the Earmarked Reserves at 31 May 2021

4.3 Income and Expenditure Report Year to Date at 30 June 2021 (Pages 7 - 14)

To note the Monthly Income and Expenditure Reports at 30 June 2021.

5. Grant Applications 2021/2022 (Pages 15 - 120)

Members are requested to consider the grant applications detailed in the scoring grid attached and listed here in the agenda for ease of reference.

A copy of the Grant Policy and Grant Applications are attached for information.

- 5.1 AFC Melksham Disabled Football Club grant of £250.00 scores 19 out of 20 in the criteria.**
- 5.2 Bowerhill Residents Action Group (BRAG) grant of £185.00 scores 19 out of 20 in the criteria.**
- 5.3 Chippenham and District Talking Newspapers (Melksham Edition) grant of £1,000.00 scores 20 out of 20 in the criteria**
- 5.4 Female of the Species grant of £729.20 scores 10 out of 20 in the criteria**
- 5.5 Group Five grant of £1,000.00 scores 18 out of 20 in the criteria**
- 5.6 Help Counselling Services grant of £300.00 scores 19 out of 20 in the criteria**
- 5.7 Independent Living Centre grant of £1,500.00 scores 20 out of 20 in the criteria**
- 5.8 Melksham 60+ Club grant of £500.00 scores 14 out of 20 in the criteria**
- 5.9 Melksham Amateur Swimming Club grant of £680.00 scores 18 out of 20 in the criteria**
- 5.10 Melksham Community Meals grant of £490.50 scores 20 out of 20 in the criteria**
- 5.11 Melksham Community Money Advice grant of £1,218.00 scores 15 out of 20 in the criteria.**
- 5.12 Melksham Community Transport grant of £2,400.00 scores 19 out of 20 in the criteria.**
- 5.13 Melksham Goes Wild grant of £460.00 scores 12 out of 20 in the criteria.**
- 5.14 Melksham Town Youth Football Club grant of £2,500.00 scores 17 out of 20 in the criteria.**

- 5.15 **Multiple Sclerosis Therapy (Wessex) Ltd grant of £500.00 scores 19 out of 20 in the criteria.**
- 5.16 **Proud Melksham grant of £750.00 scores 12 out of 20 in the criteria.**
- 5.17 **West Wilts Model Car Club grant of £1,080.00 scores 18 out of 20 in the criteria.**
- 5.18 **Wiltshire Bobby Van Trust grant of £500.00 scores 19 out of 20 in the criteria.**
- 5.19 **Wiltshire Mind grant of £1,400.00 scores 18 out of 20 in the criteria.**

6. "Red Circled" Grants (Pages 121 - 122)

Members are requested to make a recommendation to full council on 29 September 2021 to approve the payment of the budgeted red circled grants as detailed in the 2021/2022 budget (attached).

Members are also requested to consider recommending to full council that these organisations apply once, at the beginning of each new term of office for the council on the provision that they submit a report at the end of each financial year detailing what the grant has been utilised for to enable the council to be satisfied the grant award has been spent in accordance with the conditions of the grant.

This would allow organisations some surety of funding and assist them in their budget planning.

7. Performance Monitoring

To consider a process for monitoring performance.

Melksham Town Council

Minutes of the Finance and Administration Committee meeting held on Monday 8th March 2021

PRESENT: Councillor V Fiorelli (Chair)
Councillor A Westbrook (Vice-Chair)
Councillor P Aves
Councillor J Hubbard
Councillor M Sankey
Councillor R Wiltshire

| | | |
|------------------|-------------------|-------------------------------|
| OFFICERS: | Linda Roberts | Town Clerk |
| | Miriam Zaccarelli | Community Development Officer |
| | Christine Hunter | Committee Clerk |

PUBLIC PARTICIPATION: No members of the public or press were present.

1/21 Apologies

There were no apologies

2/21 Declarations of Interest

Councillor Hubbard and Councillor Westbrook declared an interest in relation to Agenda Item 4 as representatives of organisations who have applied for grants.

3/21 Minutes

The minutes of 9 November 2020, having previously been circulated, were approved as a correct record. It was agreed that these would be signed at a later date by the Chair Councillor Fiorelli.

4/21 Grant Report of the Community Development Officer

The report of the Community Development Officer was noted.

It was confirmed that the report was based on feedback from the grant meeting held on 9 November 2020. Following Committee approval to adopt, the new Grant Funding Policy and Application Process would be forwarded to Full Council on 22 March 2021 for approval.

Councillor Hubbard raised his concerns that by not allowing staffing costs or rent, the policy may be too restrictive and also that the time constraints on spending grant funding in a six-month period would not be met by certain projects.

The Committee agreed to amend the policy and separate the grant funding between Red Circled grants and smaller grants; the Red Circled grants would require robust application criteria.

It was proposed by Councillor Westbrook, seconded by Councillor Wiltshire and

UNANIMOUSLY RESOLVED to recommend Grant Policy and Application Process for approval by Full Council on 22 March 2021 with the following amendments “whilst the Committee will not normally consider applications that cover salaries or rents applications, this will be looked at in exceptional circumstances. The Committee would not support the funding of salaries on a year-on-year basis”.

It was proposed by Councillor Hubbard, seconded by Councillor Fiorelli and

RESOLVED to recommend that the Finance and Administration Committee are given delegated authority to approve smaller grants at each meeting throughout the year with a cap of up to £2,500. Groups will be able to apply for up to two grants per year for different projects. Each quarter’s agreed expenditure would be up to 25% of the total grant fund. Any unspent funding would be carried forward to the next quarter.

5/21 Closure of Lloyds Bar Bank Account

It was agreed that a review of all bank accounts held by the Town Council would take place, including the authorised signatories on each account and that a check list/guidance would be provided to ensure consistency for members.

The Committee agreed to the request to close the Lloyds Bank Bar Account.

6/21 Date and Time of Next Meeting

Meeting Closed at: 7.55 pm

Signed:

Dated:

Melksham Town Council
Monthly Financial Statement 31 May 2021

Cash and Bank Balances:

| | | |
|---------------------------------|------------------|--|
| Co-operative Current Account | 629,305 | |
| Assembly General Account | 204,930 | |
| Assembly Hall Bar Account | 447,491 | |
| Lloyds Short Term Fixed Deposit | 51,819 | |
| Lloyds Fixed Term Deposit | 0 | |
| CCLA Investment | 116 | |
| Credit/Debit Card Control | 0 | |
| Petty Cash | 63 | |
| Bar Float | 1,100 | |
| | <u>1,334,824</u> | |

Debtors (monies owed to council)

| | | |
|-------------------------------|------------------|--|
| H M Customs - Vat recoverable | 8,352 | |
| Bar Stock | 3,329 | |
| Debtors and Prepayments | 3,114 | |
| | <u>14,795</u> | |
| | <u>1,349,619</u> | |

Less: Creditors (monies owed by council)

| | | |
|---------------------------------|--------------|---------|
| Suppliers of goods and services | 135,884 | |
| Retention Due | 8,065 | |
| Other Creditors | 500 | |
| Paye, Ni and Pension Due | 19,407 | |
| Events Control | 1,829 | 165,685 |
| | <u>1,829</u> | |

Net Cash Available

1,183,934

Represented by:

General Fund

| | | |
|--|--------------|---------|
| Current Year Surplus | 326,071 | |
| Earmarked Reserves Used in year | <u>-604</u> | |
| | 325,467 | |
| Contribution to Earmarked Reserves | <u>1,846</u> | 323,621 |
| General Reserve balance at beginning of year | | 359,836 |

Earmarked Reserves

| | | |
|--------------------------------|-------------|---------|
| Balance at 1st April 2021 | 485,508 | |
| Plus; Added in Year | <u>0</u> | |
| | 485,508 | |
| Less: Used to Fund Expenditure | <u>-604</u> | 486,112 |

Specific Reserves

| | | |
|--------------------------------|--------------|--------|
| Balance at 1st April 2021 | 12,519 | |
| Plus: Received in Year | <u>1,846</u> | |
| | 14,365 | |
| Less: Used to Fund Expenditure | <u>0</u> | 14,365 |

1,183,934

0

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Melksham Town Council
Earmarked Reserves 31 March 2022
Schedule E
31.05.2021

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INCOME/EXPENDITURE AT 31st MAY 2021

11/07/2021

Melksham Town Council Current Year

Page 1

16:54

Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 2

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|
| 101_Central Costs | | | | | | | |
| 4000 Salaries ENI & Pension | 23,968 | 43,153 | 269,000 | 225,847 | | 225,847 | 16.0% |
| 4021 Stationery & Sundry Office Exp | 304 | 453 | 1,500 | 1,047 | | 1,047 | 30.2% |
| 4023 Advertising | 285 | 938 | 1,500 | 563 | | 563 | 62.5% |
| 4024 Equipment/furniture | 31 | 31 | 2,000 | 1,969 | | 1,969 | 1.5% |
| 4026 Photocopying | 19 | 53 | 1,500 | 1,447 | | 1,447 | 3.6% |
| 4027 Telephones and Mobiles | 453 | 466 | 3,000 | 2,534 | | 2,534 | 15.5% |
| 4028 Postage | 19 | 72 | 300 | 228 | | 228 | 24.1% |
| 4029 Subscriptions | 25 | 1,735 | 3,000 | 1,265 | | 1,265 | 57.8% |
| 4040 Information Technology | 1,530 | 10,003 | 15,000 | 4,997 | | 4,997 | 66.7% |
| 4042 Website and Licences | 226 | 446 | 1,500 | 1,054 | | 1,054 | 29.7% |
| 4058 Insurance | 0 | (13) | 8,000 | 8,013 | | 8,013 | (0.2%) |
| 4061 Travel | 0 | 0 | 500 | 500 | | 500 | 0.0% |
| 4075 Training | 39 | 2,229 | 4,000 | 1,771 | | 1,771 | 55.7% |
| Central Costs :- Indirect Expenditure | 26,897 | 59,564 | 310,800 | 251,236 | 0 | 251,236 | 19.2% |
| Net Expenditure | (26,897) | (59,564) | (310,800) | (251,236) | | | |
| 110_Corporate Costs | | | | | | | |
| 1026 Income Interest | 0 | 0 | 1,000 | 1,000 | | | 0.0% |
| 1176 Precept Received | 0 | 459,375 | 918,750 | 459,375 | | | 50.0% |
| Corporate Costs :- Income | 0 | 459,375 | 919,750 | 460,375 | | | 49.9% |
| 4017 Bank account fees | 43 | 105 | 500 | 395 | | 395 | 21.1% |
| 4043 HR consultancy | 0 | 0 | 6,000 | 6,000 | | 6,000 | 0.0% |
| 4050 Legal and Professional Fees | 20 | 20 | 3,000 | 2,980 | | 2,980 | 0.7% |
| 4057 Audit/Year End Costs/Prof.Fees | 600 | 1,200 | 12,000 | 10,800 | | 10,800 | 10.0% |
| 4076 Health & Safety | 0 | 25 | 2,000 | 1,975 | | 1,975 | 1.3% |
| Corporate Costs :- Indirect Expenditure | 663 | 1,350 | 23,500 | 22,150 | 0 | 22,150 | 5.7% |
| Net Income over Expenditure | (663) | 458,025 | 896,250 | 438,225 | | | |
| 115_Civic and Democratic | | | | | | | |
| 4030 Town Crier's expenses | 0 | 0 | 400 | 400 | | 400 | 0.0% |
| 4034 Councillors training | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% |
| 4062 Election Expenses | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% |
| 4070 Mayor's expenses | 62 | 62 | 1,000 | 938 | | 938 | 6.2% |
| 4085 Civic Ceremony | 0 | 0 | 2,500 | 2,500 | | 2,500 | 0.0% |
| 4311 Remembrance Day | 0 | (17) | 2,000 | 2,017 | | 2,017 | (0.8%) |
| Civic and Democratic :- Indirect Expenditure | 62 | 45 | 9,900 | 9,855 | 0 | 9,855 | 0.5% |
| Net Expenditure | (62) | (45) | (9,900) | (9,855) | | | |

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Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 2

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Av available | % Spent |
|------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|-----------------------|--------------|
| 151. Grants | | | | | | | |
| 1050 Grants Received | 4,312 | 4,312 | 0 | (4,312) | | | 0.0% |
| Grants :- Income | 4,312 | 4,312 | 0 | (4,312) | | | |
| 4301 Grants | 0 | 0 | 25,000 | 25,000 | | 25,000 | 0.0% |
| 4302 Grant CAB | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% |
| 4303 Grant-Young Melksham | 0 | 0 | 10,000 | 10,000 | | 10,000 | 0.0% |
| 4305 Grant Christmas Lights | 0 | 0 | 10,000 | 10,000 | | 10,000 | 0.0% |
| 4306 Grant Party in the Park | 0 | 0 | 3,000 | 3,000 | | 3,000 | 0.0% |
| 4310 Grant Food and River Festival | 0 | 0 | 3,000 | 3,000 | | 3,000 | 0.0% |
| 4317 Grant Carnival | 0 | 0 | 2,500 | 2,500 | | 2,500 | 0.0% |
| 4330 Grant TIC | 0 | 0 | 4,000 | 4,000 | | 4,000 | 0.0% |
| Grants :- Indirect Expenditure | 0 | 0 | 62,500 | 62,500 | 0 | 62,500 | |
| Net Income over Expenditure | 4,312 | 4,312 | (62,500) | (66,812) | | | |
| 201. Town Hall | | | | | | | |
| 1034 Income Town Hall Bookings | 0 | 0 | 6,500 | 6,500 | | | 0.0% |
| Town Hall :- Income | 0 | 0 | 6,500 | 6,500 | | | |
| 4100 Gas | 362 | 991 | 3,500 | 2,509 | | 2,509 | 28.3% |
| 4101 Electricity | 174 | 400 | 2,500 | 2,100 | | 2,100 | 16.0% |
| 4102 Rates | 936 | 1,868 | 10,000 | 8,132 | | 8,132 | 18.7% |
| 4103 Water Rates | 9 | 17 | 1,500 | 1,483 | | 1,483 | 1.1% |
| 4104 Window Cleaning | 0 | 185 | 1,400 | 1,215 | | 1,215 | 13.2% |
| 4108 Equipment and servicing | 1,466 | 3,086 | 8,000 | 4,914 | | 4,914 | 38.6% |
| 4109 Trade Waste | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% |
| 4110 Telephone: security alarms | 0 | 0 | 150 | 150 | | 150 | 0.0% |
| Town Hall :- Indirect Expenditure | 2,946 | 6,547 | 28,050 | 21,503 | 0 | 21,503 | 23.3% |
| Net Income over Expenditure | (2,946) | (6,547) | (21,550) | (15,003) | | | |
| 202. Environmental Services | | | | | | | |
| 1027 Agency Services Re-imbursed | 0 | 800 | 3,000 | 2,200 | | | 26.7% |
| Environmental Services :- Income | 0 | 800 | 3,000 | 2,200 | | | 26.7% |
| 4000 Salaries ENI & Pension | 17,568 | 43,107 | 255,000 | 211,893 | | 211,893 | 16.9% |
| 4027 Telephones and Mobiles | 141 | 285 | 1,600 | 1,315 | | 1,315 | 17.8% |
| 4150 Clothing | 15 | 28 | 2,000 | 1,972 | | 1,972 | 1.4% |
| 4151 Tools | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% |
| 4153 Vehicle Running Costs | 283 | 1,440 | 7,000 | 5,560 | | 5,560 | 20.6% |
| 4156 Lease of van | 2,036 | 3,312 | 12,000 | 8,688 | | 8,688 | 27.6% |

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Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 2

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Av available | % Spent |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|-----------------------|---------|
| 4163 Maintenance and Repairs | 432 | 543 | 10,000 | 9,457 | | 9,457 | 5.4% |
| 4167 Street Furniture | 37 | 37 | 2,000 | 1,963 | | 1,963 | 1.9% |
| 4186 Maintenance of defibrillators | 0 | 0 | 1,050 | 1,050 | | 1,050 | 0.0% |
| 4196 Container storage | 113 | 225 | 1,600 | 1,375 | | 1,375 | 14.1% |
| Environmental Services :- Indirect Expenditure | 20,625 | 48,978 | 293,250 | 244,272 | 0 | 244,272 | 16.7% |
| Net Income over Expenditure | (20,625) | (48,178) | (290,250) | (242,072) | | | |
| <u>203. Allotments</u> | | | | | | | |
| 1045 Income Allotments | 80 | 240 | 4,700 | 4,460 | | | 5.1% |
| Allotments :- Income | 80 | 240 | 4,700 | 4,460 | | | 5.1% |
| 4200 Water Rates - Allotments | 0 | 0 | 1,700 | 1,700 | | 1,700 | 0.0% |
| 4201 Maintenance - Allotments | 0 | 0 | 300 | 300 | | 300 | 0.0% |
| Allotments :- Indirect Expenditure | 0 | 0 | 2,000 | 2,000 | 0 | 2,000 | 0.0% |
| Net Income over Expenditure | 80 | 240 | 2,700 | 2,460 | | | |
| <u>204. Pavilion</u> | | | | | | | |
| 1046 Income - Pavilion | 0 | 0 | 3,000 | 3,000 | | | 0.0% |
| Pavilion :- Income | 0 | 0 | 3,000 | 3,000 | | | 0.0% |
| 4250 Telephone - Pavilion | 0 | 0 | 200 | 200 | | 200 | 0.0% |
| 4252 Electricity - Pavilion | 0 | 25 | 1,100 | 1,076 | | 1,076 | 2.2% |
| 4254 Water - Pavilion | 0 | 0 | 200 | 200 | | 200 | 0.0% |
| 4255 Fire Security - Pavilion | 0 | 0 | 500 | 500 | | 500 | 0.0% |
| 4256 Maintenance - Pavilion | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% |
| Pavilion :- Indirect Expenditure | 0 | 25 | 3,000 | 2,976 | 0 | 2,976 | 0.8% |
| Net Income over Expenditure | 0 | (25) | 0 | 25 | | | |
| <u>205. Public Toilets</u> | | | | | | | |
| 1060 Funding for Public Toilets | 0 | 0 | 6,600 | 6,600 | | | 0.0% |
| Public Toilets :- Income | 0 | 0 | 6,600 | 6,600 | | | 0.0% |
| 4180 Running Costs Public Toilets | 187 | 879 | 17,000 | 16,121 | | 16,121 | 5.2% |
| 4185 Electricity supply: Toilets | 200 | 406 | 1,150 | 744 | | 744 | 35.3% |
| Public Toilets :- Indirect Expenditure | 387 | 1,285 | 18,150 | 16,865 | 0 | 16,865 | 7.1% |
| Net Income over Expenditure | (387) | (1,285) | (11,550) | (10,265) | | | |

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Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 2

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Av available | % Spent |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|-----------------------|--------------|
| 4163 Maintenance and Repairs | 432 | 543 | 10,000 | 9,457 | | 9,457 | 5.4% |
| 4167 Street Furniture | 37 | 37 | 2,000 | 1,963 | | 1,963 | 1.9% |
| 4186 Maintenance of defibrillators | 0 | 0 | 1,050 | 1,050 | | 1,050 | 0.0% |
| 4196 Container storage | 113 | 225 | 1,600 | 1,375 | | 1,375 | 14.1% |
| Environmental Services :- Indirect Expenditure | 20,625 | 48,978 | 293,250 | 244,272 | 0 | 244,272 | 16.7% |
| Net Income over Expenditure | (20,625) | (48,178) | (290,250) | (242,072) | | | |
| <u>203. Allotments</u> | | | | | | | |
| 1045 Income Allotments | 80 | 240 | 4,700 | 4,460 | | | 5.1% |
| Allotments :- Income | 80 | 240 | 4,700 | 4,460 | | | 5.1% |
| 4200 Water Rates - Allotments | 0 | 0 | 1,700 | 1,700 | | 1,700 | 0.0% |
| 4201 Maintenance - Allotments | 0 | 0 | 300 | 300 | | 300 | 0.0% |
| Allotments :- Indirect Expenditure | 0 | 0 | 2,000 | 2,000 | 0 | 2,000 | 0.0% |
| Net Income over Expenditure | 80 | 240 | 2,700 | 2,460 | | | |
| <u>204. Pavilion</u> | | | | | | | |
| 1046 Income - Pavilion | 0 | 0 | 3,000 | 3,000 | | | 0.0% |
| Pavilion :- Income | 0 | 0 | 3,000 | 3,000 | | | 0.0% |
| 4250 Telephone - Pavilion | 0 | 0 | 200 | 200 | | 200 | 0.0% |
| 4252 Electricity - Pavilion | 0 | 25 | 1,100 | 1,076 | | 1,076 | 2.2% |
| 4254 Water - Pavilion | 0 | 0 | 200 | 200 | | 200 | 0.0% |
| 4255 Fire Security - Pavilion | 0 | 0 | 500 | 500 | | 500 | 0.0% |
| 4256 Maintenance - Pavilion | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% |
| Pavilion :- Indirect Expenditure | 0 | 25 | 3,000 | 2,976 | 0 | 2,976 | 0.8% |
| Net Income over Expenditure | 0 | (25) | 0 | 25 | | | |
| <u>205. Public Toilets</u> | | | | | | | |
| 1060 Funding for Public Toilets | 0 | 0 | 6,600 | 6,600 | | | 0.0% |
| Public Toilets :- Income | 0 | 0 | 6,600 | 6,600 | | | 0.0% |
| 4180 Running Costs Public Toilets | 187 | 879 | 17,000 | 16,121 | | 16,121 | 5.2% |
| 4185 Electricity supply: Toilets | 200 | 406 | 1,150 | 744 | | 744 | 35.3% |
| Public Toilets :- Indirect Expenditure | 387 | 1,285 | 18,150 | 16,865 | 0 | 16,865 | 7.1% |
| Net Income over Expenditure | (387) | (1,285) | (11,550) | (10,265) | | | |

Continued over page

Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 2

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Av available | % Spent |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|-----------------------|---------|
| 4071 Town Floral Displays | 31 | 31 | 10,000 | 9,969 | | 9,969 | 0.3% |
| 4074 Neighbourhood Plan | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% |
| 4081 Melksham Art Project | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% |
| 4083 Town Team project | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% |
| 4304 Christmas Tree | 0 | 0 | 1,200 | 1,200 | | 1,200 | 0.0% |
| Projects :- Indirect Expenditure | 31 | 31 | 22,200 | 22,169 | 0 | 22,169 | 0.1% |
| Net Income over Expenditure | 854 | 1,166 | (22,200) | (23,366) | | | |
| 310. East Melksham Community Hall | | | | | | | |
| 4050 Legal and Professional Fees | 0 | 1,329 | 0 | (1,329) | | (1,329) | 0.0% |
| East Melksham Community Hall :- Indirect Expenditure | 0 | 1,329 | 0 | (1,329) | 0 | (1,329) | |
| Net Expenditure | 0 | (1,329) | 0 | 1,329 | | | |
| 403. Economic Dev. and Planning | | | | | | | |
| 1030 Income-Melksham Makers Market | 219 | 219 | 1,000 | 781 | | | 21.9% |
| Economic Dev. and Planning :- Income | 219 | 219 | 1,000 | 781 | | | 21.9% |
| 4080 Melksham in Bloom Competition | 0 | 0 | 500 | 500 | | 500 | 0.0% |
| 4308 CCTV | 0 | 0 | 2,500 | 2,500 | | 2,500 | 0.0% |
| 4309 New sletter | 0 | 0 | 4,000 | 4,000 | | 4,000 | 0.0% |
| 4327 Community Development Support | 0 | 0 | 750 | 750 | | 750 | 0.0% |
| 4328 Business Networking | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% |
| 4354 Parking Scheme | 14 | 14 | 1,500 | 1,486 | | 1,486 | 0.9% |
| 4356 Highways projects CATG | 0 | 0 | 6,000 | 6,000 | | 6,000 | 0.0% |
| 4922 Publicity and Marketing | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% |
| 4925 Town Development | 3,001 | 4,961 | 6,500 | 1,539 | | 1,539 | 76.3% |
| Economic Dev. and Planning :- Indirect Expenditure | 3,015 | 4,975 | 23,750 | 18,775 | 0 | 18,775 | 20.9% |
| Net Income over Expenditure | (2,796) | (4,756) | (22,750) | (17,994) | | | |
| 405. Solar Farm Projects | | | | | | | |
| 1182 Solar money received | 0 | 0 | 40,000 | 40,000 | | | 0.0% |
| Solar Farm Projects :- Income | 0 | 0 | 40,000 | 40,000 | | | 0.0% |
| 4500 Solar Money Projects | 0 | 0 | 40,000 | 40,000 | | 40,000 | 0.0% |
| Solar Farm Projects :- Indirect Expenditure | 0 | 0 | 40,000 | 40,000 | 0 | 40,000 | 0.0% |
| Net Income over Expenditure | 0 | 0 | 0 | 0 | | | |

Continued over page

Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 2

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Av available | % Spent |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|-----------------------|--------------|
| 501 Assembly Hall Central Costs | | | | | | | |
| 1000 Income-Assembly Hall Lettings | 0 | 0 | 20,000 | 20,000 | | | 0.0% |
| 1050 Grants Received | 1,400 | 4,031 | 0 | (4,031) | | | 0.0% |
| Assembly Hall Central Costs :- Income | 1,400 | 4,031 | 20,000 | 15,969 | | | 20.2% |
| 4000 Salaries ENI & Pension | 8,216 | 16,433 | 103,000 | 86,567 | | 86,567 | 16.0% |
| 4900 Uniforms | 0 | 0 | 500 | 500 | | 500 | 0.0% |
| 4905 Cleaning Materials | 0 | 166 | 1,500 | 1,334 | | 1,334 | 11.0% |
| 4909 Licences | 0 | 0 | 3,500 | 3,500 | | 3,500 | 0.0% |
| 4911 Electricity | 0 | 0 | 12,000 | 12,000 | | 12,000 | 0.0% |
| 4912 Gas | 9 | 20 | 500 | 480 | | 480 | 4.0% |
| 4913 Water | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% |
| 4914 Rates | 861 | 1,720 | 9,000 | 7,280 | | 7,280 | 19.1% |
| 4916 Maintenance-Equipment | 0 | 0 | 3,000 | 3,000 | | 3,000 | 0.0% |
| 4917 Service Contracts | 270 | 439 | 7,000 | 6,561 | | 6,561 | 6.3% |
| 4918 Maintenance-General | 25 | 25 | 500 | 475 | | 475 | 5.1% |
| 4922 Publicity and Marketing | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% |
| 4923 Cash register/bar phone | 90 | 180 | 1,400 | 1,220 | | 1,220 | 12.9% |
| 4927 Stocktaking | 0 | 0 | 600 | 600 | | 600 | 0.0% |
| 4929 AIB and Worldpay | 90 | 147 | 1,000 | 853 | | 853 | 14.7% |
| Assembly Hall Central Costs :- Indirect Expenditure | 9,563 | 19,130 | 147,500 | 128,370 | 0 | 128,370 | 13.0% |
| Net Income over Expenditure | (8,163) | (15,098) | (127,500) | (112,402) | | | |
| 510 Assembly Hall Events | | | | | | | |
| 1004 Film shows | 0 | 0 | 500 | 500 | | | 0.0% |
| Assembly Hall Events :- Income | 0 | 0 | 500 | 500 | | | 0.0% |
| 4919 Films: expenses and contract | 0 | 0 | 500 | 500 | | 500 | 0.0% |
| Assembly Hall Events :- Indirect Expenditure | 0 | 0 | 500 | 500 | 0 | 500 | 0.0% |
| Net Income over Expenditure | 0 | 0 | 0 | 0 | | | |
| 520 Assembly Hall Bar and Catering | | | | | | | |
| 1001 Income-Assembly Hall Bar | 0 | 0 | 20,000 | 20,000 | | | 0.0% |
| Assembly Hall Bar and Catering :- Income | 0 | 0 | 20,000 | 20,000 | | | 0.0% |
| 4903 Assembly Hall Bar expenditure | 0 | 0 | 10,000 | 10,000 | | 10,000 | 0.0% |
| Assembly Hall Bar and Catering :- Indirect Expenditure | 0 | 0 | 10,000 | 10,000 | 0 | 10,000 | 0.0% |
| Net Income over Expenditure | 0 | 0 | 10,000 | 10,000 | | | |

Continued over page

Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 2

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Av available | % Spent |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|-----------------------|---------------|
| 901 <u>Earmarked Reserves</u> | | | | | | | |
| 1180 CIL Received | 0 | 1,846 | 0 | (1,846) | | | 0.0% |
| Earmarked Reserves :- Income | <u>0</u> | <u>1,846</u> | <u>0</u> | <u>(1,846)</u> | | | |
| 9202 Unplanned Maintenance | 0 | 0 | 65,780 | 65,780 | | 65,780 | 0.0% |
| 9203 Recreation Fund | 0 | 0 | 2,130 | 2,130 | | 2,130 | 0.0% |
| 9204 Town Team Project | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% |
| 9218 Election expenses | 0 | 0 | 10,830 | 10,830 | | 10,830 | 0.0% |
| 9228 Office Equipment | 0 | 0 | 4,275 | 4,275 | | 4,275 | 0.0% |
| 9232 Street Furniture | 0 | 0 | 6,837 | 6,837 | | 6,837 | 0.0% |
| 9233 Equipment Replacement | 0 | 0 | 21,000 | 21,000 | | 21,000 | 0.0% |
| 9243 Green Spaces | 0 | 0 | 11,632 | 11,632 | | 11,632 | 0.0% |
| 9244 Major Projects Reserve | (2,500) | (604) | 299,900 | 300,504 | | 300,504 | (0.2%) |
| 9245 Solar Money | 0 | 0 | 13,123 | 13,123 | | 13,123 | 0.0% |
| 9246 Precept Support Fund | 0 | 0 | 45,000 | 45,000 | | 45,000 | 0.0% |
| 9248 CIL | 0 | 0 | 14,365 | 14,365 | | 14,365 | 0.0% |
| Earmarked Reserves :- Indirect Expenditure | <u>(2,500)</u> | <u>(604)</u> | <u>499,872</u> | <u>500,476</u> | <u>0</u> | <u>500,476</u> | <u>(0.1%)</u> |
| Net Income over Expenditure | <u>2,500</u> | <u>2,450</u> | <u>(499,872)</u> | <u>(502,322)</u> | | | |
| Grand Totals:- Income | 7,548 | 473,417 | 1,033,550 | 560,133 | | | 45.8% |
| Expenditure | 64,358 | 147,344 | 1,543,622 | 1,396,278 | 0 | 1,396,278 | 9.5% |
| Net Income over Expenditure | <u>(56,810)</u> | <u>326,073</u> | <u>(510,072)</u> | <u>(836,145)</u> | | | |
| Movement to/(from) Gen Reserve | <u>(56,810)</u> | <u>326,073</u> | | | | | |



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187 Email: miriamzaccarelli@melksham-tc.gov.uk

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

| | |
|---------------------------|---|
| Major Grant over £2500 | |
| Regular Grant Up To £2500 | X |
| Room Hire Grant | |

1. ORGANISATION/GROUP'S NAME

AFC MELKSHAM DISABLED FOOTBALL CLUB

2. APPLICANTS DETAILS (Give details of a representative for correspondence)

| | | | |
|------------|--|--------|--|
| NAME: | | | |
| ADDRESS: | | | |
| TELEPHONE: | | EMAIL: | |

3. ABOUT YOUR ORGANISATION

Does your organisation:

| | |
|---|-----------|
| | Yes/ |
| Have its own bank account, with two unrelated signatories? | _____ |
| Have at least three members on its management committee? | yes _____ |
| Have a constitution, terms of reference or set of rules? <i>(please ask for help with this if needed)</i> | yes _____ |

Are you a registered charity? Yes/No: If so, please give your charity number: no

Is your organisation part of, or affiliated to, a larger organisation? If so, which: no

Please circle the categories that best describe your organisation?

- | | |
|---|---|
| <ul style="list-style-type: none"> • Charitable Organisations • Youth Group • Senior Citizen Group • Sports Clubs and Arts Groups • Advice Organisations | <ul style="list-style-type: none"> • Organisations assisting the disabled x • Minority Groups • Community buildings • Community events • Health/transport/safety groups • Other (please explain) |
|---|---|

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

What does your organisation do and how does it benefit the residents of Melksham?

5. THE PROJECT

Describe what the funding is being requested for

If it is for a specific project include start and anticipated finish dates. Use extra pages if needed.

WEEKLY COACHING OF DISABLED PEOPLE FOOTBALL 2 ADULT (OVER16) AND ONE UNDER 16

FA AFFILIATED ALL PLAYERS REGISTERED

PUBLIC LIABILITY PAID VIA WFA

BLUEFIN (MARCH)PLAYER INSURANCE

DBS FA COACHES

WELFARE OFFICER

PLAYER S AND CLUB AFFILIATED TO WFA

WE ARE A FA STANDARD CHARTERED CLUB AND THEN ANNUAL CHECKS DONE BY WFA

How will this benefit the community or people of melksham?

NO OTHER WEEKLY DISABLED FOOTBALL CLUBS

What evidence do you have that this project/service is required in Melksham?

MANY YEARS STANDINGAND A CONTINUED REFRESHING OF PEOPLE

What evidence do you have of adverse effects on the community if your project does not go ahead?

REMOVAL OF A CLUB SO NO DISABLED FOOTBALL IN MELKSHAM

6. BENEFICIARIES

How many people in total will benefit from this grant?

18PLUS CARERS AND
PARENTS SOME 1
8 MORE

How many of the beneficiaries are residents of Melksham Town?

Please use the attached map as an indication of the Melksham Town boundary

ALL

Please explain how you calculated the number of Melksham beneficiaries.

SIGNED ON TO WFA DISABLED LEAGUE AND WEEKLY
ATTENDANCE

7. FINANCIAL INFORMATION

| | |
|---|--|
| ESTIMATED TOTAL COST OF PROJECT £1250 PA plus equipment costs as when need replacing | GRANT AID REQUESTED FROM MTC £250 |
|---|--|

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

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

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

| Item | Amount |
|---------------|-------------|
| New footballs | £250 |
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| Total | £250 |

How else are you funding your project?

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

| Source | £ | Confirmed? |
|----------------------|--------------|----------------|
| mwpc | £250 | No as yet |
| Almshouse | £250 | Dec21 |
| Knorre Bremse | £500 | confirmed |
| MELSHAM TOWN Council | £250 | This grant tbc |
| | £ | |
| | £ | |
| Total | £1250 | |

8. ANNUAL ACCOUNTS Please provide the following information from your annual accounts:

ACCOUNT YEAR ENDING: / /

TOTAL GROSS INCOME £1250

TOTAL EXPENDITURE £

BALANCE AT YEAR END £ 2111

SAVINGS (RESERVES, CASH, INVESTMENTS) £

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

COVID MENT UNABLE TO OPERATATE 18 MONTHS BUT NOW HAVE 3 TEAMA AS WAS TWO

9. ELEGIBILITY

YES/NO

1. Is the grant for a private organisation operating as a business to make a profit or surplus?

NO

2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?

NO

3. Will you be passing the funding on to any other groups (except to pay for goods and services)?

NO

| | |
|---|--------------|
| 4. Is the funding for an individual, a political organisation/project, or a religious organisation/project? | NO |
| 5. Is the funding for Loans or interest payments? | NO |
| 6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services? | NO |
| 7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability? | NO |
| 8. Has the project that you want the funding for already happened? | LONG RUNNING |
| Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future. | |
| Is the grant requested (for a Regular Grant) more than £2500? If so, please explain the exceptional circumstances. | |
| <p>If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact) / No/Not applicable</p> <p>If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact) / No/Not applicable</p> | |
| 10. CHECKLIST | |
| <p>Have you submitted the following (please tick the appropriate boxes)?</p> <ul style="list-style-type: none"> <input type="checkbox"/> A copy of your most recent accounts <input type="checkbox"/> Your most recent bank account statement & details of any other investments/savings; <input type="checkbox"/> A copy of your constitution / terms of reference / set of rules; <input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults, or children; <input type="checkbox"/> A copy of your adopted equal opportunities policy or statement <input type="checkbox"/> Any other documentation you feel may help in assessing your application. | |
| 11. BANK DETAILS | |
| Name of Account: afc melksham.....Account number: ... - - | |
| 12. DECLARATIONS | |
| <p>In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in 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 understand that it will only be accessed by authorised staff members to manage the grant application process.</p> <p>I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.</p> | |
| <p>Declaration:</p> <p>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.</p> <p>I/we declare that we have read the MTC grants policy and that our application complies with the policy.</p> <p>I/we declare that we have included all the requested information.</p> | |

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

Signature of applicant(s) _____ Date: 23/06/2021 _____

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to miriamzaccarelli@melksham-tc.gov.uk by 24 June 2021



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187 Email: miriamzaccarelli@melksham-tc.gov.uk

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

| | |
|---------------------------|--|
| Major Grant over £2500 | |
| Regular Grant Up To £2500 | |
| Room Hire Grant | |

1. ORGANISATION/GROUP'S NAME

Bowerhill Residents Action Group (BRAG)

2. APPLICANTS DETAILS (Give details of a representative for correspondence)

| | | | |
|------------|--|--------|--|
| NAME: | | | |
| ADDRESS: | | | |
| TELEPHONE: | | EMAIL: | |

3. ABOUT YOUR ORGANISATION

Does your organisation:

| | |
|---|------------|
| | Yes/ No |
| Have its own bank account, with two unrelated signatories? | <u>YES</u> |
| Have at least three members on its management committee? | <u>YES</u> |
| Have a constitution, terms of reference or set of rules? <i>(please ask for help with this if needed)</i> | <u>YES</u> |

Are you a registered charity? **No** If so, please give your charity number:

Is your organisation part of, or affiliated to, a larger organisation? If so, which: **No**

Please circle the categories that best describe your organisation?

- | | |
|---|---|
| <ul style="list-style-type: none">Charitable OrganisationsYouth GroupSenior Citizen GroupSports Clubs and Arts GroupsAdvice Organisations | <ul style="list-style-type: none">Organisations assisting the disabledMinority GroupsCommunity buildingsCommunity eventsHealth/transport/safety groups<u>Other (please explain)</u> Community Group |
|---|---|

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

What does your organisation do and how does it benefit the residents of Melksham?

BRAG has been in existence for 20+ years and relies entirely on grants and donations in order to function. Over the years it has been involved in projects such as building the village hall, getting benches, noticeboards and fingerposts installed around this large village as well as footpaths and children's play areas. BRAG is also active in arranging meetings with new home builders where there may be an impact on residents by the new construction.

Litter is a constant problem in this large area, especially around food outlets like Tesco Express, so BRAG

arranges frequent litter picks to keep on top of the problem.

BRAG has also had small projects to plant bulbs, trees and shrubs and also installed bird and bat boxes around the area. The group has plans to further extend the bulb planting and diversification of green area planting with wild planting areas.

The group however, is most famous for its provision of the picnic area close to the canal a short walk from the southern edge of the village. Over the last 12 years the volunteer group has made the site into a favourite place to rest and meet for local residents, visitors and canal dwellers alike. During the pandemic this area has proven to be popular for people to get some fresh air and sanctuary during challenging times.

5. THE PROJECT

Describe what the funding is being requested for

We are applying for a grant not specifically for a project but for the ongoing maintenance of an already completed project. The funding will therefore support the maintenance of the existing picnic area on Bowerhill beside the Kennet and Avon Canal. This includes Paint, Compost, Chippings, Fuel and Cord for grass cutting equipment.

How will this benefit the community or people of melksham?

The funding will help to maintain this tranquil area for all residents and visitors to enjoy. It helps to keep the noticeboards and lecterns in good order for residents and visitors to find information about the locale.

What evidence do you have that this project/service is required in Melksham?

The proof of the pudding is in the eating as they say. The picnic area is frequented by many people throughout the year and throughout the day. This area, as well as the benches along the bridleway provide a place to take a rest for walkers and cyclists or just somewhere quiet for residents to take some time out in the fresh air.

What evidence do you have of adverse effects on the community if your project does not go ahead?

If this project is not maintained through grant funding then it will fall into disrepair and its use will decline. It will result in a loss of an important outside space for residents.

6. BENEFICIARIES

How many people in total will benefit from this grant?

| How many of the beneficiaries are residents of Melksham Town? Please use the attached map as an indication of the Melksham Town boundary | | Approx 13000 | | | | | | | | | | | | | | | | | | | | | | | | |
|--|-------------|--|--------|--------|------------------------|-------------------------------|---------|-----|-----------|-----|-------|----------|-----|-----|--|---|--|---|--------------|-------------|--|---|--|--------------|------------|--|
| Please explain how you calculated the number of Melksham beneficiaries. This calculation is the approximate population of Melksham. This number is constantly growing as new development continues in the town. It does not include visitors to the area and canal boat residents. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7. FINANCIAL INFORMATION | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ESTIMATED TOTAL COST OF PROJECT £250 | | GRANT AID REQUESTED FROM MTC £185 | | | | | | | | | | | | | | | | | | | | | | | | |
| How will the remaining money be raised? Other grants and donations | | | | | | | | | | | | | | | | | | | | | | | | | | |
| What are your current/planned subs/fees/charges? N/A | | | | | | | | | | | | | | | | | | | | | | | | | | |
| How will you spend the grant money you are applying for? Please remember that Melksham Town Council do not normally give grants for running costs unless there are exceptional circumstances. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Item</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Fuel and strimmer cord</td> <td>£75</td> </tr> <tr> <td>Compost</td> <td>£20</td> </tr> <tr> <td>Chippings</td> <td>£60</td> </tr> <tr> <td>Paint</td> <td>£30</td> </tr> <tr> <td></td> <td>£</td> </tr> <tr> <td></td> <td>£</td> </tr> <tr> <td></td> <td>£</td> </tr> <tr> <td style="text-align: right;">Total</td> <td>£185</td> </tr> </tbody> </table> | | | Item | Amount | Fuel and strimmer cord | £75 | Compost | £20 | Chippings | £60 | Paint | £30 | | £ | | £ | | £ | Total | £185 | | | | | | |
| Item | Amount | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fuel and strimmer cord | £75 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Compost | £20 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Chippings | £60 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Paint | £30 | | | | | | | | | | | | | | | | | | | | | | | | | |
| | £ | | | | | | | | | | | | | | | | | | | | | | | | | |
| | £ | | | | | | | | | | | | | | | | | | | | | | | | | |
| | £ | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | £185 | | | | | | | | | | | | | | | | | | | | | | | | | |
| How else are you funding your project? Please include grants from other organisations, fund raising and existing reserves. Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind). | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Source</th> <th>£</th> <th>Confirmed?</th> </tr> </thead> <tbody> <tr> <td>Seend Parish Council Donation</td> <td>£50</td> <td>No</td> </tr> <tr> <td>Donations</td> <td>£5</td> <td>Yes</td> </tr> <tr> <td>Reserves</td> <td>£10</td> <td>Yes</td> </tr> <tr> <td></td> <td>£</td> <td></td> </tr> <tr> <td></td> <td>£</td> <td></td> </tr> <tr> <td></td> <td>£</td> <td></td> </tr> <tr> <td style="text-align: right;">Total</td> <td>£65</td> <td></td> </tr> </tbody> </table> | | | Source | £ | Confirmed? | Seend Parish Council Donation | £50 | No | Donations | £5 | Yes | Reserves | £10 | Yes | | £ | | | £ | | | £ | | Total | £65 | |
| Source | £ | Confirmed? | | | | | | | | | | | | | | | | | | | | | | | | |
| Seend Parish Council Donation | £50 | No | | | | | | | | | | | | | | | | | | | | | | | | |
| Donations | £5 | Yes | | | | | | | | | | | | | | | | | | | | | | | | |
| Reserves | £10 | Yes | | | | | | | | | | | | | | | | | | | | | | | | |
| | £ | | | | | | | | | | | | | | | | | | | | | | | | | |
| | £ | | | | | | | | | | | | | | | | | | | | | | | | | |
| | £ | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | £65 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. ANNUAL ACCOUNTS Please provide the following information from your annual accounts: | | | | | | | | | | | | | | | | | | | | | | | | | | |

ACCOUNT YEAR ENDING: **16/04/2019 - 23/06/2021** Extended due to change in Treasurer and Covid

TOTAL GROSS INCOME **£6896.64**

TOTAL EXPENDITURE **£2663.01**

BALANCE AT YEAR END **£4233.63**

SAVINGS (RESERVES, CASH, INVESTMENTS) £

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

Reserves are held in the current account. As new Treasurer I intend to look at opening a savings account to hold any savings that will act as a reserve/contingency.

9. ELEGIBILITY

YES/NO

1. Is the grant for a private organisation operating as a business to make a profit or surplus?

No

2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?

No

3. Will you be passing the funding on to any other groups (except to pay for goods and services)?

No

4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?

No

5. Is the funding for Loans or interest payments?

No

6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?

No

7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?

No

8. Has the project that you want the funding for already happened?

Yes

9. Has your group received similar grant funding from Melksham Town Council in recent years?

Yes

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

If so, please explain the exceptional circumstances, and how you will meet these costs in future.

No

Is the grant requested (for a Regular Grant) more than £2500?

If so, please explain the exceptional circumstances.

No

If the funding is for security measures do you have the support of the local police and/or crime reduction officer?

Yes (name of contact) / No/Not applicable

If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?

Yes (name of contact) / No/Not applicable

10. CHECKLIST

Have you submitted the following (please tick the appropriate boxes)?

X A copy of your most recent accounts

Attached – Due to change of Treasurer, Covid and issues with setting up online banking there have been no outgoings from the account since October 2020. Some of the funds in the account are ringfenced (£2511) for the purchase of benches and there are some unpaid bills outstanding of approximately £417.

X Your most recent bank account statement & details of any other investments/savings;

Attached

X A copy of your constitution / terms of reference / set of rules;

Attached

X A copy of your safeguarding policy if your group works with vulnerable adults, or children;

Attached – We have not yet adopted the policy. It is an agenda item for the next Committee Meeting

☐ A copy of your adopted equal opportunities policy or statement

We do not yet have an equal opportunities policy. It is planned to create and agree one in the coming months. In the meantime The Constitution shows that we are open to any members as long as they are from the locale.

- ☐ Any other documentation you feel may help in assessing your application.

11. BANK DETAILS

12. DECLARATIONS

In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in 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 understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration:

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 we have read the MTC grants policy and that our application complies with the policy.

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

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

Signature of applicant(s)

Date: **23/6/2021**

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to miriamzaccarelli@melksham-tc.gov.uk by 24 June 2021

Chippenham and District Talking Newspapers (Melksham Edition)

I'm almost 81 and have got out of the habit of filling things in by hand, so please ask the Council to forgive the poor legibility of my writing in places.



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187 Email: miriamzaccarelli@melksham-tc.gov.uk

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

| | |
|---------------------------|---|
| Major Grant over £2500 | |
| Regular Grant Up To £2500 | ✓ |
| Room Hire Grant | |

1. ORGANISATION/GROUP'S NAME

CHIPPENHAM & DISTRICT TALKING NEWSPAPERS (MELKSHAM EDITION)

2. APPLICANTS DETAILS (Give details of a representative for correspondence)

NAME:

ADDRESS:

TELEPHONE:

3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?

Yes/ No

YES

Have at least three members on its management committee?

YES

Have a constitution, terms of reference or set of rules? (please ask for help with this if needed)

YES

Are you a registered charity? Yes/No: If so, please give your charity number: YES - 271904

Is your organisation part of, or affiliated to, a larger organisation? If so, which: TALKING NEWSPAPER FEDERATION

Please circle the categories that best describe your organisation?

⑥ Charitable Organisations

- Youth Group
- Senior Citizen Group
- Sports Clubs and Arts Groups
- Advice Organisations

⑥ Organisations assisting the disabled

- Minority Groups
- Community buildings
- Community events
- Health/transport/safety groups
- Other (please explain)

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

What does your organisation do and how does it benefit the residents of Melksham?

"TO RELIEVE THE NEEDS OF BLIND, VISUALLY IMPAIRED, DISABLED OR HOUSEBOUND PEOPLE IN PARTICULAR BY:- (A) PRODUCING AND PROVIDING FREE AUDIO TALKING NEWSPAPERS... AND INFORMATION... THROUGH THE MEDIA OF... ANY RELEVANT ELECTRONIC FORMATS" PER CONSTITUTION DATED 26 FEBRUARY 2009. WE SEND OUT NEWS ETC. ON USB MEMORY STICKS FORNIGHTLY TO 23 ADDRESSES IN AND AROUND MELKSHAM FOR THE LISTENING PLEASURE OF 19 INDIVIDUALS OR HOUSEHOLDS PARTLY FOR MELKSHAM RESIDENTS LIVING IN CARE HOMES IN MELKSHAM, CHIPPENHAM & CORSHAM. TOTAL ESTIMATED LISTENERS: 150+

5. THE PROJECT

Describe what the funding is being requested for

If it is for a specific project include start and anticipated finish dates. Use extra pages if needed.

AS STATED IN ANSWER 4 OVERLEAF, MELUSHAN TALKING NEWSPAPER IS DISTRIBUTED ON USB MEMORY STICKS; EACH OF THESE HAS A KEY RING & FOB ATTACHED WITH OUR RETURN ADDRESS - THE FOB ALSO MAKES IT EASIER FOR BLIND LISTENERS TO ORIENTATE AND INSERT/REMOVE THE USB STICK. THE STICKS ARE SENT OUT & RETURNED IN PLASTIC VELCRO-SEALED WALLET. OVER TIME THESE WALLETS TEAR AND BECOME UNSEALABLE; THE ENVELOPE AT ON TOP FOR REVERSIBLE ADDRESS LABEL INSERTS ALSO RIP & BREAK. ALSO SOME WALLETS ARE FORGOTTEN IN SOME BLIND LISTENERS' HOMES AND ARE NOT RETURNED PROPERLY. EACH LISTENER IS PROVIDED WITH A SPECIAL SPEAKER ON WHICH TO LISTEN TO THEIR RECORDINGS; WE NEED SOME SPARE SPEAKERS IN CASE OF FAULTS. NEW LISTENERS ETC., AS WELL AS REFRESHING OUR STOCKS OF USB STICKS & WALLETS ~~STICKS~~.

How will this benefit the community or people of melksham?

How will this benefit the community or people of Melksham?
 Our existing listeners, mostly blind, partially sighted or disabled people who reside in, and/or have strong ties to, or interest in, Melksham, have been relying on our service for many years, but never more so than during the Covid-19 pandemic. In some cases our readers' voices may be the only ones they hear apart from TV or radio, and they look forward to every edition. We want to be able to maintain our service and to reach out to other Melksham people who could benefit from it.

What evidence do you have that this project/service is required in Melksham?

OUR EVIDENCE LIES WITHIN THE FACTS ALREADY STATED ABOVE.

WE BELIEVE WE PROVIDE A VALUABLE SERVICE TO A SPECIFIC SEGMENT OF MELKSHAM PEOPLE - A SEGMENT WHICH IS PARTICULARLY LIKELY TO FEEL ISOLATED AND SOMETIMES OVERLOOKED AND/OR NEGLECTED.

What evidence do you have of adverse effects on the community if your project does not go ahead?

IF WE DO NOT ATTRACT SUFFICIENT FUNDING WE MAY BE UNABLE TO SUSTAIN OUR SERVICE, LET ALONE EXPAND IT AS WE WOULD LIKE.

LOSING OUR SERVICE WOULD, WE SUGGEST, BE DETRIMENTAL TO THE MENTAL HEALTH OF THE PERHAPS SMALL BUT STILL IMPORTANT SECTOR OF MELKHAM'S RESIDENTS FOR WHOM WE EXIST.

6. BENEFICIARIES

| | | |
|--|------------|-----------|
| How many people in total will benefit from this grant? | ESTIMATED; | 150 - 200 |
| How many of the beneficiaries are residents of Melksham Town? | ESTIMATED: | 60 - 70 |
| Please use the attached map as an indication of the Melksham Town boundary | | |
| Please explain how you calculated the number of Melksham beneficiaries. | | |
| <p> NO. OF WALLS SENT OUT = 23 - CARE HOMES OUTSIDE MELKSHAM <u>3</u> - ADDRESSES IN MNPCL <u>4</u> <u>116</u> </p> <p> ESTIMATED LISTENERS 40 IN EACH HOUSE = 120 " " IN 2-PERSON HOUSEHOLDS 6 " " " " " 24 " " IN BLENHEIM HOUSE 40 </p> | | |

7. FINANCIAL INFORMATION

| | | | |
|---------------------------------|--------------------------------------|------------------------------|---------------------------------|
| ESTIMATED TOTAL COST OF PROJECT | £ 698.10 972.85 BTH | GRANT AID REQUESTED FROM MTC | £ 700 1000 BTH |
|---------------------------------|--------------------------------------|------------------------------|---------------------------------|

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

WE PROVIDE ALL OF OUR RECORDINGS AND THE EQUIPMENT NEEDED TO LISTEN TO THEM TOTALLY FREE OF CHARGES OF ANY KIND. OUR READERS AND TRUSTEES ARE ALL VOLUNTEERS AND WE RELY ENTIRELY ON DONATIONS AND FUNDRAISING TO CONTINUE. SUBSIDIZED WHERE POSSIBLE BY GRANTS. WE RECEIVE NO GOVERNMENT OR NATIONAL LOTTERY FUNDING.

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

Please remember that Meiksham Town Council do not normally give grants for running costs unless there are exceptional circumstances.

| Item | Amount |
|---|-----------------|
| 60 PLASTIC VELCRO-CLOSED MAILING WALLET @ £2.46 ea inc VAT | £ 147.60 |
| 3 BLUETOOTH-CONNECTED COMPUTER MICE - EST. £25 ea. " " | £ 75.00 |
| 3 15.6" LAPTOP BAGS EST £20 ea. " " | £ 60.00 |
| 30 USB STICKS WITH KEYRING & BESPOKE PRINTED FOBS @ £9.55 ea. | £ 286.50 |
| 1 INSTALLATION OF FIBRE BROADBAND CONNECTION (IF AVAILABLE) | £ 140.00 |
| 5 SPARE SPEAKERS - REPLACEMENTS OR NEW LISTENERS | £ |
| @ £54.95 ea | £ 274.75 |
| Total | £ 977.85 |

How else are you funding your project?

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

| Source | £ | Confirmed? |
|---|-----------|------------|
| BOURCH LANDS, CHIPPENHAM - JUNE 2021 GRANT | £1500 | YES |
| FUNDRAISING HAS BEEN "ON HOLD" SINCE MARCH 2020 | £ 1627.49 | YES |
| DONATIONS Y/E 31/12/2020 + BANK INTEREST | £ 1627.49 | YES |
| 7 VOLUNTEER TRUSTEES AVERAGING, SAY, 3 HOURS | £ | YES. |
| PER WEEK EACH + 20 VOLUNTEER READERS ALSO PROVIDE | £ | |
| THEIR TIME FREE. | £ | |
| Total | £ | |

8. ANNUAL ACCOUNTS Please provide the following information from your annual accounts:

ACCOUNT YEAR ENDING: 31 /12/ 2020

TOTAL GROSS INCOME £ 1627.49

TOTAL EXPENDITURE £ 1131.60

BALANCE AT YEAR END £ 5737.20

SAVINGS (RESERVES, CASH, INVESTMENTS) £ 5000 ±

If your savings are more than your annual expenditure, what are they for? ~~THE~~ THE RENTAL ON OUR STUDIO IN CHIPPENHAM WAS KINDLY WAIVED DURING THE COVID-19 PANDEMIC BUT IS NORMALLY OUR BIGGEST EXPENSE. WE SHALL ALSO REQUIRE ONGOING BROADBAND ~~IN~~ FEES.

| 9. ELIGIBILITY | YES/NO |
|---|--------|
| 1. Is the grant for a private organisation operating as a business to make a profit or surplus? | No |
| 2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution? | No |
| 3. Will you be passing the funding on to any other groups (except to pay for goods and services)? | No |
| 4. Is the funding for an individual, a political organisation/project, or a religious organisation/project? | No |
| 5. Is the funding for Loans or interest payments? | No |
| 6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services? | No |
| 7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability? | No |
| 8. Has the project that you want the funding for already happened? | No |

| | |
|---|----------------------|
| <p>Is the grant requested for ongoing running costs such as salaries or <u>rent</u>?</p> <p>If so, please explain the exceptional circumstances, and how you will meet these costs in future.</p> <p>OUR RENT (AS STATED) IS OUR MAJOR EXPENSE, SO WITHOUT HAVING BUILT UP A REASONABLE RESERVE SO AS TO BE ABLE TO PAY IT IN LEANER TIMES WE MIGHT BE FORCED TO GIVE UP OUR STUDIO AND THUS OUR SERVICE.</p> | <p>YES (IN PART)</p> |
| <p>Is the grant requested (for a Regular Grant) more than £2500?</p> <p>If so, please explain the exceptional circumstances.</p> | <p>NO</p> |

If the funding is for security measures do you have the support of the local police and/or crime reduction officer?
Yes (name of contact) / No/Not applicable

If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?
Yes (name of contact) / No/Not applicable WE ARE, HOWEVER, WELL SUPPORTED BY WILTSHIRE SIGHT.

10. CHECKLIST

Have you submitted the following (please tick the appropriate boxes)?

- ☒ A copy of your most recent accounts
- ☒ Your most recent bank account statement & details of any other investments/savings; PHOTOS OF PASS BOOK PAGES
- * ☐ A copy of your constitution / terms of reference / set of rules; *BULKY - CAN BE PROVIDED IF ESSENTIAL
- ☐ A copy of your safeguarding policy if your group works with vulnerable adults, or children; } NOT APPLICABLE
- ☐ A copy of your adopted equal opportunities policy or statement
- ☐ Any other documentation you feel may help in assessing your application.

11. BANK DETAILS

Name: [REDACTED]

12. [REDACTED]

In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in 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 understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration:

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 we have read the MTC grants policy and that our application complies with the policy.

I/we declare that we have included all the requested information. EXCEPT WHERE NOTED

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

Signature of [REDACTED] Date: 18 JUNE 2021

FOR MELKSHAM TALKING NEWS PAPER

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to miriamzaccarelli@melksham-tc.gov.uk by 24 June 2021

| CHIPPENHAM & DISTRICT TALKING NEWSPAPER | | | | | | |
|---|------------------|--|---|------------------|--|-------------------|
| Registered Charity No 271904 | | | | | | |
| Accounts for year ending 31st December 2020 | | | | | | |
| | | | | | | |
| Receipts | | | Payments | | | Difference |
| Donations | £1,625.00 | | Studio rent | £450.00 | | |
| Nationwide interest | £2.49 | | Insurance - ICB Group | £137.28 | | |
| | | | TNF membership subscription | £42.00 | | |
| | | | Petty Cash Expenses | £34.92 | | |
| | | | Kings Technology - 50 Memory sticks, fobs and plastic postal wallets | £467.40 | | |
| | | | Online newspaper subscriptions for The Wiltshire Gazette & Herald and The Gloucester Standard | £104.00 | | |
| | | | | | | |
| Total | £1,627.49 | | | £1,131.60 | | £495.89 |
| | | | | | | |
| Donations Breakdown | | | Petty Cash Expenses Breakdown | | | |
| Mrs Thomas | £20.00 | | Newspapers | £6.30 | | |
| Mr & Mrs Comer | £10.00 | | Refreshments | £1.45 | | |
| Waitrose (token scheme) | £500.00 | | 2nd Class Stamps | £7.32 | | |
| Mr G Rees | £20.00 | | Cleaning products | £8.98 | | |
| Mrs Gibbons | £25.00 | | Clock, batteries & light bulb | £3.87 | | |
| Mrs Moore | £40.00 | | Plastic pockets for address labels for memory stick postal wallets | £7.00 | | |
| Mrs Morris | £10.00 | | | | | |
| Anonymous | £1,000.00 | | | | | |
| | | | | | | |
| Total | £1,625.00 | | | £34.92 | | |
| | | | | | | |
| Opening Balance | | | Closing Balance | | | |
| Nationwide | £5,324.06 | | Nationwide | £5,720.87 | | |
| Petty Cash | £21.25 | | Petty Cash | £16.33 | | |
| | | | | | | |
| Totals | £5,345.31 | | | £5,737.20 | | £391.89 |
| | | | | | | |

Female of the Species

Hi Miriam,

As requested, here is more information in support of our application for a grant for the hire of the Assembly Hall.

We are a group of 5 women who all front their own bands locally, we get together annually to produce and perform a show in aid of a local Wiltshire charity. All proceeds from the show go to that charity (after expenses for provision of light and sound equipment + engineers)

We are not a registered charity ourselves, and as such, do not have accounts or bank accounts. We held our first Female of The Species charity event in 2014, we raise money through ticket sales, these sales are done through the Assembly Hall's usual ticket system.

Because we are not the charity, we do not have a safeguarding or diversity policy, the charity themselves will have them, if they are required to do so. I am sure that they will be made available to you, if you need to see them.

In short, we are a group of Wiltshire musicians who give our time to help a local charity. The event is always well attended by the people of Melksham & surrounding areas. We have raised much needed funds for The Hope Centre, Southwick. MIND (Melksham branch), Wilts Air Ambulance, Stepping Stones Special Needs Centre, Trowbridge, & Young Melksham.

As Wiltshire Music Centre is a recognised music venue in its own right, it makes sense for us to do that concert at the Centre itself. The charity we will be supporting at the Assembly Hall on the 16th October will be Carmela's Stand Up To Muscular Dystrophy.

<https://www.facebook.com/carmelasstanduptomusculardystrophy>

<https://www.carmelasstanduptomusculardystrophy.co.uk/?fbclid=IwAR1E4lYo9baSc7Yw5u0FKggILD P4tw6jebJhUKIV2BwGWEsl3PVccK8m3Rc>

I hope that this explains the omissions on our grant application, if you require any further information, please do not hesitate to contact me.

Female of The Species.

Female of the Species

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<https://www.facebook.com/carmelasstanduptomusculardystrophy>

<https://www.carmelasstanduptomusculardystrophy.co.uk/?fbclid=IwAR1E4lYo9baSc7Yw5u0FKggILD P4tw6jebJhUKIV2BwGWEsl3PVccK8m3Rc>

I hope that this explains the omissions on our grant application, if you require any further information, please do not hesitate to contact me.

Female of The Species.



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187 Email: miriamzaccarelli@melksham-tc.gov.uk

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

| | |
|---------------------------|-------------------------------------|
| Major Grant over £2500 | |
| Regular Grant Up To £2500 | |
| Room Hire Grant | <input checked="" type="checkbox"/> |

1. ORGANISATION/GROUP'S NAME

FEMALE OF THE SPECIES BAND

2. APPLICANTS DETAILS (Give details of a representative for correspondence)

| | | | |
|------------|--|--------|--|
| | | | |
| ADDRESS: | | | |
| TELEPHONE: | | EMAIL: | |

3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?

Yes/ No

NO

Have at least three members on its management committee?

YES

Have a constitution, terms of reference or set of rules? *(please ask for help with this if needed)*

NO

Are you a registered charity? ~~Yes~~/No: If so, please give your charity number:

Is your organisation part of, or affiliated to, a larger organisation? If so, which:

NO

Please circle the categories that best describe your organisation?

- | | |
|---|--|
| <ul style="list-style-type: none">Charitable OrganisationsYouth GroupSenior Citizen GroupSports Clubs and Arts GroupsAdvice Organisations | <ul style="list-style-type: none">Organisations assisting the disabledMinority GroupsCommunity buildings<u>Community events</u>Health/transport/safety groupsOther (please explain) |
|---|--|

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

What does your organisation do and how does it benefit the residents of Melksham?

We are a group of Wiltshire musicians who organise and produce an annual charity concert for Wiltshire based charities.

Since 2014 we have raised much needed funds for The Hope Centre, Southwick. Mind - Melksham Branch. Wilts Air Ambulance, Stepping Stones District Specialist Centre, Trowbridge & Young Melksham

Not only do these concerts help the chosen charity, it provides an evening of entertainment for the people of Melksham and surrounding areas.

5. THE PROJECT

Describe what the funding is being requested for

If it is for a specific project include start and anticipated finish dates. Use extra pages if needed.

The funding is for hall hire for our annual FOTS charity concert/gig on 16th October 2021

The Pandemic has hit the local music scene hard, and this year we hope to raise funds for Wiltshire Music Centre in Bradford on Avon.

How will this benefit the community or people of melksham?

Wiltshire Music Centre provides a home for local orchestras, choirs and music groups & works extensively with young people locally through a vibrant and varied creative learning programme. It provides 30 projects for 5,000 young people every year, Over 800 young musicians rehearse there weekly, with over 60,000 people using the centre every year.

What evidence do you have that this project/service is required in Melksham?

This will be our 6th annual charity concert, it involves several Melksham musicians who have not been able to play for the last 15 months. The event has always been supported & enjoyed to Melksham people.

What evidence do you have of adverse effects on the community if your project does not go ahead?

With the pandemic, charitable fundraising has been difficult, we hope that our efforts will assist Wiltshire Music Centre to continue to provide a full programme for its students.

6. BENEFICIARIES

How many people in total will benefit from this grant?

How many of the beneficiaries are residents of Melksham Town?

Please use the attached map as an indication of the Melksham Town boundary

Please explain how you calculated the number of Melksham beneficiaries.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £

GRANT AID REQUESTED FROM MTC £

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

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

| Item | Amount |
|--------------|-------------|
| Hall Hire | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| Total | £ Hall Hire |

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

| Source | £ | Confirmed? |
|--------------|-----------|------------|
| Ticket Sales | £ Unknown | |
| | £ | |
| | £ | |
| | £ | |
| | £ | |
| | £ | |
| | £ | |
| Total | £ | |

ACCOUNT YEAR ENDING: / / We do not have accounts

TOTAL GROSS INCOME £ TOTAL EXPENDITURE £

BALANCE AT YEAR END £ SAVINGS (RESERVES, CASH, INVESTMENTS) £

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

| 9. ELEGIBILITY | | YES/NO |
|----------------|--|--------|
| 1. | Is the grant for a private organisation operating as a business to make a profit or surplus? | NO |
| 2. | Is the grant for an “Upward funder”, i.e., a local group whose fund raising is sent to central Head Quarters for redistribution? | NO |
| 3. | Will you be passing the funding on to any other groups (except to pay for goods and services)? | NO |
| 4. | Is the funding for an individual, a political organisation/project, or a religious organisation/project? | NO |
| 5. | Is the funding for Loans or interest payments? | NO |
| 6. | Is the function of your group primarily undertaken by the health authority or Wiltshire Council’s Social Services? | NO |
| 7. | does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability? | NO |
| 8. | Has the project that you want the funding for already happened? | NO |

| | |
|--|----|
| Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future. | NO |
| Is the grant requested (for a Regular Grant) more than £2500? If so, please explain the exceptional circumstances. | NO |
| If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact) / NO /Not applicable If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact) / NO /Not applicable | |
| 10. CHECKLIST | |
| Have you submitted the following (please tick the appropriate boxes)? NOT APPLICABLE | |
| <input type="checkbox"/> A copy of your most recent accounts <input type="checkbox"/> Your most recent bank account statement & details of any other investments/savings; <input type="checkbox"/> A copy of your constitution / terms of reference / set of rules; <input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults, or children; <input type="checkbox"/> A copy of your adopted equal opportunities policy or statement <input type="checkbox"/> Any other documentation you feel may help in assessing your application. | |
| 11. BANK DETAILS | |
| Name of Account: Account number: Sort Code: - - | |
| 12. DECLARATIONS | |
| In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in 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 understand that it will only be accessed by authorised staff members to manage the grant application process. I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR. | |
| Declaration: 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 we have read the MTC grants policy and that our application complies with the policy. I/we declare that we have included all the requested information. I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected. | |
| Signature of applicant(s) _____ Date: <u>20/6/2021</u> | |

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to miriamzaccarelli@melksham-tc.gov.uk by 24 June 2021



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187 Email: miriamzaccarelli@melksham-tc.gov.uk

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

| | |
|---------------------------|---|
| Major Grant over £2500 | |
| Regular Grant Up To £2500 | ✓ |
| Room Hire Grant | |

1. ORGANISATION/GROUP'S NAME

Group Five

2. APPLICANTS DETAILS (Give details of a representative for correspondence)

NAME:

ADDRESS:

TELEPHONE:

EMAIL:

3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?

Yes/ No

yes

Have at least three members on its management committee?

yes

Have a constitution, terms of reference or set of rules? (please ask for help with this if needed)

yes

Are you a registered charity? Yes: If so, please give your charity number: 1037024

Is your organisation part of, or affiliated to, a larger organisation? If so, which: no

Please circle the categories that best describe your organisation?

- Charitable Organisations
- Youth Group
- Senior Citizen Group
- Sports Clubs and Arts Groups
- Advice Organisations
- Organisations assisting the disabled
- Minority Groups
- Community buildings
- Community events
- Health/transport/safety groups
- Other (please explain)

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

What does your organisation do and how does it benefit the residents of Melksham?

Provides furniture and household items, donated by the public, to families and individuals in need. We collect, refurbish and deliver to homes referred to us by charities and statutory agencies. This service is free to the recipient and we are funded by grants and donations.

5. THE PROJECT

Describe what the funding is being requested for

If it is for a specific project include start and anticipated finish dates. Use extra pages if needed.

The grant application is to help meet the running costs of the charity. The main costs are the maintenance, insurance, diesel and repairs of our Renault Master Van. Also the warehouse rent, telephone, electricity and volunteers expenses.

The charity supplies, furniture and house hold effects to any residents of Melksham that are referred to us by a responsible agency or charity. This service is free of any cost to the recipient. (We also supply to Trowbridge, Bradford, Warminster & Westbury)

How will this benefit the community or people of Melksham?

The people who are referred to us will be in need of basic household items and furniture. They will most likely had been housed by the council in a small property and due to their circumstance will have little or no household items to enable them live a basic live.

We would hope to provide as many of their basic needs as possible.

What evidence do you have that this project/service is required in Melksham?

By the number of referrals and assistance we have been able to give to residents of Melksham each year:

| | |
|------|-------------|
| 2019 | 108 clients |
| 2020 | 97 clients |

What evidence do you have of adverse effects on the community if your project does not go ahead?

We would be unable to support needy families and individuals referred to us.

6. BENEFICIARIES

| | |
|---|-----|
| How many people in total will benefit from this grant? | 500 |
| How many of the beneficiaries are residents of Melksham Town? Please use the attached map as an indication of the Melksham Town boundary | 100 |

Please explain how you calculated the number of Melksham beneficiaries.

From data recorded on all deliveries made, summarised and reported in our Annual Report

7. FINANCIAL INFORMATION

| | | | |
|---------------------------------|---------|------------------------------|--------|
| ESTIMATED TOTAL COST OF PROJECT | £15,030 | GRANT AID REQUESTED FROM MTC | £1,000 |
|---------------------------------|---------|------------------------------|--------|

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

There are no charges to the recipients of our service.
Our only income is from grants and donations.

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

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

| Item | Amount |
|----------------------------|-------------------|
| Van insurance & Tax | £1,800.00 |
| Van diesel & repairs | £2,200.00 |
| Public liability insurance | £580.00 |
| Utilities & warehouse rent | £3,850.00 |
| Volunteer Subsistence | £2,750.00 |
| Office & telephone | £1,250.00 |
| Miscellaneous | £2,600.00 |
| Total | £15,030.00 |

How else are you funding your project?

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

| Source | £ | Confirmed? |
|-----------------------------------|------------------|------------|
| Selwood Housing Association | £2,500.00 | yes |
| Wiltshire Community Foundation | £5,000.00 | yes |
| Wiltshire Area Board - Trowbridge | £1,000.00 | yes |
| | £ | |
| | £ | |
| | £ | |
| Total | £8,500.00 | |

8. ANNUAL ACCOUNTS Please provide the following information from your annual accounts:

ACCOUNT YEAR ENDING: 31 / 01 / 21

TOTAL GROSS INCOME £ 11,334.15

TOTAL EXPENDITURE £12,570.04

BALANCE AT YEAR END £ 4081.39

SAVINGS (RESERVES, CASH, INVESTMENTS) £12,973.10

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

The reserve fund is a replacement van fund. Current van now 10 years old and will need to be replaced soon. A good second hand van will be approx. £17,000

9. ELIGIBILITY**YES/NO**

| | |
|---|----|
| 1. Is the grant for a private organisation operating as a business to make a profit or surplus? | no |
| 2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution? | no |
| 3. Will you be passing the funding on to any other groups (except to pay for goods and services)? | no |
| 4. Is the funding for an individual, a political organisation/project, or a religious organisation/project? | no |
| 5. Is the funding for Loans or interest payments? | no |
| 6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services | no |

| | |
|---|-----|
| 7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability? | no |
| 8. Has the project that you want the funding for already happened? | no |
| Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future. | yes |
| We have no salaried or paid members but the application is to help with our general running costs. In the future we would be dependent on submitting grant applications and the generosity of funders who have supported us for the past 31 years | |
| Is the grant requested (for a Regular Grant) more than £2500? If so, please explain the exceptional circumstances. | no |
| If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact) / No/Not applicable | |
| If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact) / No/Not applicable | |

10. CHECKLIST

Have you submitted the following (please tick the appropriate boxes)?

- $\frac{1}{2\pi}$ A copy of your most recent accounts ✓
- $\frac{1}{2\pi}$ Your most recent bank account statement & details of any other investments/savings; ✓
- $\frac{1}{2\pi}$ A copy of your constitution / terms of reference / set of rules; ✓
- $\frac{1}{2\pi}$ A copy of your safeguarding policy if your group works with vulnerable adults, or children; ✓
- $\frac{1}{2\pi}$ A copy of your adopted equal opportunities policy or statement
- $\frac{1}{2\pi}$ Any other documentation you feel may help in assessing your application.

11. BANK DETAILS

Name of Account:Group Five.....Account number:Sort Code:

12. DECLARATIONS

In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in 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 understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration:

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 we have read the MTC grants policy and that our application complies with the policy.

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

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

Signature of applicant(s) Date: 10-6-21



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187 Email: miriamzaccarelli@melksham-tc.gov.uk

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

| | |
|---------------------------|--|
| Major Grant over £2500 | |
| Regular Grant Up To £2500 | |
| Room Hire Grant | |

1. ORGANISATION/GROUP'S NAME

HELP Counselling Services

2. APPLICANTS DETAILS (Give details of a representative for correspondence)

| | | | |
|------------|--|--------|--|
| NAME: | | | |
| ADDRESS: | | | |
| TELEPHONE: | | EMAIL: | |

3. ABOUT YOUR ORGANISATION

Does your organisation:

| | Yes/ No |
|---|----------|
| Have its own bank account, with two unrelated signatories? | <u>Y</u> |
| Have at least three members on its management committee? | <u>Y</u> |
| Have a constitution, terms of reference or set of rules? <i>(please ask for help with this if needed)</i> | <u>Y</u> |

Are you a registered charity? Yes/No: If so, please give your charity number: 1174668

Is your organisation part of, or affiliated to, a larger organisation? If so, which:

Please circle the categories that best describe your organisation?

- Charitable Organisations
- Youth Group
- Senior Citizen Group
- Sports Clubs and Arts Groups
- Advice Organisations
- Organisations assisting the disabled
- Minority Groups
- Community buildings
- Community events
- Health/transport/safety groups
- Other (please explain)

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

What does your organisation do and how does it benefit the residents of Melksham?

Since 1983 HELP Counselling Services has been helping Wiltshire communities receive the mental health support they need. To date we have helped almost 9,000 people who have been struggling with experiences such as historic childhood and adult domestic abuse, long-term or life-limiting illnesses, bereavement and loss, abuse in all its forms, and trauma. These issues can have a detrimental and painful effect on lives. The result is often chaotic emotions, disruptive relationships, addictive behaviours, depression, self-neglect, isolation, self-harm, and low self-esteem, as well as physical symptoms such as sleeping problems, chronic

fatigue, and anxiety attacks. All of these problems effect the lives of the sufferers, and often those around them, in many instances they withdraw from life, as well as their relationships at home and work. Our 15 volunteer counsellors are fully trained or in their final year of training, provide a safe and professional space for clients to work through these issues, to build resilience, and grow their personal awareness of their behaviours leading them to lead healthy and fulfilling lives.

5. THE PROJECT

Describe what the funding is being requested for

If it is for a specific project include start and anticipated finish dates. Use extra pages if needed.

We have seen a 27% increase in clients in the last 12 months and despite raising the number of volunteers, bringing on board more staff, introducing new time saving admin practices and software our current waiting list is at 12 weeks. We really need to bring this down to at least 6 weeks.

Waiting lists are deadly and costly. While people are stuck on waiting lists, their lives inevitably change. People get despondent with waiting for support, their mental health deteriorates, relationships become problematic and break down, and people must take time off work or interrupt schooling. We know that not getting treatment within an acceptable time frame has an enormous impact on people's lives.

The longer someone must wait for counselling, the longer it takes individuals to work through their issues and illness and the risk of harm increases. We must provide timely support for those suffering from an emotional or mental health disorder quickly.

We need to provide an extra 600 sessions a year, which is an extra 4 volunteer counsellors.

How will this benefit the community or people of melksham?

Each client is asked to complete a 'Wheel of Life' before they start counselling and towards the end. This measures the important parts of life. Not only does it give us valuable data, but it also allows our clients to see where they need to focus on but also it shows where life is good and where they can draw strength from. The table below shows improvements across the board and most clients reporting positive changes in their lives.

| | |
|---|-----------------|
| Feelings of Anxiety | Improved by 28% |
| Feelings of Depression | Improved by 31% |
| Physical Health | Improved by 21% |
| Feelings of Self-Worth | Improved by 28% |
| Career/Vocation | Improved by 23% |
| Personal Interests | Improved by 25% |
| Personal Relationships – Partner & Children | Improved by 24% |
| Family Relationships – Parents & Siblings | Improved by 27% |
| Other Relationships – Friends & Colleagues | Improved by 29% |

What evidence do you have that this project/service is required in Melksham?

In 2020/21 we provided almost 1000 sessions to the residents of Melksham at a cost of around £13,000. Outside of Trowbridge, Melksham is the largest contributor of clients.

The demand from Melksham has grown despite it having counselling services within the town itself.

What evidence do you have of adverse effects on the community if your project does not go ahead?

Mental Health Services across Wiltshire have been stretched well past their limits with a wait of 12-18 months for counselling. Without services like ours we would see higher rates of suffering, unemployment, broken relationships and most seriously loss of life.

In a study by COSCA

"Studies of counselling in other settings indicate a high level of satisfaction among clients. Moreover, there is

good evidence to suggest that counselling has an important preventative role in relation to mental illness: counselling has the capacity to reduce demand on psychiatric services by preventing less serious problems from becoming more serious, and by helping people to maintain reasonably good levels of mental health.”

https://www.cosca.org.uk/application/files/5615/2119/6776/Effectiveness_of_Counselling06-24-15.pdf

6. BENEFICIARIES

| | |
|---|--|
| How many people in total will benefit from this grant? | A grant of £300 will support the volunteer expenses of 1 counsellor for 6 months and provide 60 to 80 sessions of counselling to 5 clients |
| How many of the beneficiaries are residents of Melksham Town? Please use the attached map as an indication of the Melksham Town boundary | 60 |

Please explain how you calculated the number of Melksham beneficiaries.

From 2020 – 2021 figures

7. FINANCIAL INFORMATION

| | |
|---|-----------------------------------|
| ESTIMATED TOTAL COST OF PROJECT £10,500 | GRANT AID REQUESTED FROM MTC £300 |
|---|-----------------------------------|

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

We are donation based

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

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

| Item | Amount |
|--|-------------|
| Supervision (Volunteer Cost) 6 x £50 (6 months for 1 Counsellor) | £300 |
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| Total | £300 |

How else are you funding your project?

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

| Source | £ | Confirmed? |
|------------------|---------------|------------|
| WCF | £5000 | Yes |
| Client Donations | £5000 | Projected |
| Linnet Trust | £2500 | No |
| | £ | |
| | £ | |
| | £ | |
| Total | £12500 | |

8. ANNUAL ACCOUNTS Please provide the following information from your annual accounts:

ACCOUNT YEAR ENDING: 2020 to 2021

TOTAL GROSS INCOME £ 51571

TOTAL EXPENDITURE £47433

BALANCE AT YEAR END £ 4137

SAVINGS (RESERVES, CASH, INVESTMENTS) £36805

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

9. ELEGIBILITY

YES/NO

1. Is the grant for a private organisation operating as a business to make a profit or surplus?

No

2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?

No

3. Will you be passing the funding on to any other groups (except to pay for goods and services)?

No

4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?

No

5. Is the funding for Loans or interest payments?

No

6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?

No

7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?

No

8. Has the project that you want the funding for already happened?

Ongoing

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

If so, please explain the exceptional circumstances, and how you will meet these costs in future.

No

Is the grant requested (for a Regular Grant) more than £2500?

If so, please explain the exceptional circumstances.

If the funding is for security measures do you have the support of the local police and/or crime reduction officer?

Yes (name of contact) / No/Not applicable

If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?

Yes (name of contact) / No/Not applicable

10. CHECKLIST

Have you submitted the following (please tick the appropriate boxes)?

- ☐ A copy of your most recent accounts
- ☐ Your most recent bank account statement & details of any other investments/savings;
- ☐ A copy of your constitution / terms of reference / set of rules;
- ☐ A copy of your safeguarding policy if your group works with vulnerable adults, or children;
- ☐ A copy of your adopted equal opportunities policy or statement
- ☐ Any other documentation you feel may help in assessing your application.

11. BANK DETAILS

Page 44

Name of Account: HELP Counselling Services CIO

Account number:

Sort Code:

12. DECLARATIONS

In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in 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 understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration:

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

I declare that we have read the MTC grants policy and that our application complies with the policy.

I declare that we have included all the requested information.

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

Signature of applicant(s) Date: 15th June 2021

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to miriamzaccarelli@melksham-tc.gov.uk by 24 June 2021



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187 Email: miriamzaccarelli@melksham-tc.gov.uk

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

| | |
|---------------------------|---|
| Major Grant over £2500 | |
| Regular Grant Up To £2500 | x |
| Room Hire Grant | |

1. ORGANISATION/GROUP'S NAME

Independent Living Centre, Semington

2. APPLICANTS DETAILS (Give details of a representative for correspondence)

NAME:

ADDRESS:

TELEPHONE:

3. ABOUT YOUR ORGANISATION

Does your organisation:

Yes/ No

Have its own bank account, with two unrelated signatories?

Yes

Have at least three members on its management committee?

Yes

Have a constitution, terms of reference or set of rules?

Yes

Are you a registered charity? No/Yes: If so, please give your charity number: 1000659

Is your organisation part of, or affiliated to, a larger organisation? If so, which: No

Please circle the categories that best describe your organisation?

- | | |
|---|---|
| <ul style="list-style-type: none">• Charitable Organisations x• Youth Group• Senior Citizen Group• Sports Clubs and Arts Groups• Advice Organisations x | <ul style="list-style-type: none">• Organisations assisting the disabled x• Minority Groups• Community buildings x• Community events• Health/transport/safety groups• Other (please explain) |
|---|---|

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

What does your organisation do and how does it benefit the residents of Melksham?

Our core work is to offer impartial advice to older people and people of all ages with a disability. We offer expert advice from an Occupational Therapist and Occupational Therapist Assistant and have a huge array of equipment including numerous stair lifts, bathroom and shower room set ups, mobility scooters, walking and kitchen aids as well as seating, beds and incredible technology to help people living with memory challenges such as Dementia. The knowledge of our staff and the range of equipment we have for people to try (we don't sell directly) means that we are able to support people in making the right investments to support their independence in a way that mobility shops aren't able to do.

We offer a free service to anyone in Wiltshire and are based in Semington between Melksham and Trowbridge.

We also offer support and advice around benefit entitlement which has helped many people secure and retain vital benefits.

5. THE PROJECT

Describe what the funding is being requested for

If it is for a specific project, include start and anticipated finish dates. Use extra pages if needed.

We are keen to open our doors and start supporting people again as soon as possible but in order that we can ensure that our vulnerable visitors feel confident that they are safe and that we can ensure we are as safe an environment as possible we need to make investments outside of our usual core costs. A key one of these is an increase in frequency and depth of cleaning.

Our cleaning costs prior to covid were £8500 per year but will increase to £17220 this year due to increased number of general and deep cleans. We have absorbed this increase to date but are now asking for help as we are still experiencing a decrease in our earned income due to Covid and want to ensure we can open up to the public safely as soon as possible. This will not be an ongoing core cost but is a key factor in our 'Re-opening' project.

How will this benefit the community or people of melksham?

We support people from across Wiltshire free of charge whether they self-refer or are referred by a health professional. We are the only service of this kind in Wiltshire.

We have just appointed a new CEO and want to be able to open up and promote our services to people across the region as soon we Covid restrictions allow, and we are able to recruit into our current vacant posts. We will build a team of volunteers to help promote our services, Melksham will be a target area, but we are keen to ensure that we are able to open safely and offer a high level of support before we do this.

What evidence do you have that this project/service is required in Melksham?

Our data shows that we support in the region of 50 people from Melksham per year but anticipate an increased need in the coming year when we are able to offer a full service again. We are based just outside Melksham so will be particularly accessible to those living in Melksham.

What evidence do you have of adverse effects on the community if your project does not go ahead?

We have evidence of the difference we make to the lives of the people that we do help, saving them money on buying equipment they think they want but isn't actually suitable for them, helping them understand what will help them into the future as well as now, preventing them from having inappropriate home or car adaptations and introducing people

experiencing disability or memory issues and their loved ones to equipment and technology they weren't aware of that ensure people can retain independence and dignity. Without our service we know more people would be more reliant on carers (eg to help wash and eat), have less independence, be more financially vulnerable, be less able to leave home and experience poor mental health as a result.

Here is an example of how our service made a difference to one user:

"Christine assessed me for a self-propelled wheelchair and sent the forms off to the NHS Wheelchair Service for their approval. She showed me what an NHS wheelchair is like, and also brought in an independent provider to allow me the opportunity to try out a range of prescription self-propelled wheelchairs that are lighter weight for more active users.

The advantages of coming to the ILC is that I was given plenty of time to ask questions, be assessed and try out equipment. There was no pressure to purchase equipment. I was given the pros and cons of different options e.g. NHS wheelchair or paying privately for lighter weight one.

I have gained more knowledge about the world of wheelchairs! I never knew how vast and complex they are and there all sorts of things to consider such as, weight, being measured in a chair to get the fit right, adjustable back supports, cambered wheels etc, and that's before colour! So my advice learning from previous experience, is that buying off the peg without being properly assessed can lead to problems. It's worth the time and effort to get it right, just like buying a new car."

6. BENEFICIARIES

How many people in total will benefit from this grant?

650

How many of the beneficiaries are residents of Melksham Town?

45

Please use the attached map as an indication of the Melksham Town boundary

Please explain how you calculated the number of Melksham beneficiaries. The above figure was based on the people we supported last year and is ascertain as we ask for postcodes from our clients.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £17220

GRANT AID REQUESTED FROM MTC £1500

How will the remaining money be raised?

We don't charge our clients but will be going to other Town Councils and funders to help us to meet the gap in our costs to reopen. The ILC will put £9000 of its earned income and reserves towards covering these extra costs also.

What are your current/planned subs/fees/charges? £0

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

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

| Item | Amount |
|----------------|---------------|
| Cleaning costs | £17220 |
| | £ |
| | £ |
| | £ |
| | £ |
| Total | £17220 |

How else are you funding your project?

Please include grants from other organisations, fundraising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

| Source | £ | Confirmed? |
|--------------------------------|----------------|------------|
| ILC earned income and reserves | £ 9000 | Yes |
| Other Town Councils | £ 3350 | No |
| Other funders/ donations | £ 3370 | No |
| | £ | |
| Total | £ 15720 | 9000 |

8. ANNUAL ACCOUNTS Please provide the following information from your annual accounts:

ACCOUNT YEAR ENDING: 20/21

TOTAL GROSS INCOME £ 90988

TOTAL EXPENDITURE £ 104,057

BALANCE AT YEAR END £ -£13069

SAVINGS (RESERVES, CASH, INVESTMENTS) £ 361,633

If your savings are more than your annual expenditure, what are they for? Our assets include our building and restricted reserves leaving us with £31,624 cash reserves that help us manage risks and any end of year deficit.

9. ELIGIBILITY**YES/NO**

1. Is the grant for a private organisation operating as a business to make a profit or surplus? No
2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central HeadQuarters for redistribution? No
3. Will you be passing the funding on to any other groups (except to pay for goods and services)? No
4. Is the funding for an individual, a political organisation/project, or a religious organisation/project? No
5. Is the funding for Loans or interest payments? No

| | |
|---|----|
| 6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services? | No |
| 7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability? | No |
| 8. Has the project that you want the funding for already happened? | No |
| 9. Has your group received similar grant funding from Melksham Town Council in recent years? | No |
| Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future. | No |
| Is the grant requested (for a Regular Grant) more than £2500? If so, please explain the exceptional circumstances. | No |

If the funding is for security measures do you have the support of the local police and/or crime reduction officer?
If Yes (name of contact.....)

If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?
If Yes (name of contact

10. CHECKLIST

Have you submitted the following (please tick the appropriate boxes)?

- A copy of your most recent accounts
- Your most recent bank account statement & details of any other investments/savings;
- A copy of your constitution / terms of reference / set of rules;
- A copy of your safeguarding policy if your group works with vulnerable adults, or children;
- A copy of your adopted equal opportunities policy or statement
- Any other documentation you feel may help in assessing your application.

11. BANK DETAILS

Name of A
Sort Code

Account number:

12. DECLARATIONS

In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in 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 understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration:

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 we have read the MTC grants policy and that our application complies with the policy.

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

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

Signature of applicant(s) _____



Date: 22 June 2021

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to miriamzaccarelli@melksham-tc.gov.uk by 24 June 2021



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187 Email: miriamzaccarelli@melksham-tc.gov.uk

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

| | |
|---------------------------|-------------------------------------|
| Major Grant over £2500 | |
| Regular Grant Up To £2500 | <input checked="" type="checkbox"/> |
| Room Hire Grant | |

1. ORGANISATION/GROUP'S NAME

MELKSHAM 60+ CLUB

2. APPLICANTS DETAILS (Give details of a representative for correspondence)

NAME:

ADDRESS:

TELEPHONE:

3. ABOUT YOUR ORGANISATION

Does your organisation:

Yes/ ☒

Have its own bank account, with two unrelated signatories?

Have at least three members on its management committee?

Have a constitution, terms of reference or set of rules? (please ask for help with this if needed)

☒ ☒ ☒

Are you a registered charity? Yes/No: If so, please give your charity number:

N.

Is your organisation part of, or affiliated to, a larger organisation? If so, which:

Please circle the categories that best describe your organisation?

- Charitable Organisations
- Youth Group
- Senior Citizen Group
- Sports Clubs and Arts Groups
- Advice Organisations
- Organisations assisting the disabled
- Minority Groups
- Community buildings
- Community events
- Health/transport/safety groups
- Other (please explain)

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

What does your organisation do and how does it benefit the residents of Melksham?

WEEKLY social event with
ADVICE, catch up and TIPS and SPECIAL TEA BISCUITS
EVENTS.

5. THE PROJECT

Describe what the funding is being requested for

If it is for a specific project include start and anticipated finish dates. Use extra pages if needed.

CLUBS BEEN CLOSED DUE TO COVID
CANT WOULD HELP RE-START
WILL NEED NEW BUSINESS & TEE STOCK
AND OTHER COSTS INVOLVED WITH START
ALSO SUBSIDISE PAY TRIPS & COMMUNIT BUS

How will this benefit the community or people of Melksham?

MEMBERS HAVE MISSED WEEKLY MEETINGS
CLUB BEEN GOING OVER 70 YEARS
THAT HAVE PROVIDED WERE NEEDED.
GREAT CHANCE TO MEET OTHER SENIORS
AND HAVE A GOOD TIME

What evidence do you have that this project/service is required in Melksham?

70+ YEARS OF PROVIDING CLUB
CLUB HAS GREAT HISTORY

What evidence do you have of adverse effects on the community if your project does not go ahead?

AT ABOVE

6. BENEFICIARIES

How many people in total will benefit from this grant?

60+

How many of the beneficiaries are residents of Melksham Town?

50+

Please use the attached map as an indication of the Melksham Town boundary

Please explain how you calculated the number of Melksham beneficiaries.

FROM MEMBERSHIP LIST
AS AT 20/12/2020

BEFORE HAD TO CLOSE
DUE TO COVID

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £ 500

GRANT AID REQUESTED FROM MTC £ 500

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

£3 YEAR MEMBERSHIP
£1 TO A WEEK SUBS

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

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

| Item | Amount |
|-----------------------|--------|
| disrupt area restock | £ 100 |
| community bus subsidy | £ 200 |
| day trip subsidy | £ 200 |
| | £ |
| | £ |
| | £ |
| Total | £ 500 |

How else are you funding your project?

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

| Source | £ | Confirmed? |
|--------|---|------------|
| | £ | |
| | £ | |
| None | £ | |
| | £ | |
| | £ | |
| | £ | |
| Total | £ | |

8. ANNUAL ACCOUNTS Please provide the following information from your annual accounts:

ACCOUNT YEAR ENDING: 30/4/2021

TOTAL GROSS INCOME £ 0 TOTAL EXPENDITURE £ 796

BALANCE AT YEAR END £ -796 SAVINGS (RESERVES, CASH, INVESTMENTS) £ 1,800

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

unknown expenditure

9. ELIGIBILITY**YES/NO**

- Is the grant for a private organisation operating as a business to make a profit or surplus?
- Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?
- Will you be passing the funding on to any other groups (except to pay for goods and services)?
- Is the funding for an individual, a political organisation/project, or a religious organisation/project?
- Is the funding for Loans or interest payments?
- Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?
- does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?
- Has the project that you want the funding for already happened?

N

N

N

N

N

N

N

| | |
|---|--|
| Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future. | |
| Is the grant requested (for a Regular Grant) more than £2500? If so, please explain the exceptional circumstances. | |
| If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact) / No/Not applicable If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact) / No/Not applicable | |
| 10. CHECKLIST | |
| Have you submitted the following (please tick the appropriate boxes)? <input type="checkbox"/> A copy of your most recent accounts <input type="checkbox"/> Your most recent bank account statement & details of any other investments/savings; <input type="checkbox"/> A copy of your constitution / terms of reference / set of rules; <input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults, or children; <input type="checkbox"/> A copy of your adopted equal opportunities policy or statement <input type="checkbox"/> Any other documentation you feel may help in assessing your application. | |
| 11. BANK DETAILS | |
| Name of Account: Account number: Sort Code: - - | |
| 12. DECLARATIONS | |
| In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in 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 understand that it will only be accessed by authorised staff members to manage the grant application process. | |
| I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR. | |
| Declaration: 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 we have read the MTC grants policy and that our application complies with the policy. I/we declare that we have included all the requested information. I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected. | |
| Signature of applicant(s) _____ Date: _____ | |

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to miriamzaccarelli@melksham-tc.gov.uk by 24 June 2021



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187 Email: miriamzaccarelli@melksham-tc.gov.uk

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

| | |
|---------------------------|---|
| Major Grant over £2500 | |
| Regular Grant Up To £2500 | ✓ |
| Room Hire Grant | |

1. ORGANISATION/GROUP'S NAME

Melksham Amateur Swimming Club

2. APPLICANTS DETAILS (Give details of a representative for correspondence)

| | | | |
|------------|--|--------|--|
| NAME: | | | |
| ADDRESS: | | | |
| TELEPHONE: | | EMAIL: | |

3. ABOUT YOUR ORGANISATION

Does your organisation:

| | |
|---|---------|
| | Yes/ No |
| Have its own bank account, with two unrelated signatories? | Yes |
| Have at least three members on its management committee? | Yes |
| Have a constitution, terms of reference or set of rules? <i>(please ask for help with this if needed)</i> | Yes |

Are you a registered charity? Yes/No: If so, please give your charity number: No

Is your organisation part of, or affiliated to, a larger organisation? If so, which: Swim England (formerly ASA)

Please circle the categories that best describe your organisation?

- | | |
|--|--|
| <ul style="list-style-type: none"> • Charitable Organisations • Youth Group • Senior Citizen Group • Sports Clubs and Arts Groups • Advice Organisations | <ul style="list-style-type: none"> • Organisations assisting the disabled • Minority Groups • Community buildings • Community events • Health/transport/safety groups • Other (please explain) |
|--|--|

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

What does your organisation do and how does it benefit the residents of Melksham?

Our objectives are to support the health and well-being of the community of Melksham through a range of opportunities to take part in swimming at all levels. The Club also helps develop its members – young and not so young – to learn new skills through participation in coaching, teaching and official duties such as timekeeping, judging, starting etc, sometimes leading to employment within the leisure environment.

Our ambition is to make swimming a habit of a lifetime – keeping our community active, fit and well.

We have an active membership of 116 swimmers – around 80 of whom live in Melksham Town Council area (most of the rest in Melksham Without) – swimming is a very localised activity and, unless of elite standard, most people swim close to where they live. Due to the pandemic, we have lost members from the club, who are unable to swim under certain restrictions affecting all pools, and thus a particularly strong source of revenue.

MASC is a community-based swimming club run entirely by an incredibly dedicated team of volunteers who receive no payment. As a club, in normal times, as well as our coaching for older swimmers, we deliver a comprehensive Teach To Swim programme through the Swim England National Plan. Our Teach To Swim is recognised as one of the best quality and most popular in the county. We also have strong links with local schools, providing coaching and support for school galas.

As with all community organisations we run on a 'shoestring' with our fees being among the lowest in the area – we do not wish money to be a barrier to any swimmer of any ability being able to access our club and, as a result, run on very tight margins.

5. THE PROJECT

MASC is a club run entirely by unpaid volunteers, including the dedicated team of teachers, coaches, committee and officials. The club are keen to encourage parents & other club members to consider teaching or coaching. Without these volunteer teaching & coaching staff the club would not be able to run.

We are fortunate this year to have a few people interested in taking their teaching examinations. Two swimmers are keen to develop their skills as a Level 1 teacher & progress to Level 2 teaching (part of the Swim England regulations stipulate we need a Level 2 teacher on poolside to run the sessions). A level 2 training course involves a cost of £680.00 per person.

MASC are keen to support these individuals with their ambitions to be swimming teachers & would not want to put the cost of the course as a financial barrier, particularly given how vital they are to the club. Therefore, the club have a policy of paying for the course and in return a commitment is expected from the individuals to agree to a minimum of 1 hour of poolside teaching per week. All the individuals concerned have already shown a commitment to the club through the volunteering already completed. The two potential coaches mentioned above have successfully completed Swim England's Young Volunteers programme, requiring attendance at numerous courses and a minimum number of volunteer hours.

How will this benefit the community or people of Melksham?

MASC would like to take the opportunity in supporting the individuals to gain their qualifications, however this will put a substantial drain on club reserves.

What evidence do you have that this project/service is required in Melksham?

At the end of 2019, one of our long-standing coaches was forced to leave, due to work commitments. Another, who has been with the club for over 30 years was forced to stand down from coaching, in March 2020, due to age and Covid health considerations. As such, we have a requirement to quickly train up new coaches to replace them. This must be done via official, Swim England coaching courses. Level 2 teachers design training programmes for entire sessions, and direct and supervise Level 1 coaches who assist them.

The grant, if successful, will cover 50% of the Level 2 Swim Teaching course fees for two people, although the need for at least another two Level 2 qualified teachers will become urgent before long.

What evidence do you have of adverse effects on the community if your project does not go ahead?

Without these qualified individuals we would not be able to continue to teach the children of Melksham to swim.

6. BENEFICIARIES

| | |
|---|-----|
| How many people in total will benefit from this grant? | 116 |
| How many of the beneficiaries are residents of Melksham Town? Please use the attached map as an indication of the Melksham Town boundary | 80 |
| Please explain how you calculated the number of Melksham beneficiaries. Address checks from our records | |

7. FINANCIAL INFORMATION

| | |
|--|-----------------------------------|
| ESTIMATED TOTAL COST OF PROJECT £1,360 | GRANT AID REQUESTED FROM MTC £680 |
|--|-----------------------------------|

What are your current/planned subs/fees/charges?
We currently charge £24 per month for one swim per week. Before Covid there were varying rates for those who swam more than once per week, but restrictions on numbers in the pool and the bubble system mean that no-one is currently allowed to do this.

How will you spend the grant money you are applying for?
Please remember that Melksham Town Council do not normally give grants for running costs unless there are exceptional circumstances.

| Item | Amount |
|---|-------------|
| Swim England Level 2 Teaching courses for one potential teacher/coach | £680 |
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| Total | £680 |

How else are you funding your project?
Please include grants from other organisations, fund raising and existing reserves.
Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

| Source | £ | Confirmed? |
|--|---------------|------------|
| Club funds will cover remaining course fees (Level 1 for both coaches and Level 2 for one of them) | £1,320 | Yes |
| | £ | |
| | £ | |
| | £ | |
| | £ | |
| Total | £1,320 | Yes |

8. ANNUAL ACCOUNTS Please provide the following information from your annual accounts:

ACCOUNT YEAR ENDING: 30/09/20

TOTAL GROSS INCOME £ 31,576.34

TOTAL EXPENDITURE £ 29,660.69

BALANCE AT YEAR END £ 15,067.34

SAVINGS (RESERVES, CASH, INVESTMENTS) £ 8,928.16

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

9. ELEGIBILITY

YES/NO

1. Is the grant for a private organisation operating as a business to make a profit or surplus?

NO

2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?

NO

3. Will you be passing the funding on to any other groups (except to pay for goods and services)?

NO

4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?

NO

5. Is the funding for Loans or interest payments?

NO

6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?

NO

7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?

NO

8. Has the project that you want the funding for already happened?

NO

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

If so, please explain the exceptional circumstances, and how you will meet these costs in future.

NO

Is the grant requested (for a Regular Grant) more than £2500?

If so, please explain the exceptional circumstances.

NO

If the funding is for security measures do you have the support of the local police and/or crime reduction officer?

Yes (name of contact) ~~(No)~~ Not applicable

If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?

Yes (name of contact) ~~(No)~~ Not applicable

10. CHECKLIST

Have you submitted the following (please tick the appropriate boxes)?

- ☒ A copy of your most recent accounts
- ☐ Your most recent bank account statement & details of any other investments/savings;
- ☐ A copy of your constitution / terms of reference / set of rules;
- ☐ A copy of your safeguarding policy if your group works with vulnerable adults, or children;
- ☐ A copy of your adopted equal opportunities policy or statement
- ☐ Any other documentation you feel may help in assessing your application.

11. BANK DETAILS

12. DECLARATIONS

In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in 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 understand that it will only be accessed by authorised staff members to manage the grant application process.

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Declaration:

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 we have read the MTC grants policy and that our application complies with the policy.

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

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

Signature of applicant(s) _____ Date: _____

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to miriamzaccarelli@melksham-tc.gov.uk by 24 June 2021



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187 Email: miriamzaccarelli@melksham-tc.gov.uk

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

| | |
|---------------------------|---|
| Major Grant over £2500 | |
| Regular Grant Up To £2500 | |
| Room Hire Grant | ✓ |

1. ORGANISATION/GROUP'S NAME

MELKSHAM COMMUNITY MEALS

2. APPLICANTS DETAILS (Give details of a representative for correspondence)

NAME:

ADDRESS:

TELEPHONE:

3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?

Yes/ No

YES

Have at least three members on its management committee?

YES

Have a constitution, terms of reference or set of rules? (please ask for help with this if needed)

YES

Are you a registered charity? ~~Yes~~ (No) If so, please give your charity number:

Is your organisation part of, or affiliated to, a larger organisation? If so, which: N/A

Please circle the categories that best describe your organisation?

- Charitable Organisations
- Youth Group
- Senior Citizen Group
- Sports Clubs and Arts Groups
- Advice Organisations

- Organisations assisting the disabled
- Minority Groups
- Community buildings
- Community events
- Health/transport/safety groups
- Other (please explain) VOLUNTEERS MIXED AGES

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

What does your organisation do and how does it benefit the residents of Melksham?

The objects of the company are to carry on activities which benefit the community and in particular to ensure that every local resident is able to participate with a particular focus on the lonely isolated and vulnerable members of the community

5. THE PROJECT

Describe what the funding is being requested for

If it is for a specific project include start and anticipated finish dates. Use extra pages if needed.

TO HELP WITH THE RESTART OF MELKSHAM COMMUNITY MEALS.

TO ESTABLISH USERS COMING BACK

TO BUY NEW STOCK. STOCK ~~AT~~ GOING OUT OF DATE WAS PASSED TO FOOD BANK BEFORE EXPIRED. CARD MACHINE

How will this benefit the community or people of melksham?

ENCOURAGE PEOPLE TO GET BACK OUT THERE AFTER THE PANDEMIC. OUR USERS HAVE BEEN MISSING THE SOCIAL SIDE OF THE MEALS AS HAVE OUR VOLUNTEERS. FAMILIES OF USERS AND VOLUNTEERS ALSO BENEFIT THEIR PARENTS HAVE SOMEWHERE TO GO.

What evidence do you have that this project/service is required in Melksham?

EVERYONE HAS BEEN MISSING THE MEALS SO MUCH DURING THE PANDEMIC. WHEN DELIVERING THE SURPRISE ICEP IN TOUCH BAGS EVERYONE ASKING WHEN WE CAN START AGAIN!

What evidence do you have of adverse effects on the community if your project does not go ahead?

SOME OF OUR USERS HAVE NOT SOCIALIZED BECAUSE OF THE PANDEMIC. THEY NEED A REASON TO GET BACK OUT THERE AND I THINK THE MEALS COULD BE JUST SUCH A REASON. AN ADVERSE EFFECT OF THE PROJECT NOT GOING AHEAD COULD BE FURTHER DECLINE IN THEIR HEALTH + WELL BEING

6. BENEFICIARIES

How many people in total will benefit from this grant?

DIRECT USERS + VOL
INDIRECT FAMILIES

112.
50.

How many of the beneficiaries are residents of Melksham Town?

Please use the attached map as an indication of the Melksham Town boundary

102

Please explain how you calculated the number of Melksham beneficiaries.

SURPRISE DELIVERIES 100. LESS 12 BOWERHILL
1 ATHWORTH 1 BOWWACRE 4 SEMINGTON 82.
VOLUNTEERS MELKSHAM 10.
INDIRECT FAMILIES KNOWN TO LIVE IN MELKSHAM
(PROBABLY MORE) 10
102

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £

START UP. 1500.

GRANT AID REQUESTED FROM MTC £

RENT FOR 1st Sunday in
Sept 21 Oct 21 Nov 21.

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

CHARGES FOR MEALS SUNDAY LUNCH START 6.95

ALSO LOOKING TO OFFER SUBSIDIES MEALS TO SOME OF THOSE STRUGGLING & USING FOOD BANK.

Amount
£
£
£
£
£
£
£
£
Total £

How else are you funding your project?

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

| Source | £ | Confirmed? |
|------------------------------------|-----------|------------|
| ASDA - USED FOR KEEP IN TOUCH BAGS | £ 700 | YES |
| ECOSURETY LTD | £ 250 | YES |
| CO-OP. RESTRICTED 2467.31 | £ 2859.02 | YES |
| CO-OP USED FOR KEEP IN TOUCH. BAL | £ | |
| | £ | |
| VOLUNTEERS. EST PER SESSION. | £ 125. | |
| Total | £ | |

8. ANNUAL ACCOUNTS Please provide the following information from your annual accounts:

ACCOUNT YEAR ENDING: 15/14/20.

TOTAL GROSS INCOME £ 32438.60 TOTAL EXPENDITURE £ 33171.56

BALANCE AT YEAR END £ 6858.71 SAVINGS (RESERVES, CASH, INVESTMENTS) £

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

35/4/21 Reserves. Restricted £2467.31. Redundancy Reserve 1000
unrestricted £4069.39

9. ELEGIBILITY

| | YES/NO |
|---|--------|
| 1. Is the grant for a private organisation operating as a business to make a profit or surplus? | No |
| 2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution? | No. |
| 3. Will you be passing the funding on to any other groups (except to pay for goods and services)? | No |
| 4. Is the funding for an individual, a political organisation/project, or a religious organisation/project? | No |
| 5. Is the funding for Loans or interest payments? | No |
| 6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services? WAS ORIGINALLY RUN BY WILTS COUNCIL TAKEN OVER FEB 19 | No |
| 7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability? | No |

8. Has the project that you want the funding for already happened? PRE PANDEMIC YES

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

If so, please explain the exceptional circumstances, and how you will meet these costs in future.

RENT RUNNING COST TO HELP GET ESTABLISHED AFTER PANDEMIC, FUTURE RENT FROM TAKINGS.

Is the grant requested (for a Regular Grant) more than £2500?

If so, please explain the exceptional circumstances.

NO. RENT OF HALL FOR 1ST SUNDAY IN SEPT. 21 OCT. 21 NOV. 21

If the funding is for security measures do you have the support of the local police and/or crime reduction officer?

Yes (name of contact)/ No/Not applicable

If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?

Yes (name of contact)/ No/Not applicable

10. CHECKLIST

Have you submitted the following (please tick the appropriate boxes)?

A copy of your most recent accounts

Your most recent bank account statement & details of any other investments/savings;

A copy of your constitution / terms of reference / set of rules;

A copy of your safeguarding policy if your group works with vulnerable adults, or children;

A copy of your adopted equal opportunities policy or statement

Any other documentation you feel may help in assessing your application.

11. BANK DETAILS

Name of Account

12. DECLARATIONS

In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in 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 understand that it will only be accessed by authorised staff members to manage the grant application process.

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Declaration:

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

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

Signature of applicant(s)

Date: 23.6.21

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to miriamzaccarelli@melksham-tc.gov.uk by 24 June 2021

Melksham Community Money Advice (previously Hope Debt Melksham) grant application

Dear Miriam

I enclose a completed application form on behalf of MCMA. I also give information to bring the Town Council up to date with the current situation relating to our group.

Hope Debt Melksham has been operating locally for many years now and has been fortunate to receive several grants but never applied to the Town Council before. We have operated in a group of similar organisations which included Westbury and Bradford on Avon. We have shared bank accounts and affiliation fees, insurance etc.

It was decided before Christmas that due to changes in personnel outside of the Melksham group that each organisation would operate as a separate entity from 1st April 2021. The volunteers at Melksham have accepted the situation and are determined to maintain the existing service albeit with a change of name to MCMA (Melksham Community Money Advice). We feel that the changes will improve what we can offer locally.

A considerable amount of administrative work has taken place and I am pleased to report that we are now up and running with live cases. The group MCMA is regulated by the Financial Conduct Authority FRN 946055

We anticipate that for our first operating year as MCMA our running costs to be in the region of £2500 plus a further £1218 for the purchase of equipment.
We inherited £1817 from Hope Debt on 31st March 2021.

Kind regards

Melksham Community Money Advice

Additional notes:

This is our first year operating as Melksham Community Money Advice and while we expect to meet our running costs there is a need to purchase equipment to enable smooth running of our group. We are working alongside the Foodbank and expect our work load to increase as we know many Melksham people are in need of our service.



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187 Email: miriamzaccarelli@melksham-tc.gov.uk

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

| | |
|---------------------------|--|
| Major Grant over £2500 | |
| Regular Grant Up To £2500 | |
| Room Hire Grant | |

1. ORGANISATION/GROUP'S NAME

Melksham Community Money Advice

2. APPLICANTS DETAILS (Give details of a representative for correspondence)

NAME:

TELEPHONE:

EMAIL:

3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?

Yes/ No

Yes

Have at least three members on its management committee?

Yes

Have a constitution, terms of reference or set of rules? *(please ask for help with this if needed)*

Yes

Are you a registered charity? Yes/No: If so, please give your charity number: No

MCMA is regulated by the Financial Conduct Authority FRN 946055

Is your organisation part of, or affiliated to, a larger organisation? If so, which: Community Money Advice

Please circle the categories that best describe your organisation?

- | | |
|---|---|
| <ul style="list-style-type: none">Charitable OrganisationsYouth GroupSenior Citizen GroupSports Clubs and Arts GroupsAdvice Organisations | <ul style="list-style-type: none">Organisations assisting the disabledMinority GroupsCommunity buildingsCommunity eventsHealth/transport/safety groupsOther (please explain) |
|---|---|

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

What does your organisation do and how does it benefit the residents of Melksham?

MELKSHAM COMMUNITY MONEY ADVICE

(Formerly Hope Debt Advice)

We are here to help.

Each year thousands of people from all walks of life, often through no fault of their own, fall into debt.

“We are all vulnerable. It is easy to put bills, letters, final demands into a drawer and hope the problem will go away! Unfortunately, it does not, but there are organisations like Melksham Community Money Advice who can help.”

Anyone concerned about debt or wish to talk about their problems can make an appointment. The help is free of charge and confidential.

An advisor will contact creditors. Doing this will lift a burden that may have affected clients emotionally, causing depression and despair. As the process continues over time, people grow in confidence, regain a smile, and realise that they can have hope for the future.

5. THE PROJECT

Describe what the funding is being requested for

If it is for a specific project include start and anticipated finish dates. Use extra pages if needed.

Melksham Community Money Advice (MCMA) was established on 31 March 2021 as an affiliate of the national Community Money Advice Charity. The group is operating out of the Melksham Baptist church alongside the Food Bank.

MCMA has some legacy office equipment from when it operated as Hope Debt Advice in conjunction with the ‘The Hub@BA15’ (based in Bradford Upon Avon) and this equipment is now very dated and in need to replacement. In addition:

- there is no landline available for MCMA in the church necessitating the need for two mobile phones to enable the MCMA advisors to contact clients and creditors.
- in order to support the move to a paperless record required by the parent charity, a modern scanner is required to efficiently convert client documentation which can be a significant volume.

Funds are therefore requested for the following equipment:

£159.98 for two basic mobile phones (Motorola e7i power – these have already been purchased from existing funds)

£400 for a double sided, multi sheet scanner (ScanSnap iX1600 Document Scanner). This is required to support the policy move of the parent CMA organisation to maintain all client and Centre business documents on the official online portal.

£399 for a laptop (ACER Aspire 5 A514-54 14" Laptop - Intel® Core™ i3, 128 GB SSD). MCMA currently uses three laptops but this request is only to replace one at this time.

£259 for a laser printer capable of double sided printing (HP Colour LaserJet Pro M255dw wireless laser printer). This is required to reduce operating costs by enabling double sided printing.

How will this benefit the community or people of Melksham?

Free confidential Debt and money advice

What evidence do you have that this project/service is required in Melksham?

Our grant application if successful will help us to carry out our work more efficiently.

Nationally millions are needing help with debt counselling.

Over 10 million adults in Great Britain are showing signs of financial difficulty in January 2021, with 2.4 million in problem with debt (source Step Change)

Locally people in debt will follow a similar trend to what is happening nationally.

What evidence do you have of adverse effects on the community if your project does not go ahead?

People need a safe place to talk about their issues. Experience shows us many become distressed. and depressed if not supported. We have helped local people over a number of years and seen many have their hope and confidence restored.

6. BENEFICIARIES

How many people in total will benefit from this grant?

Available to all residents

How many of the beneficiaries are residents of Melksham Town?

Please use the attached map as an indication of the Melksham Town boundary

Anyone who requests will receive the service or be directed to a like minded organisation

Please explain how you calculated the number of Melksham beneficiaries.

See above

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £1218

GRANT AID REQUESTED FROM MTC £1218

How will the remaining money be raised?

We hope in the circumstances we will be awarded the grant to allow us to further develop our service quickly and efficiently

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

We do not make charges.

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

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

| Item | Amount |
|---------------|--------------|
| Photo scanner | £400 |
| Lap Top | £399 |
| Printer | £259 |
| Phones | £160 |
| | £ |
| | £ |
| | £ |
| Total | £1218 |

How else are you funding your project?

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

| Source | £ | Confirmed? |
|---|----------|------------|
| Please see attached letter - | £ | |
| Existing reserves currently sufficient for running costs for the first year | £ | |
| We anticipate applying for other grants and have recently received a grant for insurance cover. | £ | |
| We expect a donation from local churches and money from Wessex Water these help towards running costs | £ | |
| | £ | |
| | £ | |
| Total | £ | |

8. ANNUAL ACCOUNTS Please provide the following information from your annual accounts:

ACCOUNT YEAR ENDING:

TOTAL GROSS INCOME £

TOTAL EXPENDITURE £

BALANCE AT YEAR END £

SAVINGS (RESERVES, CASH, INVESTMENTS) £

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

Please see attached letter and current statement

| 9. ELEGIBILITY | | YES/NO |
|---|--|--------|
| 1. Is the grant for a private organisation operating as a business to make a profit or surplus? | | No |
| 2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution? | | No |
| 3. Will you be passing the funding on to any other groups (except to pay for goods and services)? | | No |
| 4. Is the funding for an individual, a political organisation/project, or a religious organisation/project? | | No |
| 5. Is the funding for Loans or interest payments? | | No |
| 6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services? | | No |
| 7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability? | | No |
| 8. Has the project that you want the funding for already happened? (we have been operating since April) | | Yes |
| 9. Has your group received similar grant funding from Melksham Town Council in recent years? | | No |
| Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future. | | No |
| Is the grant requested (for a Regular Grant) more than £2500? If so, please explain the exceptional circumstances. | | No |
| <p>If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contactNot applicable</p> <p>If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contactNo.....) / No/Not applicable</p> | | |
| 10. CHECKLIST | | |
| <p>Have you submitted the following (please tick the appropriate boxes)?</p> <ul style="list-style-type: none"> <input type="checkbox"/> A copy of your most recent accounts <input type="checkbox"/> Your most recent bank account statement & details of any other investments/savings; <input type="checkbox"/> A copy of your constitution / terms of reference / set of rules; <input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults, or children; <input type="checkbox"/> A copy of your adopted equal opportunities policy or statement <input type="checkbox"/> Any other documentation you feel may help in assessing your application. | | |
| 11. BANK DETAILS | | |
| <p>Name of Account: ...Melksham CMA .Account number:Sort Code: ...- -</p> | | |
| 12. DECLARATIONS | | |

In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in 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 understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration:

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

I declare that we have read the MTC grants policy and that our application complies with the policy.

I declare that we have included all the requested information.

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

Signature of applicant____ Date: _19/06/2021_____

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to miriamzaccarelli@melksham-tc.gov.uk by 24 June 2021

Melksham Community Transport

You may be aware that the main income of the charity at present is the school buses we run from the town and local villages to Corsham School, but we cannot subsidise other work with this money. The cost of maintaining the vehicles remains the same whether we use them or not, the only variables are fuel costs and wages.

Our Bank balances stand at £39,000 at present. I would use any grant money from you to subsidise our monthly days out for local elderly people. As you may be aware we have recently restarted these and are due our second trip in a couple of weeks. Unfortunately because of rising costs and restrictions on numbers because of Covid precautions we are running at a loss on each trip.



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187 Email: miriamzaccarelli@melksham-tc.gov.uk

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

| | |
|---------------------------|---|
| Major Grant over £2500 | |
| Regular Grant Up To £2500 | X |
| Room Hire Grant | |

1. ORGANISATION/GROUP'S NAME

Melksham Community Transport

2. APPLICANTS DETAILS (Give details of a representative for correspondence)

| | | | |
|------------|--|--------|--|
| NAME: | | | |
| ADDRESS: | | | |
| TELEPHONE: | | EMAIL: | |

3. ABOUT YOUR ORGANISATION

Does your organisation:

| | |
|---|---------|
| | Yes/ No |
| Have its own bank account, with two unrelated signatories? | Yes |
| Have at least three members on its management committee? | Yes |
| Have a constitution, terms of reference or set of rules? <i>(please ask for help with this if needed)</i> | Yes |

Are you a registered charity? Yes/No: If so, please give your charity number: 270300

Is your organisation part of, or affiliated to, a larger organisation? If so, which: No

Please circle the categories that best describe your organisation?

- | | |
|---|--|
| <ul style="list-style-type: none"> • Charitable Organisations • Youth Group • Senior Citizen Group • Sports Clubs and Arts Groups • Advice Organisations | <ul style="list-style-type: none"> • Organisations assisting the disabled • Minority Groups • Community buildings • Community events • Health/transport/safety groups • Other (please explain) |
|---|--|

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

What does your organisation do and how does it benefit the residents of Melksham?

To provide a variety of transport related functions including day trips, shopping trips, school transport and transport to and from Senior Citizens social clubs.

The services we provide go towards alleviating isolation and allow social interaction for those who are not able to travel independently including elderly and disabled residents of the wider Melksham area.

5. THE PROJECT

Describe what the funding is being requested for

If it is for a specific project include start and anticipated finish dates. Use extra pages if needed.

We would like to ask for some support funding for our "Days Out" trips which we organise with the TIC for our Travel Club members. At present membership stands at around 200 people.

Although we do our utmost to keep costs down the present situation means we have to limit the numbers travelling on the buses in order to comply with Covid regulations. This combined with recent rises in fuel and other costs related to the services means we will be forced to run these trips at a loss or increase the charge to customers to an unaffordable level.

If we run 12 trips in the year we would like to ask for £2400

How will this benefit the community or people of Melksham?

Many people enjoy our trips out and most certainly benefit in many ways from interacting with others and spending time out of their home environment. Many of these people will have been isolated for some time as all social clubs for the elderly ceased function at the start of the pandemic.

What evidence do you have that this project/service is required in Melksham?

We have run this service for many years and it has always been popular with our club members.

What evidence do you have of adverse effects on the community if your project does not go ahead?

Some people may not be able to afford the cost which could result in insufficient numbers to allow us to continue

6. BENEFICIARIES

How many people in total will benefit from this grant?

16 per trip out

How many of the beneficiaries are residents of Melksham Town?

75%

Please use the attached map as an indication of the Melksham Town boundary

Please explain how you calculated the number of Melksham beneficiaries.

We have records of club members and the majority are from Melksham Town. Some are from outlying areas.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £6000

GRANT AID REQUESTED FROM MTC £2400

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

£25 per day out. No subscription fee is charged.

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

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

| Item | Amount |
|--|--------------|
| Subsidising Days out trips on Melksham Community Bus | £2400 |
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| Total | £2400 |

How else are you funding your project?

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

| Source | £ | Confirmed? |
|------------------------------|----------|------------|
| Contribution from passengers | £3600 | |
| | £ | |
| | £ | |
| | £ | |
| | £ | |
| | £ | |
| Total | £ | |

8. ANNUAL ACCOUNTS Please provide the following information from your annual accounts:

ACCOUNT YEAR ENDING: 31 / 03 / 2021

TOTAL GROSS INCOME £ 97147

TOTAL EXPENDITURE £126,639

BALANCE AT YEAR END £ 43,385

SAVINGS (RESERVES, CASH, INVESTMENTS) £0

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

9. ELEGIBILITY**YES/NO**

- | | |
|---|----|
| 1. Is the grant for a private organisation operating as a business to make a profit or surplus? | No |
| 2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution? | No |
| 3. Will you be passing the funding on to any other groups (except to pay for goods and services)? | No |
| 4. Is the funding for an individual, a political organisation/project, or a religious organisation/project? | No |
| 5. Is the funding for Loans or interest payments? | No |
| 6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services? | No |
| 7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability? | No |

| | |
|---|----|
| 8. Has the project that you want the funding for already happened? | No |
| Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future. Each trip is costed individually, includes running costs and driver wages for the trip | No |
| Is the grant requested (for a Regular Grant) more than £2500? If so, please explain the exceptional circumstances. | No |
| <p>If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact) / No/Not applicable N/A</p> <p>If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact) / No/Not applicable N/A</p> | |
| 10. CHECKLIST | |
| <p>Have you submitted the following (please tick the appropriate boxes)?</p> <ul style="list-style-type: none"> <input type="checkbox"/> A copy of your most recent accounts <input type="checkbox"/> Your most recent bank account statement & details of any other investments/savings; <input type="checkbox"/> A copy of your constitution / terms of reference / set of rules; <input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults, or children; <input type="checkbox"/> A copy of your adopted equal opportunities policy or statement <input type="checkbox"/> Any other documentation you feel may help in assessing your application. | |
| 11. BANK DETAILS | |
| <p>Name of AccountMCCS</p> <p>Account number: Sort Code:</p> | |
| 12. DECLARATIONS | |
| <p>In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in 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 understand that it will only be accessed by authorised staff members to manage the grant application process.</p> <p>I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.</p> <p>Declaration: 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 we have read the MTC grants policy and that our application complies with the policy. I/we declare that we have included all the requested information. I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.</p> <p>Signature of applicant(s)_____Date: _____</p> | |



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187 Email: miriamzaccarelli@melksham-tc.gov.uk

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

| | |
|---------------------------|------|
| Major Grant over £2500 | |
| Regular Grant Up To £2500 | £460 |
| Room Hire Grant | |

1. ORGANISATION/GROUP'S NAME

Melksham Goes Wild

2. APPLICANTS DETAILS (Give details of a representative for correspondence)

| | | | |
|------------|--|------------|--|
| NAME: | | | |
| ADDRESS: | | | |
| TELEPHONE: | | EMAIL : | |

3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?

Yes/ No
no,
BEING
APPLIE
D FOR.

Have at least three members on its management committee?

yes

Have a constitution, terms of reference or set of rules? *(please ask for help with this if needed)*

yes

Are you a registered charity? Yes/No: If so, please give your charity number: no

Is your organisation part of, or affiliated to, a larger organisation? If so, which: Wiltshire Climate Alliance

Please circle the categories that best describe your organisation?

- | | |
|---|--|
| <ul style="list-style-type: none"> • Charitable Organisations • Youth Group • Senior Citizen Group • Sports Clubs and Arts Groups • Advice Organisations | <ul style="list-style-type: none"> • Organisations assisting the disabled • Minority Groups • Community buildings • Community events • Health/transport/safety groups • Other (please explain) voluntary group established to help support biodiversity and the development of wildlife habitat in and around Melksham |
|---|--|

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

What does your organisation do and how does it benefit the residents of Melksham?

we are a group of enthusiastic volunteers who want to support biodiversity and rewilding in suitable areas of Melksham and the surrounding district, drawing on the already existing expertise and experience of Plantlife and the Blue Heart campaign and the experience of councils such as Dorset who have a very successful wildflower verges project.

Our group's aim is to identify and support the rewilding of various suitable areas of Melksham. We would seek to do this through collaboration and reference to individuals and organisations eg the town council, schools and Wiltshire council. We are aware that the neighbourhood plan already includes some of this in its green spaces section and will seek to work with that group. At present the work seems to be emerging from several different groups and have no overall coherence.

Education of the general public is going to be an important part of any rewilding project in Melksham. We are all very well aware of objections being raised such as “looks untidy, what about dog mess” etc and anxieties being raised about restricted visibility for road users. We want to develop ways to engage with the Melksham community to help in this and this in turn will help the town and district councils as they roll out their rewilding projects.

It is important to link our work in Melksham with the wider community both in Wiltshire and beyond and actively support the development of wildlife corridors.

In essence we see our role as helping to link up all the existing information and resources from grasswith an eye on the bigger picture

5. THE PROJECT

Describe what the funding is being requested for

If it is for a specific project include start and anticipated finish dates. Use extra pages if needed.

The group will be on going, there is, as yet, no one specific project.

We are very newly formed and have had one meeting so far. These are our plans after the one meeting:

- We want to have a competition for schools inviting all the junior schools in Melksham to enter an art competition to draw or paint their favourite creepy crawlies, bug or insect. The public will be asked to vote for their favourite and the winner will receive a voucher of £20 for art materials from Edwards Stationery in Bank Street.
- We are also applying to the Melksham Food and Drink Festival for a stall to let people know of our existence. With this in mind we would all like to have t-shirts printed with “Melksham goes wild” printed on them, again to publicise the group.
- We would like to invite families and members of the community to make an area of their garden wildlife friendly by planting wildflower seeds.
- “Meadow in my garden” is a Devizes based company who provide help and support to community organisations such as ours, we would like to get advice from them and have included an amount for consultancy in our bid.

There will be more as we develop and grow ourselves!

How will this benefit the community or people of Melksham?

We believe that we can be a link between organisations and the people of Melksham, particularly through education.

Public opinion is generally swinging towards the development of more natural wildflower areas, where practical and safe. People generally welcome the presence of natural wildlife areas with beautiful flowers.

There has been some research to show that the presence of wildflower verges along the side of roads improves stress levels in motorists and conveys a sense of well being.

In areas of the country where wildflower verges are now well established the feedback is very positive.

So apart from creating a more pleasant environment visually there are the other major benefits of supporting wildlife.

Melksham is part of a wider community, Wiltshire Council has declared a climate emergency and the neighbourhood plan includes a section on green space development.

There is work going on within Wiltshire Climate Alliance to develop green corridors so that green areas can be linked up.

At a national level there is an organisation called B lines which aims to do this nationally. This will be of great benefit to flying insects such as bees and butterflies.

Our group seeks to work with, support and help develop these initiatives at a very local level. Being at the grassroots means we have a lot of local knowledge which is useful for bigger organisations to draw on.

What evidence do you have that this project/service is required in Melksham?

As above really, we have a climate and ecological emergency and must act now to secure a healthy future for our planet. There is no other coordinated voluntary group doing this work. Through networking we will link in with schools, the council, Melksham in Bloom, Melksham gardening society, WI etc.

We have no wish to “reinvent the wheel” but want to plug into the already existing knowledge and plans at a very local citizen level. Our strength lies in the fact that we are at “grassroots level” (pardon the pun) with a lot of local knowledge.

What evidence do you have of adverse effects on the community if your project does not go ahead?

We believe that a group like ours is a good initiative as it harnesses the passion and energy of local people and can support the town council in its approach to rewilding policy and also help develop, in coordination with others, Wiltshire Councils policy.

For example, the adoption of a new approach countywide to verge mowing which is more sympathetic to the return of wildflowers and a more natural habitat for wildlife. The mapping of wildlife corridors to support wildlife.

6. BENEFICIARIES

| | |
|---|---|
| How many people in total will benefit from this grant? | The population of Melksham. The question really is will wildlife benefit! The answer is all of it! |
| How many of the beneficiaries are residents of Melksham Town? Please use the attached map as an indication of the Melksham Town boundary | n/a |
| Please explain how you calculated the number of Melksham beneficiaries. N/A | |

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £

GRANT AID REQUESTED FROM MTC £ 460

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

None

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

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

| Item | Amount |
|--|--------------|
| setting up costs including admin support, eg purchase of a laminator, printing of posters | £50 |
| purchase of seed packets for distribution to the public | £ 50 |
| prize for school art competition, vouchers for first 4 prizes from the art shop in Melksham £20,£15,10,5 | £ 50 |
| Printing of t shirts advertising " Melksham goes wild" | £ 60 |
| Consultancy fees "Meadow in my Garden" | £250 |
| | £ |
| | £ |
| Total | £ 460 |

How else are you funding your project?

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

| Source | £ | Confirmed? |
|----------------|----------|------------|
| volunteer time | £ | |
| | £ | |
| | £ | |
| | £ | |
| | £ | |
| | £ | |
| Total | £ | |

8. ANNUAL ACCOUNTS Please provide the following information from your annual accounts:

ACCOUNT YEAR ENDING: / /

TOTAL GROSS INCOME £

TOTAL EXPENDITURE £

BALANCE AT YEAR END £

SAVINGS (RESERVES, CASH, INVESTMENTS) £

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

9. ELEGIBILITY**YES/N
O**

1. Is the grant for a private organisation operating as a business to make a profit or surplus?

NO

2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?

NO

3. Will you be passing the funding on to any other groups (except to pay for goods and services)?

NO

4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?

NO

5. Is the funding for Loans or interest payments?

NO

6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?

NO

7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?

NO

8. Has the project that you want the funding for already happened?

NO

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

NO

If so, please explain the exceptional circumstances, and how you will meet these costs in future.

Is the grant requested (for a Regular Grant) more than £2500?

NO

If so, please explain the exceptional circumstances.

If the funding is for security measures do you have the support of the local police and/or crime reduction officer?

Yes (name of contact) Not applicable

If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?

Yes (name of contact) Not applicable

10. CHECKLIST**Have you submitted the following (please tick the appropriate boxes)?**

- A copy of your most recent accounts
- Your most recent bank account statement & details of any other investments/savings;
- A copy of your constitution / terms of reference / set of rules;
- A copy of your safeguarding policy if your group works with vulnerable adults, or children;
- A copy of your adopted equal opportunities policy or statement
- Any other documentation you feel may help in assessing your application.

11. BANK DETAILS

Name of Account: being applied for withAccount number:Sort Code: - -

12. DECLARATIONS

In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in 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 understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration:

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 we have read the MTC grants policy and that our application complies with the policy.

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

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

Signature of applicant(s) _____ Date: _____

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to miriamzaccarelli@melksham-tc.gov.uk by 24 June 2021



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187 Email: miriamzaccarelli@melksham-tc.gov.uk

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

| | |
|---------------------------|---|
| Major Grant over £2500 | |
| Regular Grant Up To £2500 | X |
| Room Hire Grant | |

1. ORGANISATION/GROUP'S NAME

MELKSHAM TOWN YOUTH FOOTBALL CLUB

2. APPLICANTS DETAILS (Give details of a representative for correspondence)

| | | | |
|------------|--|--------|--|
| NAME: | | | |
| ADDRESS: | | | |
| TELEPHONE: | | EMAIL: | |

3. ABOUT YOUR ORGANISATION

Does your organisation:

| | |
|---|------------|
| | Yes/ No |
| Have its own bank account, with two unrelated signatories? | <u>yes</u> |
| Have at least three members on its management committee? | <u>yes</u> |
| Have a constitution, terms of reference or set of rules? <i>(please ask for help with this if needed)</i> | <u>yes</u> |

Are you a registered charity? No: If so, please give your charity number:

Is your organisation part of, or affiliated to, a larger organisation? If so, which: Wiltshire FA

Please circle the categories that best describe your organisation?

- | | |
|--|---|
| <ul style="list-style-type: none">Charitable OrganisationsYouth GroupSenior Citizen GroupSports Clubs and Arts GroupsAdvice Organisations | <ul style="list-style-type: none">Organisations assisting the disabledMinority GroupsCommunity buildingsCommunity eventsHealth/transport/safety groupsOther (please explain) |
|--|---|

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

What does your organisation do and how does it benefit the residents of Melksham?

Melksham Town Youth Club is possibly one of the largest organisations in the town that benefit the Melksham Town community.

As a club we have 35+ Youth teams across boys and girls between the ages of 5 – 18 years old, as well as 4 men's senior teams and a Ladies team. Over 400 young children are registered alongside the 150+ adults that play for the wider club.

Melksham Town is an FA Chartered Standard community club that provides a service almost 7 days a week for most of the 365 days per year.

As the town continues to grow Melksham Town Football club provide a safe and secure environment for everyone to stay fit and healthy and be part of a community club.

5. THE PROJECT

Describe what the funding is being requested for

Due to our current numbers of players at the club and the fact that we have been unable gather any funding of note for the past 18 months we desperately need a new set of 24 x 8 goalposts for our older age groups.

We haven't been able to replace any of our larger goals and this will grant will really help the club for the 5-10 years.

How will this benefit the community or people of melksham?

As mentioned above the club provides a safe and secure location for kids (and adults) to play and watch football at their community club.

A very large percentage of people in melksham will have a link with Melksham Town Youth Football Club whether that be through a family member, friends at schools or work, neighbours or community groups.

What evidence do you have that this project/service is required in Melksham?

At the older age groups from under 13s to under 18s we have approximately 12 teams and around 140 teenagers and young adults registered to play at that level.

We only have three sets of goals to share across 5 full size pitches. Very often teams are having to postpone games or delay matches to wait to move goals around. As you can imagine these goals can be very heavy and unfortunately as we haven't been able to refresh our goals recently some of the wheels have been broken and therefore don't move very well at all.

What evidence do you have of adverse effects on the community if your project does not go ahead?

Unfortunately, due to the lack of income we have been unable to refresh any of our supplies of goals and equipment. Some of our goals have broken or are unable to be moved. Kids games could get cancelled or go and play for other towns and teams.

6. BENEFICIARIES

How many people in total will benefit from this grant?

400 + people over many years

| How many of the beneficiaries are residents of Melksham Town? Please use the attached map as an indication of the Melksham Town boundary | | 95% | | | | | | | | | | | | | | | | | | | | | | | | |
|--|-----------------|---|--------|--------|-------------------------------------|----------------|---------|-----|--|---|--|---|---|---|--|---|--|---|--------------|-----------------|--|---|--|--------------|----------------|--|
| Please explain how you calculated the number of Melksham beneficiaries. The users at Melksham Town Youth are mainly from within Melksham, and its surrounding wards. We also support kids and adults from outside of the town which make up the additional 5%. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7. FINANCIAL INFORMATION | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ESTIMATED TOTAL COST OF PROJECT £2991.46 | | GRANT AID REQUESTED FROM MTC £2500 | | | | | | | | | | | | | | | | | | | | | | | | |
| What are your current/planned subs/fees/charges? Registration Fees £100 per season Match Fees £3 per match | | | | | | | | | | | | | | | | | | | | | | | | | | |
| How will you spend the grant money you are applying for? Please remember that Melksham Town Council do not normally give grants for running costs unless there are exceptional circumstances. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Item</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>24 x 8 movable Aluminium Goal Posts</td> <td>£ £2,991.46</td> </tr> <tr> <td></td> <td>£</td> </tr> <tr> <td></td> <td>£</td> </tr> <tr> <td></td> <td>£</td> </tr> <tr> <td></td> <td>£</td> </tr> <tr> <td></td> <td>£</td> </tr> <tr> <td></td> <td>£</td> </tr> <tr> <td style="text-align: right;">Total</td> <td>£2991.46</td> </tr> </tbody> </table> | | | Item | Amount | 24 x 8 movable Aluminium Goal Posts | £ £2,991.46 | | £ | | £ | | £ | | £ | | £ | | £ | Total | £2991.46 | | | | | | |
| Item | Amount | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 x 8 movable Aluminium Goal Posts | £ £2,991.46 | | | | | | | | | | | | | | | | | | | | | | | | | |
| | £ | | | | | | | | | | | | | | | | | | | | | | | | | |
| | £ | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | £ | | | | | | | | | | | | | | | | | | | | | | | | | |
| | £ | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | £2991.46 | | | | | | | | | | | | | | | | | | | | | | | | | |
| How else are you funding your project? Please include grants from other organisations, fund raising and existing reserves. Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind). | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Source</th> <th>£</th> <th>Confirmed?</th> </tr> </thead> <tbody> <tr> <td>Existing funds</td> <td>£491.46</td> <td>yes</td> </tr> <tr> <td></td> <td>£</td> <td></td> </tr> <tr> <td></td> <td>£</td> <td></td> </tr> <tr> <td></td> <td>£</td> <td></td> </tr> <tr> <td></td> <td>£</td> <td></td> </tr> <tr> <td></td> <td>£</td> <td></td> </tr> <tr> <td style="text-align: right;">Total</td> <td>£491.46</td> <td></td> </tr> </tbody> </table> | | | Source | £ | Confirmed? | Existing funds | £491.46 | yes | | £ | | | £ | | | £ | | | £ | | | £ | | Total | £491.46 | |
| Source | £ | Confirmed? | | | | | | | | | | | | | | | | | | | | | | | | |
| Existing funds | £491.46 | yes | | | | | | | | | | | | | | | | | | | | | | | | |
| | £ | | | | | | | | | | | | | | | | | | | | | | | | | |
| | £ | | | | | | | | | | | | | | | | | | | | | | | | | |
| | £ | | | | | | | | | | | | | | | | | | | | | | | | | |
| | £ | | | | | | | | | | | | | | | | | | | | | | | | | |
| | £ | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | £491.46 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. ANNUAL ACCOUNTS Please provide the following information from your annual accounts: | | | | | | | | | | | | | | | | | | | | | | | | | | |

ACCOUNT YEAR ENDING: 31 / 07 / 2021

TOTAL GROSS INCOME £ 309,822

TOTAL EXPENDITURE £ 293,307

BALANCE AT YEAR END £ 28,182

SAVINGS (RESERVES, CASH, INVESTMENTS) £1043 Youth Account

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

9. ELEGIBILITY

YES/NO

1. Is the grant for a private organisation operating as a business to make a profit or surplus?

NO

2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?

NO

3. Will you be passing the funding on to any other groups (except to pay for goods and services)?

NO

4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?

NO

5. Is the funding for Loans or interest payments?

NO

6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?

NO

7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?

NO

8. Has the project that you want the funding for already happened?

NO

Is the grant requested for ongoing running costs such as salaries or rent?
If so, please explain the exceptional circumstances, and how you will meet these costs in future.

Is the grant requested (for a Regular Grant) more than £2500?
If so, please explain the exceptional circumstances.

NO

If the funding is for security measures do you have the support of the local police and/or crime reduction officer?
Yes (name of contact) / No/Not applicable

If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?
Yes (name of contact) / No/Not applicable

10. CHECKLIST

Have you submitted the following (please tick the appropriate boxes)?

- ☐ A copy of your most recent accounts
- ☐ Your most recent bank account statement & details of any other investments/savings;
- ☐ A copy of your constitution / terms of reference / set of rules;
- ☐ A copy of your safeguarding policy if your group works with vulnerable adults, or children;
- ☐ A copy of your adopted equal opportunities policy or statement
- ☐ Any other documentation you feel may help in assessing your application.

11. BANK DETAILS

Name of Account:

Account number:

Sort Code:

12. DECLARATIONS

In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in 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 understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration:

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 we have read the MTC grants policy and that our application complies with the policy.

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

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

Signature of applicant(s):

Date: 22/06/2021

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to miriamzaccarelli@melksham-tc.gov.uk by 24 June 2021



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187 Email: miriamzaccarelli@melksham-tc.gov.uk

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

| | |
|---------------------------|---|
| Major Grant over £2500 | |
| Regular Grant Up To £2500 | X |
| Room Hire Grant | |

1. ORGANISATION/GROUP'S NAME

Multiple Sclerosis Therapy Centre (Wessex) Ltd

2. APPLICANTS DETAILS (Give details of a representative for correspondence)

NAME:

ADDRESS:

TELEPHONE:

EMAIL:

3. ABOUT YOUR ORGANISATION

Does your organisation:

Yes/ No

Have its own bank account, with two unrelated signatories?

Yes

Have at least three members on its management committee?

Yes

Have a constitution, terms of reference or set of rules? (please ask for help with this if needed)

Yes

Are you a registered charity? Yes/No: If so, please give your charity number: 800851

Is your organisation part of, or affiliated to, a larger organisation? If so, which: No

Please circle the categories that best describe your organisation?

- | | |
|---|--|
| <ul style="list-style-type: none"> ✓ Charitable Organisations • Youth Group • Senior Citizen Group • Sports Clubs and Arts Groups • Advice Organisations | <ul style="list-style-type: none"> ✓ Organisations assisting the disabled • Minority Groups • Community buildings • Community events ✓ Health/transport/safety groups • Other (please explain) |
|---|--|

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

What does your organisation do and how does it benefit the residents of Melksham?

We provide therapies, help and support to people with MS, their families and carers in a large area made up of parts of Wiltshire, Dorset and East Somerset.

5. THE PROJECT

Describe what the funding is being requested for

If it is for a specific project include start and anticipated finish dates. Use extra pages if needed.

We are raising funds to help maintain Counselling for our Members, Families and Carers. Over the last 18 months during the Pandemic we've noticed a huge demand for the Counselling services we offer.

How will this benefit the community or people of melksham?

14 of our Members, Family Members or Carers are from the Melksham Area

What evidence do you have that this project/service is required in Melksham?

We know that people living with MS find it very difficult living very isolated lives. From the feedback we've received our Counselling is extremely beneficial.

What evidence do you have of adverse effects on the community if your project does not go ahead?

We discuss the benefits with all members using the Counselling and not carrying on with this service would be very detrimental to members well being,

6. BENEFICIARIES

How many people in total will benefit from this grant?

352 of which 192 have MS

How many of the beneficiaries are residents of Melksham Town? Please use the attached map as an indication of the Melksham Town boundary

14 of our Members live in Melksham

Please explain how you calculated the number of Melksham beneficiaries.

All members fill in application forms with personal details. These are then imputed into our database

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £ 25,000 P/A

GRANT AID REQUESTED FROM MTC £ 500

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

£25 Single Membership
£40 Family Membership
£20 per treatment

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

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

| Item | Amount |
|--------------------|----------|
| Towards Counseling | £ 500 |
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| Total | £ |

How else are you funding your project?

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

| Source | £ | Confirmed? |
|------------------------------|----------|------------|
| Members yearly subscriptions | £ 12,000 | Yes |
| | £ | |
| | £ | |
| | £ | |
| | £ | |
| | £ | |
| Total | £ | |

8. ANNUAL ACCOUNTS Please provide the following information from your annual accounts:

ACCOUNT YEAR ENDING: / /

TOTAL GROSS INCOME £

TOTAL EXPENDITURE £

BALANCE AT YEAR END £

SAVINGS (RESERVES, CASH, INVESTMENTS) £

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

A copy of last audited accounts are attached

9. ELEGIBILITY**YES/NO**

| | |
|---|---------------|
| 1. Is the grant for a private organisation operating as a business to make a profit or surplus? | No |
| 2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution? | No |
| 3. Will you be passing the funding on to any other groups (except to pay for goods and services)? | No |
| 4. Is the funding for an individual, a political organisation/project, or a religious organisation/project? | No |
| 5. Is the funding for Loans or interest payments? | No |
| 6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services? | No |
| 7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sex orientation, marital status, pregnancy or any disability? | No |
| 8. Has the project that you want the funding for already happened? | Ongoing No |

| | |
|---|----|
| <p>Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.</p> <p>We constantly carry out fundraising to enable our Counsellor to carry on her tremendous work.</p> | |
| <p>Is the grant requested (for a Regular Grant) more than £2500? If so, please explain the exceptional circumstances.</p> | No |
| <p>If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact) / No/Not applicable</p> <p>If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact) / No/Not applicable</p> | |
| <h3>10. CHECKLIST</h3> | |
| <p>Have you submitted the following (please tick the appropriate boxes)?</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> A copy of your most recent accounts <input checked="" type="checkbox"/> Your most recent bank account statement & details of any other investments/savings; <input checked="" type="checkbox"/> A copy of your constitution / terms of reference / set of rules; <input checked="" type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults, or children; <input checked="" type="checkbox"/> A copy of your adopted equal opportunities policy or statement <input checked="" type="checkbox"/> Any other documentation you feel may help in assessing your application. | |
| <h3>11. BANK DETAILS</h3> | |
| <p>Name of Account: Account number: Sort Code: - -</p> | |
| <h3>12. DECLARATIONS</h3> | |
| <p>In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in 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 understand that it will only be accessed by authorised staff members to manage the grant application process.</p> <p>I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.</p> | |
| <p>Declaration:</p> <p>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.</p> <p>I/we declare that we have read the MTC grants policy and that our application complies with the policy. I/we declare that we have included all the requested information.</p> <p>I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.</p> <p>Signature of applicant(s) _____ Date: 14th June 2021</p> <p style="text-align: center;">06/14/2021</p> | |

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to miriamzaccarelli@melksham-tc.gov.uk by 24 June 2021

Proud Melksham

We are still very new having only launched our charity this month, as noted we are still in the process of sorting our bank account, but we will of course do so. I also read that the council does ask for three persons behind an organisation, Proud Melksham has been set up with just myself as the sole trustee, this is in the constitution that has been submitted to the charity commission to register Proud Melksham, that is of course pending and will take up to 8 weeks. Please can I ask the council to still consider my application.



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187 Email: miriamzaccarelli@melksham-tc.gov.uk

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

| | |
|----------------------------------|-----|
| Major Grant over £2500 | |
| Regular Grant Up To £2500 | YES |
| Room Hire Grant | |

1. ORGANISATION/GROUP'S NAME

PROUD MELKSHAM

2. APPLICANTS DETAILS (Give details of a representative for correspondence)

| | |
|------------|------------|
| NAME: | [REDACTED] |
| ADDRESS: | [REDACTED] |
| TELEPHONE: | [REDACTED] |

3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?

Yes/ No

NO

Have at least three members on its management committee?

NO

Have a constitution, terms of reference or set of rules? *(please ask for help with this if needed)*

YES

Are you a registered charity? Yes/No: If so, please give your charity number: NO, APPLICATION SUBMITTED FOR CIO

Is your organisation part of, or affiliated to, a larger organisation? If so, which: NO

Please circle the categories that best describe your organisation?

- | | |
|---|--|
| <ul style="list-style-type: none"> Charitable Organisations YES Youth Group Senior Citizen Group Sports Clubs and Arts Groups Advice Organisations YES | <ul style="list-style-type: none"> Organisations assisting the disabled Minority Groups YES Community buildings YES Community events Health/transport/safety groups Other (please explain) |
|---|--|

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

What does your organisation do and how does it benefit the residents of Melksham?

PROUD MELKSHAM IS AN LGBT+ HUB, ITS AIM IS TO SUPPORT, PROVIDE ADVICE & RESOURCES TO MELKSHAM LGBT+ RESIDENTS OF ALL AGES. IT IS ALSO A SOCIAL GROUP, WITH MEETS, AND HOPEFULLY IN THE FUTURE TRIPS/EVENTS, WHICH AS OPEN TO ALL LGBT+ RESIDENTS AND OUR ALLIES PEOPLE WHO SUPPORT US. WE RAISE AWARENESS MAINLY THROUGH SOCIAL MEDIA OF GREATER LGBT+ ISSUES, AND WILL BE LAUNCHIN A WEBSITE WITH LINKS TO RESOURCES SUCH AS MENTAL HEALTH AND SEXUAL HEALTH SERVICES IN WILTSHIRE.

FOR MANY LGBT+ FEELING ALONE IS A HUGE ISSUE, MISUNDERSTOOD AND WITH NOONE TO TALK TO, IN A SMALL TOWN LIKE OURS STRUGGLING TO BE ACCEPTED FOR WHO YOU ARE IS A HUGE ISSUE FOR PEOPLE OF ALL AGES. WE HAVE BEEN APPROACHED BY BOTH YOUNG AND OLDER RESIDENT SINCE OUR LAUNCH ON JUNE 1ST 2021.

5. THE PROJECT

Describe what the funding is being requested for

If it is for a specific project include start and anticipated finish dates. Use extra pages if needed.

PROUD MELKSHAM IS JUST GETTING STARTED. WE WOULD LIKE TO APPLY FOR A GRANT TO ALLOW US TO BUILD UP OUR CHARITY AND BEGIN TO OFFER THESE SERVICES/BENEFITS. EVEN A SMALL AMOUNT WOULD ALLOW OUR WEBSITE TO RUN FOR SEVERAL YEARS, WE WOULD LIKE TO HOST EVENTS AND MEET UPS ON A REGULAR BASIS, WE WOULD USE MONEY TO BUY STOCK OF LGBT+ SUPPLIES, SOME OF WHICH WE CAN BUY AT COST AND SELL TO RAISE MONEY FOR THE CHARITY TO CONTINUE ITS WORK, BUT ALSO THINGS LIKE CONDOMS WHICH WE CAN GIVE TO THOSE IN NEED, POSTERS, LEAFLETS, INFORMATION RESOURCES.

CURRENTLY ALL MONEY BEING SPENT ON THE CHARITY HAS BEEN BY MYSELF ITS FOUNDER, I WOULD LIKE TO GROW IT AS BIG AS I CAN TO HELP AS MANY PEOPLE IN THE AREA AS POSSIBLE. WE HAVE HAD GREAT SUPPORT FROM SOME LOCAL BUSINESSES, PUTTING UP POSTERS AND OFFERING TO HOLD EVENTS AT THEIR PREMISES, WE WANT TO CONTINUE TO BUILD UP ON ALL THIS.

WE ALSO WANT TO HOLD A PRIDE EVENT YEARLY IN MELKSHAM, THE COST OF DECORATIONS ETC WOULD BE COVERED BY THIS, AND EVENT WHICH CAN CHEER UP AND BENEFIT THE WHOLE COMMUNITY.

How will this benefit the community or people of melksham?

PROUD MELKSHAM PROVIDES A SERVICE WHICH JUST HASNT BEEN THERE, THE SOCIAL ASPECT ALONE HELPS THOSE STRUGGLING AND ALONE TO MAKE FRIENDS AND MEET PEOPLE, IN A SAFE ENVIRONMENT WITH PEOPLE WHO UNDERSTAND WHAT THEYRE GOING TO, AND CAN PROVIDE HELP, RESOURCES AND UNDERSTANDING.

OUR PRIDE EVENT WILL BE A POSITIVE BOOST FOR BOTH THE TOWN AND LGBT+ COMMUNITY.

What evidence do you have that this project/service is required in Melksham?

NO OTHER SERVICE FOR LGBT+ PEOPLE EXISTS IN MELKSHAM, OUR INSTAGRAM HAS CLOSE TO 1000 FOLLOWERS RIGHT NOW, WE ARE RECIEVING MESSAGES DAILY FROM PEOPLE WHO WANT TO KNOW MORE, GET INVOLVED, OR ASKING ADVICE.

WE HAVE RECIEVED MESSAGES FROM OLDER AND YOUNGER PEOPLE WHO DIDNT KNOW HOW TO MEET OTHER GAY PEOPLE IN THE AREA, AND WE ARE SO EXCITED TO WELCOME THEM MOVING FORWARD.

What evidence do you have of adverse effects on the community if your project does not go ahead?

THERE IS NO OTHER RESOURCE, SUPPORT GROUP OR COMMUNITY FOR LGBT+ PEOPLE IN MELKSHAM AT ALL.

6. BENEFICIARIES

How many people in total will benefit from this grant?

UNKNOWN

How many of the beneficiaries are residents of Melksham Town? Please use the attached map as an indication of the Melksham Town boundary

UNKNOWN

Please explain how you calculated the number of Melksham beneficiaries.

WE DO NOT KNOW HOW MANY LGBT+ PEOPLE THERE ARE IN MELKSHAM, BUT THE SERVICE AND ALL OUR MEET UPS ARE OPEN TO ANY RESIDENT WHO SUPPORTS OUR COMMUNITY, SO IT BENEFITS A BROAD RANGE OF PEOPLE WITHIN THE TOWN.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £

ONGOING UNKNOWN

GRANT AID REQUESTED FROM MTC £

£750 WOULD SUSTAIN US FOR SEVERAL YEARS, AND SUPPORT AT LEAST A FIRST PRIDE EVENT.

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

OUR SERVICE IS FREE TO EVERYONE

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

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

| Item | Amount |
|-------------------------------|--------------|
| PRIDE EVENT | £ 300 |
| POSTER/LEAFLET PRINTING | £ 100 |
| SEXUAL HEALTH SUPPLIES | £ 75 |
| LGBT+ PRODUCTS TO RAISE FUNDS | £ 200 |
| WEBSITE | £ 75 |
| | £ |
| | £ |
| Total | £ 750 |

How else are you funding your project?

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

| Source | £ | Confirmed? |
|--------------|---------------|------------|
| | £ | |
| | £ | |
| | £ | |
| | £ | |
| | £ | |
| | £ | |
| Total | £ 0.00 | |

8. ANNUAL ACCOUNTS Please provide the following information from your annual accounts:

ACCOUNT YEAR ENDING: / /

TOTAL GROSS INCOME £

TOTAL EXPENDITURE £

BALANCE AT YEAR END £

SAVINGS (RESERVES, CASH, INVESTMENTS) £

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

WE LAUNCHED JUNE 1ST 2021 AND HAVE NO CURRENT ACCOUNTS

9. ELEGIBILITY

YES/NO

| | |
|---|----|
| 1. Is the grant for a private organisation operating as a business to make a profit or surplus? | NO |
| 2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution? | NO |
| 3. Will you be passing the funding on to any other groups (except to pay for goods and services)? | NO |
| 4. Is the funding for an individual, a political organisation/project, or a religious organisation/project? | NO |
| 5. Is the funding for Loans or interest payments? | NO |
| 6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services? | NO |
| 7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability? | NO |
| 8. Has the project that you want the funding for already happened? | NO |

| | | | | | | | | | | | | | |
|--|-------------|--|-------------|--|----|---|-----|--|----|---|----|---|-----|
| <p>Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.</p> <p>UNSURE IF COUNTS, BUT SOME OF GRANT WOULD ALLOW CONTINUED RUNNING COST OF WEBSITE/DOMAIN</p> | MAYBE | | | | | | | | | | | | |
| <p>Is the grant requested (for a Regular Grant) more than £2500? If so, please explain the exceptional circumstances.</p> | NO | | | | | | | | | | | | |
| <p>If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact) / No/Not applicable NO</p> <p>If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact) / No/Not applicable NO</p> | | | | | | | | | | | | | |
| 10. CHECKLIST | | | | | | | | | | | | | |
| <p>Have you submitted the following (please tick the appropriate boxes)?</p> <table border="0"> <tr> <td><input type="checkbox"/> A copy of your most recent accounts</td> <td>NO ACCOUNTS</td> </tr> <tr> <td><input type="checkbox"/> Your most recent bank account statement & details of any other investments/savings;</td> <td>NO</td> </tr> <tr> <td><input type="checkbox"/> A copy of your constitution / terms of reference / set of rules;</td> <td>YES</td> </tr> <tr> <td><input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults, or children;</td> <td>NO</td> </tr> <tr> <td><input type="checkbox"/> A copy of your adopted equal opportunities policy or statement</td> <td>NO</td> </tr> <tr> <td><input type="checkbox"/> Any other documentation you feel may help in assessing your application.</td> <td>YES</td> </tr> </table> | | <input type="checkbox"/> A copy of your most recent accounts | NO ACCOUNTS | <input type="checkbox"/> Your most recent bank account statement & details of any other investments/savings; | NO | <input type="checkbox"/> A copy of your constitution / terms of reference / set of rules; | YES | <input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults, or children; | NO | <input type="checkbox"/> A copy of your adopted equal opportunities policy or statement | NO | <input type="checkbox"/> Any other documentation you feel may help in assessing your application. | YES |
| <input type="checkbox"/> A copy of your most recent accounts | NO ACCOUNTS | | | | | | | | | | | | |
| <input type="checkbox"/> Your most recent bank account statement & details of any other investments/savings; | NO | | | | | | | | | | | | |
| <input type="checkbox"/> A copy of your constitution / terms of reference / set of rules; | YES | | | | | | | | | | | | |
| <input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults, or children; | NO | | | | | | | | | | | | |
| <input type="checkbox"/> A copy of your adopted equal opportunities policy or statement | NO | | | | | | | | | | | | |
| <input type="checkbox"/> Any other documentation you feel may help in assessing your application. | YES | | | | | | | | | | | | |
| 11. BANK DETAILS | | | | | | | | | | | | | |
| <p>OUR BANK ACCOUNT IS NOT YET CURRENTLY SET UP BUT WILL BE READY FOR ANY GRANT</p> <p>Name of Account: Account number: Sort Code: - -</p> | | | | | | | | | | | | | |
| 12. DECLARATIONS | | | | | | | | | | | | | |
| <p>In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in 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 understand that it will only be accessed by authorised staff members to manage the grant application process.</p> <p>I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.</p> <p>Declaration: 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 we have read the MTC grants policy and that our application complies with the policy. I/we declare that we have included all the requested information. I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.</p> <p>Signature of applicant(s) [REDACTED] Date: 24/06/2021</p> | | | | | | | | | | | | | |

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to miriamzaccarelli@melksham-tc.gov.uk by 24 June 2021



Melksham Town Council
 Town Hall, Melksham, Wiltshire, SN12 6ES
 Tel: (01225) 704187 Email: miriamzaccarelli@melksham-tc.gov.uk

Apologies - Hurriedly scribbled as did not receive

from until 23rd June
ncf

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

| | |
|---------------------------|-------------------------------------|
| Major Grant over £2500 | |
| Regular Grant Up To £2500 | |
| Room Hire Grant | <input checked="" type="checkbox"/> |

1. ORGANISATION/GROUP'S NAME

WEST WILTS MODEL CAR CLUB

2. APPLICANTS DETAILS (Give details of a representative for correspondence)

NAME:

ADDRESS:

TELEPHONE:

3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?

Yes/ No

YES

Have at least three members on its management committee?

YES

Have a constitution, terms of reference or set of rules? (please ask for help with this if needed)

YES

Are you a registered charity? Yes/No: If so, please give your charity number:

Is your organisation part of, or affiliated to, a larger organisation? If so, which:

Governed by the BRCA

Please circle the categories that best describe your organisation?

- Charitable Organisations
- Youth Group
- Senior Citizen Group
- Sports Clubs and Arts Groups
- Advice Organisations
- Organisations assisting the disabled
- Minority Groups
- Community buildings
- ☒ Community events
- Health/transport/safety groups
- Other (please explain)

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

What does your organisation do and how does it benefit the residents of Melksham?

We are a radio controlled car club that meets every Monday at The Assembly Hall (we have run since 2006)

We have members from 7-77yr male & female and we hold races for all abilities through the evening. We sometimes run practice nights and 1 day championships.

This is an interest & hobby which can include the whole family whatever age and gives young people an opportunity to join a club and everyone can have a go & socialise.

5. THE PROJECT

Describe what the funding is being requested for

If it is for a specific project include start and anticipated finish dates. Use extra pages if needed.

We will be starting up again soon but might well have to have less people racing due to Covid, hail regulations and our governing body's regulations therefore our income will be less and we will be lucky to break even. Our savings is required for new carpet and timing equipment.

How will this benefit the community or people of Melksham?

To join a club & socialise is very important for the community. To find a club where all ages and family groups can participate is hard so it's vital we remain open and carry on.

What evidence do you have that this project/service is required in Melksham?

We have had up to 50 people racing on occasions, we are the busiest local car club in our area and I have received many messages through 2020 on when will we return.

What evidence do you have of adverse effects on the community if your project does not go ahead?

Young people will have nowhere to go, older single people don't have the company and it can be depressing not to have regular activity. The social element is vital!

6. BENEFICIARIES

How many people in total will benefit from this grant?

50

How many of the beneficiaries are residents of Melksham Town?

Please use the attached map as an indication of the Melksham Town boundary

Approx 30

Please explain how you calculated the number of Melksham beneficiaries.

Those who live in the boundaries of Melksham and are club members. We do receive visitors sometimes also.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £1080

(3 months rent)

GRANT AID REQUESTED FROM MTC £1080

(3 months rent) Assembly Hall

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

£4 per member each night
note (no) membership yearly fees can be taken in 2021 as members lost 5 months of paid membership in 2020 due to Covid
normally Adults £12 children £6 per year

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

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

| Item | Amount |
|---------------------|---------------|
| Assembly | £ |
| H&A Rent to help us | £ |
| get back to racing | £ |
| (£90 per night) | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| Total | £ 1080 |

How else are you funding your project?

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

| Source | £ | Confirmed? |
|------------------------|--------------|------------|
| (BANK / SAVINGS) | £ | |
| our savings are | £ | |
| towards replacing a | £12.00 | |
| new carpet | £ | |
| and new timing | £ | |
| equipment & computer | £2500 | |
| We are still trying to | £ | |
| save towards this | £ | |
| Total | £3700 | |

(approx)

8. ANNUAL ACCOUNTS Please provide the following information from your annual accounts:

ACCOUNT YEAR ENDING: 31/12/2020 shown 2019-20 as no racing 2020-21

TOTAL GROSS INCOME £ 7152.61 (petty cash) TOTAL EXPENDITURE £ 6712.40

BALANCE AT YEAR END £ 440.21 SAVINGS (RESERVES, CASH, INVESTMENTS) £ 2808.54

Bank 2/5 - 1/6/21

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

I have listed in funding what our savings are for

9. ELIGIBILITY**YES/NO**

- Is the grant for a private organisation operating as a business to make a profit or surplus? NO
- Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution? NO
- Will you be passing the funding on to any other groups (except to pay for goods and services)? NO
- Is the funding for an individual, a political organisation/project, or a religious organisation/project? NO
- Is the funding for Loans or interest payments? NO
- Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services? NO
- Does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability? NO

8 Has the project that you want funding for already happened?

NO

| | |
|---|---|
| Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future. | NO |
| Is the grant requested (for a Regular Grant) more than £2500? If so, please explain the exceptional circumstances. | NO |
| If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact) / No/Not applicable | |
| If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact) / No/Not applicable | |
| 10. CHECKLIST | |
| Have you submitted the following (please tick the appropriate boxes)? <input checked="" type="checkbox"/> A copy of your most recent accounts <i>(Petty cash accounts) 2 yrs included</i> <input checked="" type="checkbox"/> Your most recent bank account statement & details of any other investments/savings; <input checked="" type="checkbox"/> A copy of your constitution / terms of reference / set of rules; <input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults, or children; <input checked="" type="checkbox"/> A copy of your adopted equal opportunities policy or statement — <i>part of constitution</i> <input type="checkbox"/> Any other documentation you feel may help in assessing your application. | |
| 11. BANK DETAILS | |
| Name of Account: | Model Car Club |
| 12. DECLARATIONS | |
| In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in 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 understand that it will only be accessed by authorised staff members to manage the grant application process. | |
| I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR. | |
| Declaration: 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 we have read the MTC grants policy and that our application complies with the policy. I/we declare that we have included all the requested information. I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected. | |
| Signature of applicant(s) | <div style="background-color: #007bff; color: white; text-align: center; padding: 10px;">[Signature]</div> Date: <u>23/6/21</u> |

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to miriamzaccarelli@melksham-tc.gov.uk by 24 June 2021



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187 Email: miriamzaccarelli@melksham-tc.gov.uk

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

| | |
|---------------------------|-------------------------------------|
| Major Grant over £2500 | <input checked="" type="checkbox"/> |
| Regular Grant Up To £2500 | <input type="checkbox"/> |
| Room Hire Grant | <input type="checkbox"/> |

1. ORGANISATION/GROUP'S NAME

The Wiltshire Bobby Van Trust

2. APPLICANTS DETAILS (Give details of a representative for correspondence)

| | | | |
|------------|--|--------|--|
| NAME: | | | |
| ADDRESS: | | | |
| TELEPHONE: | | EMAIL: | |

3. ABOUT YOUR ORGANISATION

Does your organisation:

| | |
|---|------------|
| | Yes/ No |
| Have its own bank account, with two unrelated signatories? | <u>Yes</u> |
| Have at least three members on its management committee? | <u>Yes</u> |
| Have a constitution, terms of reference or set of rules? <i>(please ask for help with this if needed)</i> | <u>Yes</u> |

Are you a registered charity? Yes If so, please give your charity number: 1153790

Is your organisation part of, or affiliated to, a larger organisation? If so, which: No

Please circle the categories that best describe your organisation?

- | | |
|---|--|
| <ul style="list-style-type: none"> • Charitable Organisations • Youth Group • Senior Citizen Group • Sports Clubs and Arts Groups • Advice Organisations | <ul style="list-style-type: none"> • Organisations assisting the disabled • Minority Groups • Community buildings • Community events • Health/transport/safety groups • Other (please explain) |
|---|--|

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

What does your organisation do and how does it benefit the residents of Melksham?

The Trust provides free home security and online safety services to the over 60s and 18+ registered disabled who have become victims of house crime or online fraud, or are at risk of becoming a victim, and victims of domestic abuse. The key objectives are:

- Improving security of domestic premises occupied by the elderly and registered disabled to prevent burglary, hate crime and domestic abuse;
- Reducing incidence of repeat burglary and re-victimisation;

- Promoting awareness of fire safety, detection and prevention;
- Offering reassurance and advice on crime reduction, and sign-posting other agencies that may be of assistance to clients' particular needs; and,
- Providing practical skills and advice to help prevent online fraud.

5. THE PROJECT

Describe what the funding is being requested for

If it is for a specific project include start and anticipated finish dates. Use extra pages if needed.

The funding is requested to secure the homes of eligible clients in Melksham. The Trust will carry out security and fire risk assessments, followed by the installation of appropriate security hardware to all eligible clients. This now installing heat alarms in kitchens, in addition to carbon monoxide alarms and smoke alarms in the rest of the house. New products making homes safer are always looked into and where appropriate used so that our clients remain as safe and secure in their own homes as possible.

In the past 12 months we visited 57 homes in Melksham to secure them. Of this number 11 were call outs due to a house crime eg burglary, anti-social behaviour, rogue trader etc. having been committed, 19 were victims of domestic abuse and 27 were pro-active visits to people who didn't feel they had enough security to feel safe. We expect to carry out a similar number of visits over the course of the next 12 months.

How will this benefit the community or people of melksham?

It has been proven that where houses in a community have been secured and security advice given the rate of house crime drops which benefits the whole community. On an individual basis preventing people from becoming victims of house crime stops them from going the harrowing experience it brings about. For those that have been unfortunate to be a victim, one of the best ways to help is by giving practical help to make sure it never happens again.

What evidence do you have that this project/service is required in Melksham?

In 2018/19 we visited 71 homes, in 2019/20 we visited 42 homes and with last year's figures showing 57 visits, sadly it seems that our service is still required for the foreseeable future.

What evidence do you have of adverse effects on the community if your project does not go ahead?

We don't have any hard evidence of the adverse effects on the community if our project doesn't go ahead as we have been working in Melksham since 1998 and have helped the crime figures remain consistently low for house crime for our eligible clients. Unfortunately the rise in domestic abuse is something we can only help with after someone has become a victim but our service is helping those victims remain safe in their own home once this crime has been reported.

6. BENEFICIARIES

How many people in total will benefit from this grant?

over 75 in Melksham area

How many of the beneficiaries are residents of Melksham Town?
Please use the attached map as an indication of the Melksham Town boundary

All

Please explain how you calculated the number of Melksham beneficiaries.

We record all client information on secure software so that we can accurately report on where our clients live, age groups, disabilities, etc.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £270,000

GRANT AID REQUESTED FROM MTC £500

How will the remaining money be raised?

Through charitable trust applications, fundraising events and individual donations.

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

There are no charges, our service and security devices used are free to all eligible clients.

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

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

| Item | Amount |
|--|---------------|
| Security devices used to secure 36 homes in Melksham | £1,000 |
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| Total | £1,000 |

How else are you funding your project?

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

| Source | £ | Confirmed? |
|------------------------------|---------------|------------|
| Arnold Clark Community Fund | £1,000 | yes |
| Astor Foundation | £1,000 | yes |
| The Robert Hiscox Foundation | £2,000 | yes |
| | £ | |
| | £ | |
| | £ | |
| Total | £4,000 | |

8. ANNUAL ACCOUNTS Please provide the following information from your annual accounts:

ACCOUNT YEAR ENDING: 31 / 03 / 2020

TOTAL GROSS INCOME £ 159,165 TOTAL EXPENDITURE £276,746

BALANCE AT YEAR END £ (117,581) SAVINGS (RESERVES, CASH, INVESTMENTS) £698,767

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

Our reserves are maintained where possible to be able to meet and respond to the needs of the community; this means that we must be prepared to vary our method of operations to meet new challenges. Changes may include the purchase of capital equipment or the employment of additional staff. Our investments also account for around £25,000 of our gross annual income.

9. ELEGIBILITY

YES/NO

- | | |
|---|------|
| 1. Is the grant for a private organisation operating as a business to make a profit or surplus? | no |
| 2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution? | no |
| 3. Will you be passing the funding on to any other groups (except to pay for goods and services)? | no |
| 4. Is the funding for an individual, a political organisation/project, or a religious organisation/project? | no |
| 5. Is the funding for Loans or interest payments? | no |
| 6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services? | no |
| 7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability? | no |
| 8. Has the project that you want the funding for already happened? | no |
| 9. Has your group received similar grant funding from Melksham Town Council in recent years? | 2016 |

Is the grant requested for ongoing running costs such as salaries or rent?
If so, please explain the exceptional circumstances, and how you will meet these costs in future.

no

Is the grant requested (for a Regular Grant) more than £2500?
If so, please explain the exceptional circumstances.

no

If the funding is for security measures do you have the support of the local police and/or crime reduction officer?
Yes (Chief Constable Kier Pritchard is on our Board of Trustees)

If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?

No

10. CHECKLIST

Have you submitted the following (please tick the appropriate boxes)?

- ☐ A copy of your most recent accounts
- ☐ Your most recent bank account statement & details of any other investments/savings;
- ☐ A copy of your constitution / terms of reference / set of rules;
- ☐ A copy of your safeguarding policy if your group works with vulnerable adults, or children;
- ☐ A copy of your adopted equal opportunities policy or statement

☐ Any other documentation you feel may help in assessing your application.

11. BANK DETAILS

Name of Account: The Wiltshire Bobby Van Trust Account number: Sort Code:

12. DECLARATIONS

In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in 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 understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration:

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 we have read the MTC grants policy and that our application complies with the policy.

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

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

Signature of applicant(s)____Date: _11th June 2021

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to miriamzaccarelli@melksham-tc.gov.uk by 24 June 2021

Wiltshire Mind

There is quite a change in our financial situation since we spoke last, and like many charities we are around 50% down on our income this financial year due to the pandemic. The application includes our accounts from 2019-20, and we are in the process of preparing the 2020-21 accounts this summer, the headline figures of which are included in the application. We are drawing on our reserves to maintain services, so consideration of our application is very much appreciated. We have applied for grant support for the Melksham Peer Support Group. Covid-19 has resulted in the demand for our services to increase, but the funding is reducing. We are hoping to turn this around in the future with our sustainable plan and more commissioned income through the County councils/CCG and the new ICS. For now, we would like to improve our support groups with more activities, speakers and active support to help those attending in the coming year.



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187 Email: miriamzaccarelli@melksham-tc.gov.uk

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

| | |
|---------------------------|-----|
| Major Grant over £2500 | |
| Regular Grant Up To £2500 | Yes |
| Room Hire Grant | |

1. ORGANISATION/GROUP'S NAME

Wiltshire Mind

2. APPLICANTS DETAILS (Give details of a representative for correspondence)

| | | | |
|------------|--|--------|--|
| NAME: | | | |
| ADDRESS: | | | |
| TELEPHONE: | | EMAIL: | |

3. ABOUT YOUR ORGANISATION

Does your organisation:

| | |
|---|---------|
| | Yes/ No |
| Have its own bank account, with two unrelated signatories? | Yes |
| Have at least three members on its management committee? | Yes |
| Have a constitution, terms of reference or set of rules? <i>(please ask for help with this if needed)</i> | Yes |

Are you a registered charity? Yes/No: If so, please give your charity number: 1113571

Is your organisation part of, or affiliated to, a larger organisation? If so, which:

affiliated to Mind but totally independent in terms of finance, support and operating.

Please circle the categories that best describe your organisation?

- | | |
|--|--|
| <ul style="list-style-type: none"> • Charitable Organisations • Youth Group • Senior Citizen Group • Sports Clubs and Arts Groups • Advice Organisations | <ul style="list-style-type: none"> • Organisations assisting the disabled • Minority Groups • Community buildings • Community events • Health/transport/safety groups • Other (please explain) |
|--|--|

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

What does your organisation do and how does it benefit the residents of Melksham?

We are an independent local Mental Health Charity based in Melksham providing county-wide services. These include 1-1 mental health counselling, and Peer Support Groups. Our counselling services are offered to adults and children and young people over the age of 11.

We support people who are experiencing mental health problems or emotional distress, and offer a safe and confidential place for them to share experiences, and gain vital information and support.

Our aims include:

Enhance mental wellbeing by developing resilience.

We influence public health policy to reduce environmental risk factors for poor mental health.

Enable social participation by reducing stigma and enabling people with mental health problems to play a full part in society through employment and training.

Empower people experiencing mental health problems by providing access to information & advice, peer support networks and personalised services.

Improve services, support and awareness by working with partners and campaigning for the statutory sector to commission and deliver excellent MH services.

5. THE PROJECT

Describe what the funding is being requested for

If it is for a specific project include start and anticipated finish dates. Use extra pages if needed.

The funding is for the continuation of the Melksham Mental Health Peer Support Group activity.

The Peer Support Group offers a safe and confidential space where anyone who is experiencing a mental health problem or emotional distress can meet in a facilitated group on a weekly basis. This is a non-judgemental forum, and brings together people with shared experiences to support each other, and provide a place where anyone can feel accepted and understood. The peer support groups are fully accessible to all, and no charge is made for attendance. This year we aim to increase activity, such as art therapy and to include a number of speakers or presenters around topics which support good mental health.

This enables those attendees to

Gain peer support

Help reduce social isolation

Share experiences

Find mental health self-management techniques

Talk openly and form friendships

Participate in activities

Build self esteem

Learn about mental health, and gain understanding

Build a pathway back to employment

Engage more fully in community life

The peer support groups are held across the county and the focus on the Melksham Group is to provide support to residents of the Town who need to access on-going mental health support. The community of Melksham has an estimated 15% of its population experiencing a mental health problem or emotional distress.

Facilitated by skilled members of our team, everyone's experiences are treated as equally important. The groups can enable people to develop coping skills and feel accepted and understood, improving self-esteem. Supporting others can also improve self-confidence. The groups include activities, and regular speakers or presenters on topics which support better mental health.

All group members are asked to agree to a confidentiality code to ensure that anything shared in the sessions remain within the group. Group members are invited to take a shared responsibility for how the space is used.

Our groups are currently offered via Zoom or face to face.

How will this benefit the community or people of melksham?

- Supporting better mental health for people who live and work in Melksham Town and surrounding area.
- Empowering people who experience a mental health problem or emotional distress to make informed choices about how they live and recover.
- Improving support to ensure people get the right services and support at the right time to help their recovery.
- Enabling social participation for people with experience of mental health problems.
- Confidence building leading to full participation in society, for example employment and volunteering.
- Removing inequality to ensure equal treatment for people who experience both mental health and other forms of discrimination.
- Provides a safe and friendly place for those experiencing mental health problems and emotional distress.

What evidence do you have that this project/service is required in Melksham?

The demand for peer support groups in Melksham is constant, and the group is very well attended – up to 14 people per session. We have also undertaken satisfaction surveys and continue to assess the demand locally as we shape our future mental health services.

During lockdown we continued to provide the peer support group through Zoom technology, enabling continue offering the support locally.

Melksham Mental Health support group for the community, offering a safe and confidential place to meet with peers. This vital group meets weekly in Melksham, and is run by our Support Group Facilitator.

Between 10-14 people attend the weekly groups, which are run at St Anthony of Padua Church in the afternoons or via Zoom. The support groups provide advice and information, and offer a place where social isolation is reduced. The group enables others to share experiences, form friendships and it is a non-judgemental environment.

Group members are recruited through the work of Wiltshire Mind. Those who attend report that they felt an improvement in well being, and feel part of a community who are helping with emotional distress, and associated mental health problems.

What evidence do you have of adverse effects on the community if your project does not go ahead?

The adverse effects are hard to evaluate, but there would be an increased strain on NHS provider resources. There are few mental health charities offering no-cost access to services locally, and so there would be a noticeable increase the demand for peer support which will be unmet by statutory providers.

After the lockdown was introduced, we were under consider pressure to re-open support groups locally because of demand. The Coronavirus pandemic has increased demand for these services, yet the funding stream has decreased. Covid-19 has had a devastating effect on people's mental health. Supporting our local residents in providing a safe and confidential place to gain mental support and share experiences at this time we believe is critical.

Wiltshire Mind receives no funding from the CCG or the NHS providers. We are truly independent, and our affiliated

Charity, Mind does not fund us. Our charity survives through voluntary donations and fundraising by the community. In the past year, our fundraising income is down 50%, and we are now running a deficit budget to try maintain services locally against the backdrop of the effects of the pandemic.

6. BENEFICIARIES

How many people in total will benefit from this grant?

10-14 per week. We operate around 48 weeks in a normal year. This would equate to approximately 15-30 people per year attending. The groups offer medium to longer term support.

How many of the beneficiaries are residents of Melksham Town?
Please use the attached map as an indication of the Melksham Town boundary

We do not have the full details due to the anonymised data of our records. Attendees attend their local group.

Please explain how you calculated the number of Melksham beneficiaries.

We do not have the full details due to the anonymised data nature of our records.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £20,000 for the provision of all our support group activity.

(this includes salary costs for facilitators)

GRANT AID REQUESTED FROM MTC £1,400 relating to Melksham Support Group (doesn't include salary costs)

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

Currently we do not charge for our support group attendance, other than the cost of refreshments where they are held face to face.

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

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

| Item | Amount |
|---|--------|
| Room hire and other miscellaneous administrative costs associated with the group attendees including monthly 'supervision' costs for facilitators, providing professional mental health advice, back up and support to our facilitators and volunteers. | £ 600 |
| Activity costs (Nutrition, art therapy, and other mental health related speaker/presenter costs). This year we aim to offer a wider range of support topics for our attendees. | £ 500 |
| Volunteering support training costs, including mandatory safeguarding. | £ 300 |
| | £ |
| | £ |

| | |
|--------------|----------------|
| | £ |
| Total | £ 1,400 |

How else are you funding your project?

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

| Source | £ | Confirmed? |
|---|---------------|------------|
| Existing reserves currently being used to pay for salary costs for the Melksham Facilitators, management costs, building, and other overheads | £5,500 | Yes |
| | £ | |
| | £ | |
| | £ | |
| | £ | |
| Total | £5,500 | Yes |

8. ANNUAL ACCOUNTS Please provide the following information from your annual accounts:

ACCOUNT YEAR ENDING: 31 / 03 / 21

TOTAL GROSS INCOME £ 96,761 TOTAL EXPENDITURE £ 166,738

BALANCE AT YEAR END £ 200,000 SAVINGS (RESERVES, CASH, INVESTMENTS)

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

Our fundraising income is down 50% this financial year. (Accounts for 2020-21 being prepared currently). Our reserves are required to keep services going during the pandemic, while we seek new sustainable ways to generate income for the future of the charity which will replace the declining income from our voluntary donations.

9. ELEGIBILITY

| | YES/NO |
|---|--------|
| 1. Is the grant for a private organisation operating as a business to make a profit or surplus? | NO |
| 2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution? | NO |
| 3. Will you be passing the funding on to any other groups (except to pay for goods and services)? | NO |
| 4. Is the funding for an individual, a political organisation/project, or a religious organisation/project? | NO |
| 5. Is the funding for Loans or interest payments? | NO |

| | |
|---|-----------|
| 6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services? | NO |
| 7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability? | NO |
| 8. Has the project that you want the funding for already happened? | NO |
| <p>Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.</p> <p>This year has been exceptional, and we are facing a sustainability challenge post covid-19. We are running at a deficit budget this year and next, drawing on reserves to continue to provide services not just for Melksham but across Wiltshire where statutory provision leaves a wide gap.</p> | |
| <p>Is the grant requested (for a Regular Grant) more than £2500? If so, please explain the exceptional circumstances.</p> | NO |
| <p>If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact) / No/Not applicable</p> <p>If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact) / No/Not applicable</p> | |
| 10. CHECKLIST | |
| <p>Have you submitted the following (please tick the appropriate boxes)?</p> <ul style="list-style-type: none"> <input type="checkbox"/> A copy of your most recent accounts <input type="checkbox"/> Your most recent bank account statement & details of any other investments/savings; <input type="checkbox"/> A copy of your constitution / terms of reference / set of rules; <input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults, or children; <input type="checkbox"/> A copy of your adopted equal opportunities policy or statement <input type="checkbox"/> Any other documentation you feel may help in assessing your application. | |
| 11. BANK DETAILS | |
| <p>Name of Account:Account number: Sort Code:</p> | |
| 12. DECLARATIONS | |
| <p>In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in 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 understand that it will only be accessed by authorised staff members to manage the grant application process.</p> <p>I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.</p> | |
| <p>Declaration: 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 we have read the MTC grants policy and that our application complies with the policy. I/we declare that we have included all the requested information.</p> | |

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

Signature of applicant(s) _____ Date: 17 June 2021

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to miriamzaccarelli@melksham-tc.gov.uk by 24 June 2021

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MELKSHAM TOWN COUNCIL GRANT APPLICATION POLICY 2021

1. Introduction

Melksham Town Council allocates part of its annual budget to donate money back into the local area through grants. The purpose of the grants is to bring real improvements to the local community and the lives of the people living there.

2. Process

In order to make the process as clear and fair as possible, applications will be accepted quarterly throughout the year, rather than during a restricted period.

The application form is available from the Town Council Offices or can be downloaded from the Town Council's website. There is no guarantee that grant applications will be successful.

There are three grant types:

- **Room hire grants** enable the Town Council to fund room hire in both the Town Hall and the Assembly Hall for a specified number of events
- **Regular grants** are for projects less than £2500, which can be applied for quarterly
- **Major grants** will be agreed at the beginning of each council's administration; this offers financial assurance to groups such as the Citizens Advice, Christmas Lights, Food & River Festival, Party in the Park, 4Youth etc.

The Finance and Administration Committee are given delegated authority to approve smaller grants at each meeting throughout the year with a cap of up to £2,500 per application.

Each quarter's agreed expenditure would be up to 25% of the total grant fund. Any unspent funding would be carried forward to the next quarter.

Regular grants will be decided by the Town Council's Finance, Administration and Performance Committee, while Major grants (over £2500) will be decided by Full Council.

Applications for Regular Grants will be eligible to apply for a second grant in any 12-month period provided the projects are separate.

All applications which meet the eligibility and content requirements will be reviewed by Town Council officers, reporting formally to the Finance, Administration and Performance Committee for a decision. The application form will have personal and sensitive information redacted before it becomes a public document as part of the agenda for the Council meeting.

3. Eligible organisations

Below are examples of types of organisations to which grants may be given:

- Charitable Organisations
- Youth/Senior Citizen Groups
- Sports Clubs and Arts Groups
- Advice Organisations
- Organisations assisting the disabled
- Minority Groups
- Community buildings
- Community events
- Health/transport/safety groups

4. Eligibility criteria

To be eligible for funding, applicants must:

- Have a written governing document (for example, a constitution, memorandum and articles of association, set of rules or trust deed).
- Have at least three members on the management committee/board.
- Have a bank or building society current account in the name of the organisation.
- Be a community, voluntary or charitable organisation that works with local communities.
- Have an appropriate safeguarding policy – if working with children and young people or vulnerable adults.
- Have an adopted equal opportunities policy or statement.
- Show evidence that the service provided is needed by the community and that it has community support.
- Show that the grant will benefit people in the area covered by Melksham Town Council or will contribute positively to the Melksham area. The Town Council will only provide funding to assist organisations that are not based in the area, pro-rata for local residents using that service. Grant money must be ringfenced for Melksham residents.
- Be match funded if over £250 (voluntary time can be counted as benefit in kind).

5. Ineligibility

Grants will not be awarded to:

- Private organisations operated as a business to make a profit or surplus.
- “Upward funders”, i.e., local groups whose fund raising is sent to their central Head Quarters for redistribution.
- Organisations who wish to pass on money to other individuals or groups.
- Individuals.
- Organisations whose function is primarily undertaken by the health authority or Wiltshire Council’s Social Services.
- Political organisations or projects.
- Activities that are completely funded from another funding source.
- Organisations that discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability.
- Any expenditure incurred or committed before confirmation of the grant.
- Loans or interest payments.
- National organisations or charities
- For ongoing running costs. Whilst the Committee will not normally consider applications that cover salaries or rents applications, this will be looked at in exceptional circumstances. The Committee would not support the funding of salaries on a year-on-year basis.

6. Content of grant application

Applicants are required to supply a completed application form, accompanied by the documentation requested below:

- Governing document
- Evidence that the grant will benefit people in the Melksham area, according to the map showing the Melksham Town boundary
- Evidence that the project/service is needed.
- Evidence of adverse effect on the town if the applicants were unable to continue or were hampered by lack of funds.
- Current resources of the organisation, including a trading account and balance sheet for the last financial year, including existing bank/building society statements. (Organisations just starting up must submit basic financial information to the satisfaction of the Town Council.)
- Evidence that other sources of funding have been secured or are being sought for the project (benefit in kind of voluntary time can be counted as match funding).
- The Town Council reserves the right to request any additional information to aid determination of the grant.

7. Bid outcome and conditions

All applicants will be informed in writing of the outcome of their bid. If a bid is unsuccessful, the applicant will be given an explanation of why their bid did not meet the required criteria. If there is a more appropriate source of funding, the organisation will be redirected, thus relieving the demand on the Town Council's resources.

If applicants are unsuccessful, help can be requested from Melksham Town Council to assist in the application process for a subsequent round.

The following conditions must be satisfied by successful applicants:

- The Town Council will request a receipt from the organisation for any grant received.
- Where a group operates in an area wider than Melksham, grant money must be ringfenced for Melksham residents.
- Recognition of the Town Council's support must be given on printed and electronic material produced by the organisation.
- The grant should be spent within six months (12 in exceptional circumstances). A six-month interim report will be required if the money has not been spent.
- A Monitoring Form will be required after six months to show how the grant money was spent. The organisation must be able to provide receipts, invoices and other evidence. Should the evidence not be received the Town Council can request the return of the funds.
- In the event of a project/scheme/venture not taking place the grant should be returned to the Town Council for redistribution to other organisations.

The first round of grants in 2021 is open from 28 May to 24 June.

Please send completed application forms by email to miriamzaccarelli@melksham-tc.gov.uk or by post to Melksham Town Hall, Melksham, SN12 6ES.

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| GRANT APPLICATIONS JUNE 2021 | | | | | | | | | | | | ELIGIBILITY | | | | | | | | | | | | | | | | | DOCUMENTS | | | | | |
|---|---|---|--------------|---------------------|---------------------------------------|--|---|--|--|--|-------------------------------|----------------------|----------------------------------|------------------------------------|---------------------|----------------------|----------------------------|----------|----------------|--------------|--------------|------------------------|------------|---|-------|---|-----------------|-------------------------------|--------------------------------|-----|--|--|--|--|
| Organisation Name | Type of Grant (Small, Large, Room Hire) | What the Grant is For | | Total beneficiaries | Melksham Town beneficiaries | | | | | | | | | | Other beneficiaries | | | | | | | | | | Notes | whole project cost | GRANT REQUESTED | Per cent of project requested | grant per Melksham beneficiary | | | | | |
| | | | | | Own bank account with two signatories | At least 2 members on its management committee | constitution terms of reference or set of rules | In the project of benefit to Melksham? | Evidence of Melksham Town residents who benefited? | Match funding/ other sources of funding? | Not a private org or business | Not an upward funder | Not for local interest/ payments | Not undertaken by health authority | No discrimination | Not already happened | evidence of sustainability | ACCOUNTS | BANK STATEMENT | CONSTRUCTION | SAFEGUARDING | EQUALITY OPPORTUNITIES | OTHER DOCS | | | | | | | | | | | |
| AFC Melksham Disabled Football Club | S | New footballs | CAPITAL | 26 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 19 | Policies on FA web. No accounts as club paused due to covid | £1,250 | £ 250.00 | 20% | £10 | | | | |
| Bowerhill Residents Action Group | S | Maintenance of Picnic Area | | 1300 | 1300 | 1 | 1 | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 19 | equal opps included in constitution | £250 | £ 185.00 | 74% | £0 | | | | |
| Chippenham and District Talking Newspapers (Melksham Edition) | S | Equipment and broadband to continue recording on USB sticks | PART CAPITAL | 175 | 65 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 20 | | £973 | £ 1,000.00 | 103% | £15 | | | | |
| Female of the Species | H | Hall Hire for fundraising concert with Melksham musicians for 'Carmella's Stand up to Muscular Dystrophy' | | | | 0 | 1 | 0 | 1 | | 0 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 10 | The groups holds no cash, passing it on to the charity | £729 | £ 729.20 | 100% | | | | | |
| Group 119 | S | Running costs - maintenance, insurance, repairs and fuel for van. Warehouse rent, phone, electricity & vol expenses | | 500 | 100 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 0 | 18 | | £15,030 | £ 1,000.00 | 7% | £10 | | | | |
| Help Counselling | S | Supervision (Volunteer Cost) 6 x £50 (6 months for 1 Counsellor) | | 60 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 19 | young and vulnerable person | £10,500 | £ 300.00 | 3% | £5 | | | | |
| Independent Living Centre | S | Increased cleaning costs due to covid - not an ongoing cost | | 650 | 45 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 20 | children and young people | £17,220 | £ 1,500.00 | 9% | £33 | | | | |
| Melksham 60+ Club | S | Restart the club after Covid - day centre, day trips and transport costs | | 50 | | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 14 | Inactive over Covid- no bank activity | £500 | £ 500.00 | 100% | £10 | | | | |
| Melksham Amateur Swimming Club | S | Teaching course for one coach | | 116 | 80 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 18 | | £1,360 | £ 680.00 | 50% | £9 | | | | |
| Melksham Community Meals | H | Hall hire for 3 sundays to restart Community Meals | | 162 | 102 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 20 | funding needed to get started - fees will cover in future | £491 | £ 490.50 | 100% | £5 | | | | |
| Melksham Community Money Advice | S | Equipment - scanner, laptop, printer, phones | CAPITAL | 40 | | 1 | 1 | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 0 | 0 | 15 | Newly formed group - working on documents | £1,218 | £ 1,218.00 | 100% | £30 | | | | |

Page 120

| | | | | | | | |
|--|--|--|-----------|--|--|--|--|
| | | Budget for quarter 1 | £6,250 | | | | |
| | | TOTAL REGULAR GRANT APPLICATIONS | £17,443 | | | | |
| | | OF WHICH ARE CAPITAL GRANTS | £5,239 | | | | |
| | | TOTAL WITH CAPITAL GRANTS REMOVED | £12,204 | | | | |
| | | DIFFERENCE WITH CAPITAL GRANTS REMOVED | -\$5,954 | | | | |
| | | DIFFERENCE FROM ALL GRANTS | -\$11,193 | | | | |

Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)
Note: Option 4 - Town Clerk Proposals

11/02/2021
14:53

| | <u>Budget 2019/2020</u> | | <u>Budget 2020/2021</u> | | | | <u>Budget 2021/2022</u> | | |
|-------------------------------------|-------------------------|----------|-------------------------|------------|-----------|-----------|-------------------------|-----|-----------------|
| | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| 4301 Grants | 15,000 | 13,870 | 15,000 | 6,679 | 15,000 | 0 | 25,000 | 0 | 0 |
| 4302 Grant CAB | 5,000 | 5,000 | 5,000 | 5,800 | 5,000 | 0 | 5,000 | 0 | 0 |
| 4303 Grant-Young Melksham | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 0 | 10,000 | 0 | 0 |
| 4305 Grant Christmas Lights | 7,000 | 7,000 | 7,000 | 10,000 | 7,000 | 0 | 10,000 | 0 | 0 |
| 4306 Grant Party in the Park | 3,000 | 0 | 3,000 | 2,000 | 0 | 0 | 3,000 | 0 | 0 |
| 4310 Grant Food and River Festival | 3,000 | 3,000 | 3,000 | 1,000 | 0 | 0 | 3,000 | 0 | 0 |
| 4317 Grant Carnival | 2,500 | 2,500 | 2,500 | 0 | 0 | 0 | 2,500 | 0 | 0 |
| 4330 Grant TIC | 4,000 | 4,000 | 4,000 | 6,000 | 0 | 0 | 4,000 | 0 | 0 |
| 4331 Grant Trans Wilts | 5,000 | 5,000 | 3,500 | 0 | 0 | 0 | 0 | 0 | 0 |
| Overhead Expenditure | 54,500 | 50,370 | 53,000 | 41,479 | 37,000 | 0 | 62,500 | 0 | 0 |
| Movement to/(from) Gen Reserve | (54,500) | (50,370) | (53,000) | (41,479) | (37,000) | | (62,500) | | |
| Finance and Administration - Income | 846,910 | 845,447 | 885,122 | 884,122 | 884,122 | 0 | 919,750 | 0 | 0 |
| Expenditure | 447,750 | 317,752 | 401,800 | 306,488 | 348,050 | 0 | 406,700 | 0 | 0 |
| Movement to/(from) Gen Reserve | 399,160 | 527,695 | 483,322 | 577,634 | 536,072 | | 513,050 | | |

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