



2025

MELKSHAM TOWN COUNCIL



Community Grants Agenda

Monday 8th December 2025



**Town Hall,
Market Place,
Melksham,
Wiltshire
SN12 6ES**

01225 704187
towncouncil@melksham-tc.gov.uk

www.melksham-tc.gov.uk



MELKSHAM TOWN COUNCIL

Town Hall,
Market Place,
Melksham,
Wiltshire
SN12 6ES

CEO Miss Hayley Bell, Assoc CIPD, CertHE, FSLCC

01225 704187

towncouncil@melksham-tc.gov.uk

Tuesday 2nd December 2025

Dear Councillors J Westbrook, R Cleary, P Aves, E Calland, G Elson, M Drewett and S Rabey

You are summoned in accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) to a meeting of Community Development Committee (Grants Meeting) of Melksham Town Council for the transaction of the business shown on the agenda below.

Monday 8th December 2025, to be held at 18.00 in the Council Chamber, Melksham Town Hall, Market Place, Melksham, SN12 7ES.

The quorum for Community Development is 4.

Public Participation.

Members of the public and the press may attend this meeting in person or join the meeting on teams via the following link <https://tinyurl.com/3cewk9ua>. This meeting is for grants only. Public participation will take place at the Community Development Committee meeting to be held at 7pm or on the rising of this meeting, whichever is the later.

Each speaker is limited to three minutes, with a total public session of 20 minutes. Members of the public are requested to send their question to CEO@melksham-tc.gov.uk by noon on the working day before the meeting. You should still attend the meeting, in person or online, to ask your question.

No decisions will be made on matters not already on the agenda. The Council may ask the public and press to leave if confidential matters need to be discussed.

The Seven Principles of Public Life.

All members are reminded of their duty under the code of conduct to uphold the Seven Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Yours sincerely,

Community Development Committee Terms of Reference

The Community Development Committee will be responsible for matters relating to all events staged, managed or involved with in relation to the Town. This will involve the preparation and management of event planning and gaining relevant permissions required.

1. Membership: Seven elected Members.

- 1.1 Invited officers and volunteers to enable events to be run, who have will have no voting rights.
- 1.2 No business may be transacted at a meeting unless at least 50% of the whole number of members of the committee, rounded up, are present.
- 1.3 Substitution of Members - Substitutes should be nominated by the Member of the Committee planning to be absent and notified to the Proper Officer in writing by 3pm on the day of the meeting.

2. Delegated Business: The Committee has been delegated to deal with the following matters on an ongoing basis or to conclusion:

- 2.1 All community events;
- 2.2 Community activities and engagement including the development of a community group network;
- 2.3 Community Hub – virtual or physical;
- 2.4 Public Arts Projects;
- 2.5 South-West in Bloom and Melksham Gardening Competition;
- 2.6 Marketing and Promotion;
- 2.7 Civic Awards;
- 2.8 Review all budget lines and monthly accounts for all events;
- 2.9 To work with and support existing and new community groups, clubs, and centres.
- 2.10 Allocation of grants within the agreed criteria and budget of the Town Council

3. Referred Business: To consider and make recommendations to the Town Council on the following matters:

- 3.1 Budget estimates, to be prepared no later than September each year and submitted to the RFO;
- 3.2 To approve expenditure within budget and to refer any requests for expenditure over budget to Full Council;
- 3.3 To approve expenditure for projects allocated within Ear Marked Reserves.



AGENDA

Community Grants

1. Apologies. **18.00 – 18.01**

To receive and consider acceptance for apologies and absences

(Local Government Act, 1972 s.85)

2. Declaration of interests. **18.01 – 18.02**

To declare an interest relating to the business of the meeting.

(Melksham Town Council Code of Conduct)

3. Grants **18.02 - 19.00**

For decision.

- 3.1 Melksham W.I
- 3.2 Melksham Foodbank & Lifeline CIO
- 3.3 Melksham Lions
- 3.4 Wiltshire Digital Drive CIC
- 3.5 Celebrating Age Wiltshire
- 3.6 Friends of Gifford Surgery
- 3.7 Melksham Community Larder
- 3.8 Friends of River Mead School
- 3.9 FearFree

(Local Government Act 1972, s. 12)

	Applied	Name	Type	Amount	Charity	Brief Purpose
A	Jul 3, 2025	Melksham WI	Community	£200.00	Yes	Speaker fees for meetings
B	Jul 19, 2025	Melksham Foodbank & Lifeline CIO	Community	£1000.00	Yes	Breakfasts for 180 people
C	Aug 20, 2025	Melksham Lions	Community	£559.98	Yes	Repairs to Santa's sleigh
D	Sep 1, 2025	Wiltshire Digital Drive CIC	Community	£1000	No (CIC)	50 devices for 25 people in Melksham
E	Sep 11, 2025	Celebrating Age Wiltshire	Community	£1,000	Yes	5 x1.5hr men's conversations
F	Sep 13, 2025	Melksham Adventure Centre	Facility Hire	£300	Yes	Hire of park for safety day event
G	Sep 14, 2025	Friends of Giffords Surgery	Facility Hire	£450	No	Originally hire AH for Xmas dinner
H	Sep 14, 2025	Friends of Giffords Surgery	Community	£1000	Yes	Food for Xmas dinner & £300 room hire
I	Sep 22, 2025	Melksham Community larder	Facility Hire	£100 x2	No	Hire of AH swish clothes recycling
J	Sep 23, 2025	Gracie Barra Melksham Ltd	Community	£1000	No	Martial arts classes for 30 unemployed
K	Sep 28, 2025	Friends of River Mead School	Facility Hire	£120	No	Hire of park for trail events
L	Sep 29, 2025	FearFree	Community	£1,000	Yes	Free the night

Budget November 2025=	£7,875.70
Total Requested June 2025=	£5,079.98
Difference=	£2,795.72

Notes:

D: Wiltshire Digital Drive CIC originally applied for Core grant but as none of are available they have asked if they could apply for a community grant of £1000

H Friends of Gifford originally applied for a Facility grant of £450 to hire the assembly room but after discussion with the council it was decided this would not be possible. As suggested, they have now applied for a community grant of £1000 which includes the £300 for hire of another venue and £700 towards the cost of food etc. They have just become a CIO with charity registration number 1215886.

J Gracie Barra Ltd do not make all of the key criteria but it was also felt that more information is needed on how the scheme would work and how the funding was used. In their application they said that they are CIC but the information provided didn't confirm this.



Thursday, July 3, 2025

1. Contact Information

Melksham Town Council is committed to supporting and strengthening our local community. Each year, we allocate a portion of our budget to a grants scheme designed to bring tangible improvements to the lives of residents and enhance community well-being. These grants aim to support local projects, initiatives that contribute to a stronger, more connected, and vibrant Melksham.

Please read the grant application policy and guidance notes, before completing this form.

Please Note - Applications that do not benefit the community and/or individuals based in the area covered by Melksham Town Council will be rejected.

The area covered by Melksham Town Council does not include Bowerhill, Berryfields or surrounding villages, including Semington, Beanacre, Whitley and Shaw.

Following your Application, you are encouraged to attend the Finance, Administration & Performance Committee meeting relevant to your application round. This will allow you to ask and answer any questions in support of your application.

Organisation/Group Name Melksham WI

Contact Name

Postal Address

Postcode

Phone Number

Mobile Phone Number

Email

2. Type of Grant

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

Community Grants

If applying for a facilities hire grant, please contact Melksham Assembly Hall team or check the Parks and recreation hire policy prior to making this application to obtain a quote for the exact amount your hire will cost for your event.

If applying for a Community Grant, is the maximum that can be applied for is £1000.

Yes

If Yes, please explain the exceptional circumstances:

n/a

3. About your organisation

Please confirm that your organisation has:

Its own bank/building society current account, in the name of the organisation, with two unrelated signatories

At least three members on its management committee/board

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

Are you a registered charity ?

Yes

If Yes please provide your charity number

1197142

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

Yes

If Yes which organisation:

Women's Institute

Please tick the categories that best describe your organisation:

Ladies group providing education and support

4. Aims and Objectives of your organisation

What does your organisation do and how does it benefit the community and/or individuals in the area covered by Melksham Town Council?

WI is a group for women to provide a social evening with education in the form of speakers and also a network of support.

5. The Project/Service

Project or Service Name: WI

Please describe what the funding is being requested for:

Help funding the hire of premises and speaker fees.

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

It has been in place since 1983 supporting local people.

What evidence do you have that this project/service is will benefit the community and/or individuals based in the area covered by Melksham Town Council?

It is a good support network for ladies especially the more senior.

What evidence do you have of adverse effects on the community and/or individuals based in the area covered by Melksham Town Council if your project/service does not continue?

WI would be greatly missed in the town were it to close.

6. Beneficiaries

How many people in total will benefit from this grant? 26

How many of the beneficiaries are residents of the area covered by Melksham Town Council? 18

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

By postcode

7. Financial Information

Estimated Total Cost of Project? 200

Grant Amount requested? 200

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

Hire of Meeting Space - 180

Speakers - average £50 per month

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

Please include:

- grants received and applied for from other organisations
- any income received from fundraising
- any existing reserves

Please note: projects over £250 must be match funded if you are requesting over £250 (voluntary time can be counted as benefit in kind)

8. Annual Accounts

Please provide the following information from your annual accounts:

Account year Ending: 2024

Total Expenditure: 1403.28

Total Gross Income: 2376.10

Balance at year end: 2361.01

Savings (Reserves, Cash, Investments) 0

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

n/a

9. Eligibility

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

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

Is NOT for a private organisation operating as a business to make a profit or surplus.

Is NOT for an "Upward Funder" (e.g. a local group whose fundraising is sent to central Headquarters for redistribution).

Will NOT be passed on to any other individuals or groups (except to pay for goods and services).

Is NOT for a political or religious organisation.

Is NOT for an activity that is completely funded from another funding source.

Is NOT for loans or interest payments.

Is NOT for an organisation whose function is primarily undertaken by the Health Authority or Wiltshire Council's Social Services.

Is NOT for an organisation that discriminates on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability.

Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a one-off project which has already happened).

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

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

Yes

10. Additional Information

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

Yes

If Yes what year was it awarded? 2024

How much was awarded? 250

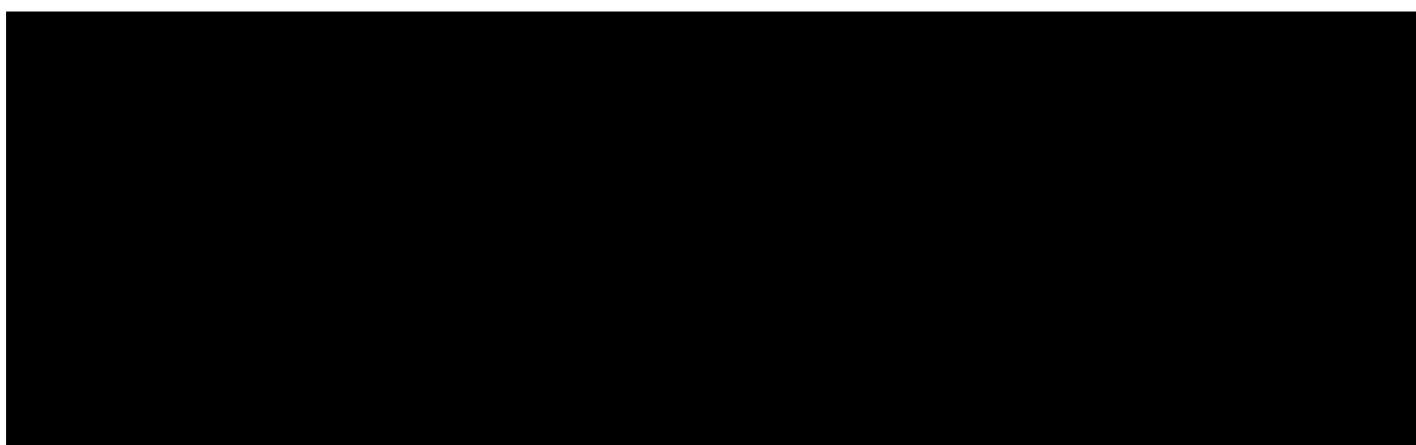
What was the funding for? Speakers / hire of hall

Is the funding for security measures? No

If Yes, do you have the support of the local police and/or crime reduction officer? No

Is the funding for work with vulnerable adults or children? No

If Yes, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council No



13. Declarations

- In accordance with the General Data Protection Regulation (GDPR), I/we agree that Melksham Town Council will process and hold personal information about me/us only in relation to my/our grant application.
- I/we consent to my/our personal information, including that contained within this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made.
- I/we understand that it will only be accessed by authorised staff members to manage the grant application process.
- I/we also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract.
- I/we understand that my/our data will be disposed of securely 6 years after the application and that I/we have the right to correct the information at any time.
- I/we have been made aware of my/our rights under GDPR.
- I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.
- I/we declare that I/we have read the Grant Application Policy and that the application complies with the terms laid out in the Policy.
- I/we declare that I/we have included all the requested information.
- I/we fully understand that if I/we do not include the requested information and/or if the application does not comply with the policy, the application may be rejected.
- I/we agree to complete and return a Monitoring Form within 6 months of receipt of any grant funds for consideration by the Finance, Administration & Performance Committee.

Signature

Date

Thursday, July 3, 2025

Do you give consent for photos to be provided or taken of you and your organisation for use in social media, press releases and future grant marketing

Opt In

Would you like your information retained to be contacted about grant opportunities from Melksham Town Council Events

Opt In

At Melksham Town council we understand the importance of protecting your data. To see how we process, store and look after your data, see our privacy policy on our website, <https://www.melksham-tc.gov.uk/> or ask a member of the team to send you a copy. 01225 704187

TITLE	Melksham Town Council Grant Application Form
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TIME ZONE	Europe/London

DOCUMENT HISTORY

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1. Contact Information

Melksham Town Council is committed to supporting and strengthening our local community. Each year, we allocate a portion of our budget to a grants scheme designed to bring tangible improvements to the lives of residents and enhance community well-being. These grants aim to support local projects, initiatives that contribute to a stronger, more connected, and vibrant Melksham.

Please read the grant application policy and guidance notes, before completing this form.

Please Note - Applications that do not benefit the community and/or individuals based in the area covered by Melksham Town Council will be rejected.

The area covered by Melksham Town Council does not include Bowerhill, Berryfields or surrounding villages, including Semington, Beanacre, Whitley and Shaw.

Following your Application, you are encouraged to attend the Finance, Administration & Performance Committee meeting relevant to your application round. This will allow you to ask and answer any questions in support of your application.

Organisation/Group Name

Melksham Foodbank & Lifeline CIO

Contact Name

[REDACTED]

Postal Address

Postcode

Phone Number

Mobile Phone Number

Email

2. Type of Grant

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

Community Grants

If applying for a facilities hire grant, please contact Melksham Assembly Hall team or check the Parks and recreation hire policy prior to making this application to obtain a quote for the exact amount your hire will cost for your event.

If applying for a Community Grant, is the maximum that can be applied for is £1000

No

3. About your organisation

Please confirm that your organisation has:

Its own bank/building society current account, in the name of the organisation, with two unrelated signatories

At least three members on its management committee/board

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

Are you a registered charity ?

Yes

If Yes please provide your charity number

1212842

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

No

Please tick the categories that best describe your organisation:

Charitable Organisation

Advice Organisation

4. Aims and Objectives of your organisation

What does your organisation do and how does it benefit the community and/or individuals in the area covered by Melksham Town Council?

Melksham Foodbank distributes approaching 200 food parcels per week, to clients referred to us by other agencies. These clients fall into categories that include homeless and families. We also offer the facility to shower.

In addition to the food parcels, we provide a monthly cooked breakfast to normalise their lifestyle and to enable them to meet and chat with others who are struggling in the same way, thereby reducing the feeling of isolation.

The Lifeline allows the opportunity to chat over a hot drink to members of our volunteer Foodbank community.

Citizen Advice are also available for guidance and signposting.

5. The Project/Service

Project or Service Name: Breakfast 2025

Please describe what the funding is being requested for:

The funding is being requested to provide 6 month's ingredients needed to supply breakfast for 30 clients per month.

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

Some of the number of clients we see (approx 200 per week) have little or no contact with people in the same situation. For them, the opportunity of sitting and chatting to their peers enables them to converse and support each other and reduces their sense of loneliness and isolation. The uptake of this breakfast

serves as evidence that it is a necessary service in Melksham.

The need for breakfast and social gatherings, was identified when our clients informed us of how marginalised they felt and expressed a need for a hot meal and the need to be part of a community and cared for.

What evidence do you have that this project/service is will benefit the community and/or individuals based in the area covered by Melksham Town Council?

The human right to food is a legally recognised right under international law, which obligates governments to ensure that everyone has access to adequate, safe and nutritious food. Food poverty, or food insecurity, exists when people of Melksham lack consistent access to sufficient, safe and nutritious food, often due to financial constraints or other barriers. Given the food poverty situation in Melksham, and the increase in homeliness, there can be no doubt that offering a cooked breakfast at no charge for those struggling the most is not only beneficial to the community, but tries to assist the legal obligation of Government both local and national.

Feedback from our clients informs us that breakfasts is something that they look forward to as it is not only the hot meal they have but they feel part of a community.

What evidence do you have of adverse effects on the community and/or individuals based in the area covered by Melksham Town Council if your project/service does not continue?

If the breakfasts were not offered, then a number of those currently attending will not have access to any hot meal. They would not feel part of a caring community and struggle with loneliness and depression as they would have no friendship circles on which to relate to.

6. Beneficiaries

How many people in total will benefit from this grant? 180-200

How many of the beneficiaries are residents of the area covered by Melksham Town Council? 180-200

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

The number of people attending the Foodbank who also attend breakfast. These are all from the catchment of Melksham.

7. Financial Information

Estimated Total Cost of Project? 2748

Grant Amount requested? 1000

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

We offer these breakfasts on a free basis. We acknowledge that our clientele do not have funds to contribute towards breakfast and so there is no charge.

Please detail all received and applied for grant applications, sponsorship and in kind donations Please refer to the bullet points below for full details of what to include ?

Source	Amount	ConfirmedY/N?
Volunteer in kind	1758	Y

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

Please include:

- grants received and applied for from other organisations
- any income received from fundraising
- any existing reserves

Please note: projects over £250 must be match funded if you are requesting over £250 (voluntary time can be counted as benefit in kind)

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

Expenditure	Amount	ConfirmedY/N?
Food	800	N
Disposable costs (plates etc)	200	Y

8. Annual Accounts

Please provide the following information from your annual accounts:

Account year Ending: 31 December 2024

Total Expenditure: 34409

Total Gross Income: 38114

Balance at year end: 3705

Savings (Reserves, Cash, Investments) 43149

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

Within the reserves/cash of £43149, we had received Restricted Grant income of £11k for e-vouchers/food just before the end of the year, which was spent after the last year end accounts.

9. Eligibility

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

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

Is NOT for a private organisation operating as a business to make a profit or surplus.

Is NOT for a national organisation or charity.

Is NOT for an "Upward Funder" (e.g. a local group whose fundraising is sent to central Headquarters for redistribution).

Will NOT be passed on to any other individuals or groups (except to pay for goods and services).

Is NOT for a political or religious organisation.

Is NOT for an activity that is completely funded from another funding source.

Is NOT for loans or interest payments.

Is NOT for an organisation whose function is primarily undertaken by the Health Authority or Wiltshire Council's Social Services.

Is NOT for an organisation that discriminates on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability.

Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a one-off project which has already happened).

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

No

10. Additional Information

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

Yes

If Yes what year was it awarded? 2025

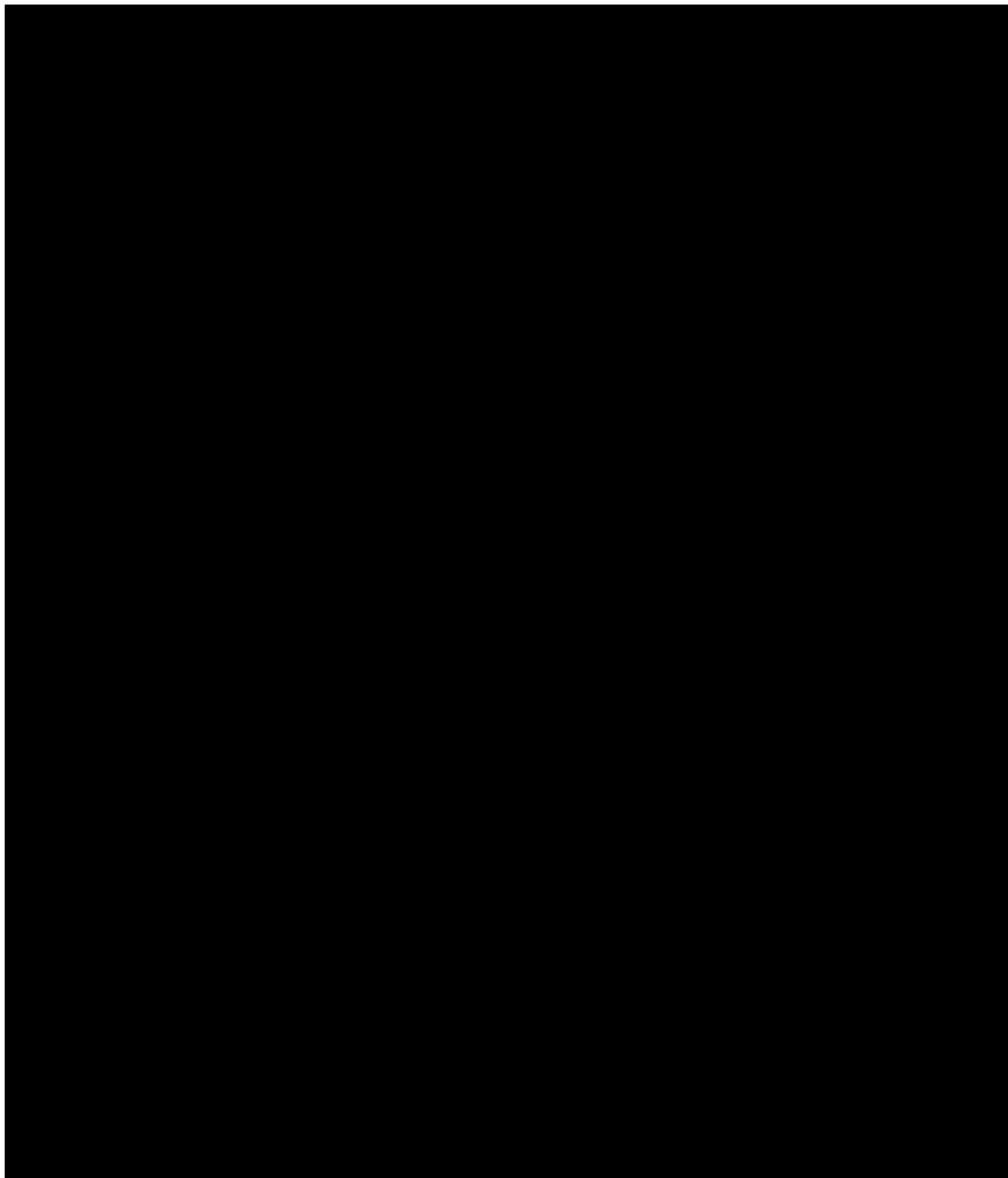
How much was awarded? £500

What was the funding for? Breakfasts July & Aug 2025

Is the funding for security measures? No

Is the funding for work with vulnerable adults or children? No

If Yes, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council No



13. Declarations

- In accordance with the General Data Protection Regulation (GDPR), I/we agree that Melksham Town Council will process and hold personal information about me/us only in relation to my/our grant application.
- I/we consent to my/our personal information, including that contained within this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made.
- I/we understand that it will only be accessed by authorised staff members to manage the grant application process.
- I/we also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract.
- I/we understand that my/our data will be disposed of securely 6 years after the application and that I/we have the right to correct the information at any time.
- I/we have been made aware of my/our rights under GDPR.
- I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.
- I/we declare that I/we have read the Grant Application Policy and that the application complies with the terms laid out in the Policy.
- I/we declare that I/we have included all the requested information.

- I/we fully understand that if I/we do not include the requested information and/or if the application does not comply with the policy, the application may be rejected.
- I/we agree to complete and return a Monitoring Form within 6 months of receipt of any grant funds for consideration by the Finance, Administration & Performance Committee.

Signature



Date

Saturday, July 19, 2025

Do you give consent for photos to be provided or taken of you and your organisation for use in social media, press releases and future grant marketing

Opt In

Would you like your information retained to be contacted about grant opportunities from Melksham Town Council Events

Opt In

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Wednesday, August 20, 2025

1. Contact Information

Melksham Town Council is committed to supporting and strengthening our local community. Each year, we allocate a portion of our budget to a grants scheme designed to bring tangible improvements to the lives of residents and enhance community well-being. These grants aim to support local projects, initiatives that contribute to a stronger, more connected, and vibrant Melksham.

Please read the grant application policy and guidance notes, before completing this form.

Please Note - Applications that do not benefit the community and/or individuals based in the area covered by Melksham Town Council will be rejected.

The area covered by Melksham Town Council does not include Bowerhill, Berryfields or surrounding villages, including Semington, Beanacre, Whitley and Shaw.

Following your Application, you are encouraged to attend the Finance, Administration & Performance Committee meeting relevant to your application round. This will allow you to ask and answer any questions in support of your application.

Organisation/Group Name

Melksham Lions

Contact Name

Postal Address

Postcode

Phone Number

Mobile Phone Number

Email

2. Type of Grant

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

Community Grants

If applying for a facilities hire grant, please contact Melksham Assembly Hall team or check the Parks and recreation hire policy prior to making this application to obtain a quote for the exact amount your hire will cost for your event.

If applying for a Community Grant, is the maximum that can be applied for is £1000

No

3. About your organisation

Please confirm that your organisation has:

Its own bank/building society current account, in the name of the organisation, with two unrelated signatories

At least three members on its management committee/board

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

Are you a registered charity ?

Yes

If Yes please provide your charity number

1191977

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

Yes

If Yes which organisation:

Lions Club International

Please tick the categories that best describe your organisation:

Charitable Organisation

4. Aims and Objectives of your organisation

What does your organisation do and how does it benefit the community and/or individuals in the area covered by Melksham Town Council?

As members of Lions Clubs International we are a community service organisation dedicated to the idea that the men and women who live in a community are in the best position to know who needs help and why.

By raising funds throughout the year, we then redistribute to organisations and 'referred' individuals as need arises.

5. The Project/Service

Project or Service Name: Santa's Sleigh

Please describe what the funding is being requested for:

To cover the cost of repair to our Father Christmas Sleigh. The cost would otherwise be met by us and would reduce the amounts available to redistribute

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

Our annual Santa's Sleigh around the streets of Melksham is our largest individual fundraiser raising several thousand pounds annually.

Children look forward to Santa visiting a come out to meet Santa/take photos/ tell him what they want for Christmas.

What evidence do you have that this project/service is will benefit the community and/or individuals based in the area covered by Melksham Town Council?

For over 30 years we have redistributed funds to individuals and organisations across the town

What evidence do you have of adverse effects on the community and/or individuals based in the area covered by Melksham Town Council if your project/service does not continue?

Financially the impact would be massive (several thousands per annum)

We regularly have comments from disappointed families if we can't make it to their street.

6. Beneficiaries

How many people in total will benefit from this grant?

Hard to quantify. Several dozen grants are given each year which benefit individuals and groups, who in turn benefit many more people

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

Our policy is to issue grants only to individuals who live on the town or organisations who can evidence a benefit to the town

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

Each monthly meeting we have two or three requests from individuals and organisations. The organisations often present to us and explain how many individuals in the town are helped by our donations to them.

7. Financial Information

Estimated Total Cost of Project? 749.97

Grant Amount requested? 559.98

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

Members of £7 per month. We currently have 20 members

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

Please include:

- grants received and applied for from other organisations
- any income received from fundraising
- any existing reserves

Please note: projects over £250 must be match funded if you are requesting over £250 (voluntary time can be counted as benefit in kind)

8. Annual Accounts

Please provide the following information from your annual accounts:

Account year Ending: June 2024

Total Expenditure: 14064

Total Gross Income: 18471

Balance at year end: 10447

Savings (Reserves, Cash, Investments) Nil

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

We are raising £16,000 to pay for a new (motor) Blood Bike for the Freewheelers Emergency Volunteer Service. This should be reached by the end of this calendar year

9. Eligibility

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

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

Is NOT for a private organisation operating as a business to make a profit or surplus.

Is NOT for a national organisation or charity.

Is NOT for an "Upward Funder" (e.g. a local group whose fundraising is sent to central Headquarters for redistribution).

Will NOT be passed on to any other individuals or groups (except to pay for goods and services).

Is NOT for a political or religious organisation.

Is NOT for an activity that is completely funded from another funding source.

Is NOT for loans or interest payments.

Is NOT for an organisation whose function is primarily undertaken by the Health Authority or Wiltshire Council's Social Services.

Is NOT for an organisation that discriminates on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability.

Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a one-off project which has already happened).

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

No

10. Additional Information

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

Yes

If Yes what year was it awarded? 2023

How much was awarded? Info to follow

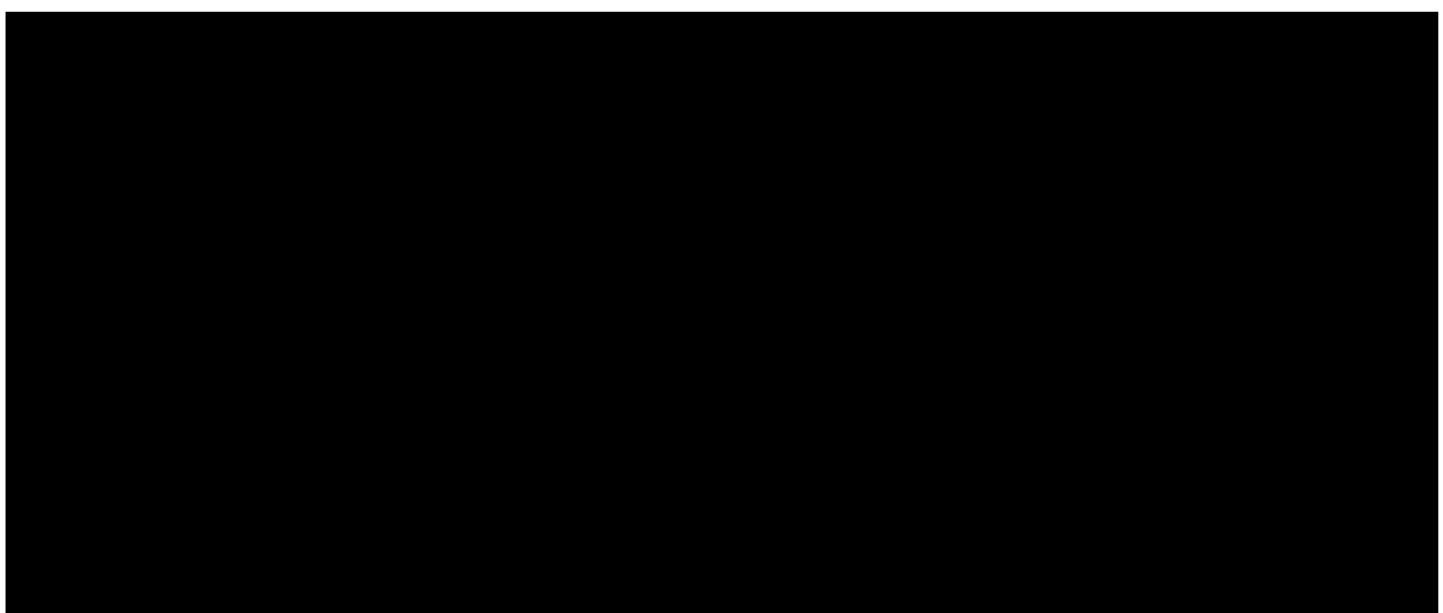
What was the funding for? A new Gazebo

Is the funding for security measures?

No

Is the funding for work with vulnerable adults or children?

No



13. Declarations

- In accordance with the General Data Protection Regulation (GDPR), I/we agree that Melksham Town Council will process and hold personal information about me/us only in relation to my/our grant application.
- I/we consent to my/our personal information, including that contained within this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made.

- I/we understand that it will only be accessed by authorised staff members to manage the grant application process.
- I/we also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract.
- I/we understand that my/our data will be disposed of securely 6 years after the application and that I/we have the right to correct the information at any time.
- I/we have been made aware of my/our rights under GDPR.
- I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.
- I/we declare that I/we have read the Grant Application Policy and that the application complies with the terms laid out in the Policy.
- I/we declare that I/we have included all the requested information.
- I/we fully understand that if I/we do not include the requested information and/or if the application does not comply with the policy, the application may be rejected.
- I/we agree to complete and return a Monitoring Form within 6 months of receipt of any grant funds for consideration by the Finance, Administration & Performance Committee.

Signature**Date**

Wednesday, August 20, 2025

Do you give consent for photos to be provided or taken of you and your organisation for use in social media, press releases and future grant marketing

 Opt In

Would you like your information retained to be contacted about grant opportunities from Melksham Town Council Events

 Opt In

At Melksham Town council we understand the importance of protecting your data. To see how we process, store and look after your data, see our privacy policy on our website, <https://www.melksham-tc.gov.uk/> or ask a member of the team to send you a copy. 01225 704187

TITLE	Melksham Town Council Grant Application Form
DOCUMENT ID	252316032017039
DOCUMENT PAGES	7
STATUS	COMPLETED
TIME ZONE	Europe/London

DOCUMENT HISTORY

 Signed	Aug 20, 2025 09:26 PM	Signed IP: 77.102.246.88
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Monday, September 1, 2025

1. Contact Information

Melksham Town Council is committed to supporting and strengthening our local community. Each year, we allocate a portion of our budget to a grants scheme designed to bring tangible improvements to the lives of residents and enhance community well-being. These grants aim to support local projects, initiatives that contribute to a stronger, more connected, and vibrant Melksham.

Please read the grant application policy and guidance notes, before completing this form.

Please Note - Applications that do not benefit the community and/or individuals based in the area covered by Melksham Town Council will be rejected.

The area covered by Melksham Town Council does not include Bowerhill, Berryfields or surrounding villages, including Semington, Beanacre, Whitley and Shaw.

Following your Application, you are encouraged to attend the Finance, Administration & Performance Committee meeting relevant to your application round. This will allow you to ask and answer any questions in support of your application.

Organisation/Group Name Wiltshire Digital Drive CIC

Contact Name

Postal Address

Postcode

Phone Number

Mobile Phone Number

Email

2. Type of Grant

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

Core Grants

If applying for a facilities hire grant, please contact Melksham Assembly Hall team or check the Parks and recreation hire policy prior to making this application to obtain a quote for the exact amount your hire will cost for your event.

If applying for a Community Grant, is the maximum that can be applied for is £1000

No

3. About your organisation

Please confirm that your organisation has:

Its own bank/building society current account, in the name of the organisation, with two unrelated signatories

At least three members on its management committee/board

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

Are you a registered charity ?

No

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

No

Please tick the categories that best describe your organisation:

community interest company

4. Aims and Objectives of your organisation

What does your organisation do and how does it benefit the community and/or individuals in the area covered by Melksham Town Council?

Wiltshire Digital Drive is an award-winning digital inclusion project: we take donations of devices that are no longer needed, refurbish them and then give them to people who couldn't otherwise afford a device. We operate from our Melksham base and enjoy support from Melksham based volunteers. Whilst we operate across the county, we are seeking funding for ringfenced benefit to Melksham.

We are aware that Melksham is home to two of Wilshire's more deprived Lower-layer Super Output Areas (LSOAs) (Office of National Statistics, 2019) with Melksham North- south west and Melksham North-north east both ranking within the second Indices of Multiple Deprivation in Wiltshire.

Digital exclusion (people not having access to devices, connectivity and/or the skills to use them) is a complex issue. We know that 1.6 million people nationwide (Good Things Foundation, 2025) don't have access to a laptop, phone or tablet and that affordability of devices is a major issue.

The Digital Divide refers to the gap that exists between people who have the skills, access and connectivity to those who do not and unfortunately, the gap is widening. Society is becoming increasingly digitalised, with access to appointments, cheaper deals and better jobs all requiring people to have digital capacity.

Naturally, people from more deprived areas are more likely to be affected as they often lack the resources to be able to buy a device or afford internet connection.

We are seeking funding to enable us to issue devices to Melksham residents who meet our service criteria (need the device for something positive, couldn't afford it by another means and are not restricted from using the internet) to support them in accessing a device and making changes to their life that they were previously excluded from making.

5. The Project/Service

Project or Service Name: Digital Inclusion: device distribution

Please describe what the funding is being requested for:

The funding will be used to ringfence 50 devices specifically for Melksham residents, along with staff time to administer the project.

We will approach organisations such as schools or ability net (both of whom tend to work with groups of people whom we receive a lot of applications for) and inform them that we have funded laptops available,

should they meet local residents (within specific Melksham postcodes) who would benefit from a device. We can ensure eligibility by requesting that the referrer checks that the recipient lives within specific postcodes of Melksham.

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

Digital exclusion affects many people across society, whether elderly people who do not have the experience or skills to use a device online or families/individuals who may have the skills but not the device or connectivity.

Whilst it can be an issue that affects many people, finances are often a barrier to people getting online and so this is likely to disproportionately impact people in more deprived areas, such as Melksham North-North East and Melksham North-South West. Over the last 5 years we have received applications from Melksham organisations supporting the community that we haven't always been able to approve due to waiting lists or funds to support the refurbishment of devices. We can provide evidence of application number and reasons if requested, however due to GDPR we are unable to provide names

What evidence do you have that this project/service is will benefit the community and/or individuals based in the area covered by Melksham Town Council?

Through our work, we tackle multiple layers of deprivation simultaneously: digital exclusion, educational disadvantage, financial stress, and social isolation. Access to a device doesn't just solve a practical need; it restores confidence, independence, and hope. 151 device recipients were surveyed in 2025, 3 months after receiving a device. Many in the initial benchmarking survey were experiencing multiple vulnerabilities such as: Money worries, Risk of homelessness, Loneliness, Stress/worry, Low digital confidence and educational stress. 3 months on, over 75% reported a strong, positive impact (5 on a 1-5 scale) and stated new pathways thanks to digital access, such as online training, job search and employment, and apprenticeships.

What evidence do you have of adverse effects on the community and/or individuals based in the area covered by Melksham Town Council if your project/service does not continue?

Digital Poverty impacts not only the oldest in society who have been unable to keep pace with technological advancements, but those with acute affordability issues, and individuals of all ages and socio-economic backgrounds. Since 2020, we have distributed over 3800 devices across Wiltshire and neighbouring counties; contributing significantly to the reduction of poverty by supporting our community's access to education, skills and jobs, and improved wellbeing. We have received amazing feedback about recipients going on to start their own businesses, find work, go to uni and have greater control of their finance as a result of having access to our devices.

6. Beneficiaries

How many people in total will benefit from this grant? 25 per year

How many of the beneficiaries are residents of the area covered by Melksham Town Council? 25

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

We want to scale our efforts in this area. To do so, we will ringfence the devices to ensure that they are only given to people within the specific Melksham T/C area and will administer this via postcodes and our referral partners

7. Financial Information

Estimated Total Cost of Project? 4860 p/y

Grant Amount requested?

£2985 p/y

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

Laptop refurbishment costs in the region of £55 per device, so a lot of the grant would be used to refurbish the devices themselves. I have also costed driver and administration time for processing referrals and delivering devices. Added to this, there is usually an application fee of £25+VAT per device to help cover the costs of the administration for the scheme, however, this will be waived for the devices that are part of this project (and is therefore counted as an in-kind donation).

Please detail all received and applied for grant applications, sponsorship and in kind donations Please refer to the bullet points below for full details of what to include ?

Source	Amount	ConfirmedY/N?
Volunteer time for refurbishing	1250	Y
Admin fees waived	625	y
Volunteer project management time	1110	Y
Reserves	500	Y

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

Please include:

- grants received and applied for from other organisations
- any income received from fundraising
- any existing reserves

Please note: projects over £250 must be match funded if you are requesting over £250 (voluntary time can be counted as benefit in kind)

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

Expenditure	Amount	ConfirmedY/N?
Software, electric, pat testing	1375	Y
Laptop bags	375	Y
Due diligence checks, administration and mileage for volunteer delivery	1235	Y

8. Annual Accounts

Please provide the following information from your annual accounts:

Account year Ending: 30/09/2025

Total Expenditure: £50,468

Total Gross Income: £56,229

Balance at year end: £5,761

Savings (Reserves, Cash, Investments) £500

9. Eligibility

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

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

Is NOT for a private organisation operating as a business to make a profit or surplus.

Is NOT for a national organisation or charity.

Is NOT for an "Upward Funder" (e.g. a local group whose fundraising is sent to central Headquarters for redistribution).

Will NOT be passed on to any other individuals or groups (except to pay for goods and services).

Is NOT for a political or religious organisation.

Is NOT for an activity that is completely funded from another funding source.

Is NOT for loans or interest payments.

Is NOT for an organisation whose function is primarily undertaken by the Health Authority or Wiltshire Council's Social Services.

Is NOT for an organisation that discriminates on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability.

Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a one-off project which has already happened).

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

No

10. Additional Information

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

No

Is the funding for security measures?

No

Is the funding for work with vulnerable adults or children?

Yes

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

Yes

If yes please enter the contact name Tracie Smith

13. Declarations

- In accordance with the General Data Protection Regulation (GDPR), I/we agree that Melksham Town Council will process and hold personal information about me/us only in relation to my/our grant application.
- I/we consent to my/our personal information, including that contained within this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made.
- I/we understand that it will only be accessed by authorised staff members to manage the grant application process.
- I/we also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract.
- I/we understand that my/our data will be disposed of securely 6 years after the application and that I/we have the right to correct the information at any time.
- I/we have been made aware of my/our rights under GDPR.
- I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.
- I/we declare that I/we have read the Grant Application Policy and that the application complies with the terms laid out in the Policy.
- I/we declare that I/we have included all the requested information.
- I/we fully understand that if I/we do not include the requested information and/or if the application does not comply with the policy, the application may be rejected.
- I/we agree to complete and return a Monitoring Form within 6 months of receipt of any grant funds for consideration by the Finance, Administration & Performance Committee.

Signature



Date

Monday, September 1, 2025

Do you give consent for photos to be provided or taken of you and your organisation for use in social media, press releases and future grant marketing

Opt In

Would you like your information retained to be contacted about grant opportunities from Melksham Town Council Events

Opt In

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TITLE	Melksham Town Council Grant Application Form
DOCUMENT ID	252434682016050
DOCUMENT PAGES	7
STATUS	COMPLETED
TIME ZONE	Europe/London

DOCUMENT HISTORY

 Signed	Sep 01, 2025 06:00 PM	Signed IP: 2a00:23c7:db38:2a01:c1b2:2923:
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Thursday, September 11, 2025



1. Contact Information

Melksham Town Council is committed to supporting and strengthening our local community. Each year, we allocate a portion of our budget to a grants scheme designed to bring tangible improvements to the lives of residents and enhance community well-being. These grants aim to support local projects, initiatives that contribute to a stronger, more connected, and vibrant Melksham.

Please read the grant application policy and guidance notes, before completing this form.

Please Note - Applications that do not benefit the community and/or individuals based in the area covered by Melksham Town Council will be rejected.

The area covered by Melksham Town Council does not include Bowerhill, Berryfields or surrounding villages, including Semington, Beanacre, Whitley and Shaw.

Following your Application, you are encouraged to attend the Finance, Administration & Performance Committee meeting relevant to your application round. This will allow you to ask and answer any questions in support of your application.

Organisation/Group Name Celebrating Age Wiltshire

Contact Name

Postal Address

Postcode

Phone Number

Mobile Phone Number

Email

2. Type of Grant

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

Community Grants

If applying for a facilities hire grant, please contact Melksham Assembly Hall team or check the Parks and recreation hire policy prior to making this application to obtain a quote for the exact amount your hire will cost for your event.

If applying for a Community Grant, is the maximum that can be applied for is £1000

No

3. About your organisation

Please confirm that your organisation has:

Its own bank/building society current account, in the name of the organisation, with two unrelated signatories

At least three members on its management committee/board

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

Are you a registered charity ?

Yes

If Yes please provide your charity number

800912

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

Yes

If Yes which organisation:

Age UK

Please tick the categories that best describe your organisation:

Charitable Organisation

4. Aims and Objectives of your organisation

What does your organisation do and how does it benefit the community and/or individuals in the area covered by Melksham Town Council?

Celebrating Age Wiltshire is a Creative Health and Wellbeing project that delivers high quality professional creative arts, music, theatre and heritage events and activities throughout the year for older, vulnerable adults in local daytime settings.

5. The Project/Service

Project or Service Name: Creative Conversations

Please describe what the funding is being requested for:

5 professionally facilitated 1.5 hour sessions for the Melksham Men's Creative Conversations group who meet weekly in Melksham library. The current group we established in February 2024 are peer-led from within the group. The men have requested a professional facilitator once a month to deliver a literature and poetry reading and discussion session based on a different theme each month. As part of the monthly package the facilitator would leave further reading and discussion materials for the men to work with for the following 3 weeks. The next professional session would then happen at the beginning of the following month on a new theme. The sessions would cover 5 months: November 2025 – March 2026.

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

We have consulted with the men within the group and they have requested this activity.

What evidence do you have that this project/service is will benefit the community and/or individuals based in the area covered by Melksham Town Council?

The Melksham men's Creative Conversations group has been a huge success and immense support to the

men who attend. They have told us how much the group means to them - "I feel safe and supported in this group and have the opportunity to be myself. Nowhere else do I feel so relaxed and listened to" (participant feedback) "When I first attended, I couldn't read aloud and used to stumble and stutter over my words. Now, I feel confident to read in front of others and really enjoy it"(participant feedback)

What evidence do you have of adverse effects on the community and/or individuals based in the area covered by Melksham Town Council if your project/service does not continue?

These men enjoy each other's company, provide camaraderie and support to each other and look forward to their Tuesday morning sessions in the library. But when they don't have a certain amount of professional facilitation support, we have noticed that the group gradually decreases and some stop coming, until there is another boost with more professionally delivered activity, which then encourages them to return and participate again.

6. Beneficiaries

How many people in total will benefit from this grant? 15

How many of the beneficiaries are residents of the area covered by Melksham Town Council? 15

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

Postcodes taken

7. Financial Information

Estimated Total Cost of Project? £1,800

Grant Amount requested? £1,000

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

Attendance at the group is free of charge. The men have agreed amongst themselves to pay into a 'kitty' for light refreshments during the weekly sessions.

Please detail all received and applied for grant applications, sponsorship and in kind donations Please refer to the bullet points below for full details of what to include ?

Source	Amount	ConfirmedY/N?
National Lottery funding towards project management	£500	yes
Melksham Library space in kind x 5 mornings @ £50 per session	£250	yes
Men's kitty for refreshments	£50	yes

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

Please include:

- grants received and applied for from other organisations
- any income received from fundraising
- any existing reserves

Please note: projects over £250 must be match funded if you are requesting over £250 (voluntary time can be counted as benefit in kind)

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

Expenditure	Amount	ConfirmedY/N?
5 x professional artist facilitation fees @ £185 per session x 5	£925	no
Materials, printing and publicity	£75	no
Project management by Celebrating Age Wiltshire	£500	yes
Melksham Library space in kind	£250	yes
Refreshments - covered by Men's kitty	£50	yes

8. Annual Accounts

Please provide the following information from your annual accounts:

Account year Ending: March 2024

Total Expenditure: £ 1,718,163

Total Gross Income: £ 1,643,554

Balance at year end: £468,284

Savings (Reserves, Cash, Investments) £351,676

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

The Charity Commission guidelines recommend that we have around three months of expenditure in reserve, as part of the going concern test. Currently our unrestricted reserves are very close to that goal.

9. Eligibility

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

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

Is NOT for a private organisation operating as a business to make a profit or surplus.

Is NOT for a national organisation or charity.

Is NOT for an "Upward Funder" (e.g. a local group whose fundraising is sent to central Headquarters for redistribution).

Will NOT be passed on to any other individuals or groups (except to pay for goods and services).

Is NOT for a political or religious organisation.

Is NOT for an activity that is completely funded from another funding source.

Is NOT for loans or interest payments.

Is NOT for an organisation whose function is primarily undertaken by the Health Authority or Wiltshire Council's Social Services.

Is NOT for an organisation that discriminates on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability.

Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a one-off project which has already happened).

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

No

10. Additional Information

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

Yes

If Yes what year was it awarded?

2024

How much was awarded?

£790

What was the funding for?

A series of Art workshops for local older people, partnering with Meadowbrook CIC. Wiltshire Music Centre was the lead partner for CAW then. Age UK Wiltshire is now the lead partner.

Is the funding for security measures?

No

Is the funding for work with vulnerable adults or children?

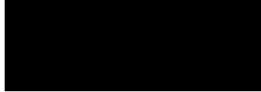
Yes

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

No

- In accordance with the General Data Protection Regulation (GDPR), I/we agree that Melksham Town Council will process and hold personal information about me/us only in relation to my/our grant application.
- I/we consent to my/our personal information, including that contained within this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made.
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- I/we declare that I/we have read the Grant Application Policy and that the application complies with the terms laid out in the Policy.
- I/we declare that I/we have included all the requested information.
- I/we fully understand that if I/we do not include the requested information and/or if the application does not comply with the policy, the application may be rejected.
- I/we agree to complete and return a Monitoring Form within 6 months of receipt of any grant funds for consideration by the Finance, Administration & Performance Committee.

Signature



Date

Sunday, November 9, 2025

Do you give consent for photos to be provided or taken of you and your organisation for use in social media, press releases and future grant marketing

Opt In

Would you like your information retained to be contacted about grant opportunities from Melksham Town Council Events

Opt In

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TITLE	Melksham Town Council Grant Application Form
DOCUMENT ID	252536942670058
DOCUMENT PAGES	7
STATUS	COMPLETED
TIME ZONE	Europe/London

DOCUMENT HISTORY

 Signed	Sep 11, 2025 10:17 PM	Signed IP: 81.152.74.69
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Sunday, September 14, 2025

1. Contact Information

Melksham Town Council is committed to supporting and strengthening our local community. Each year, we allocate a portion of our budget to a grants scheme designed to bring tangible improvements to the lives of residents and enhance community well-being. These grants aim to support local projects, initiatives that contribute to a stronger, more connected, and vibrant Melksham.

Please read the grant application policy and guidance notes, before completing this form.

Please Note - Applications that do not benefit the community and/or individuals based in the area covered by Melksham Town Council will be rejected.

The area covered by Melksham Town Council does not include Bowerhill, Berryfields or surrounding villages, including Semington, Beanacre, Whitley and Shaw.

Following your Application, you are encouraged to attend the Finance, Administration & Performance Committee meeting relevant to your application round. This will allow you to ask and answer any questions in support of your application.

Organisation/Group Name Friends of Giffords Surgery

Contact Name

Postal Address

Postcode

Phone Number

Mobile Phone Number

Email

2. Type of Grant

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

Community Grants

Facility Hire Grants

If applying for a facilities hire grant, please contact Melksham Assembly Hall team or check the Parks and recreation hire policy prior to making this application to obtain a quote for the exact amount your hire will cost for your event.

If applying for a Community Grant, is the maximum that can be applied for is £1000

No

3. About your organisation

Please confirm that your organisation has:

Its own bank/building society current account, in the name of the organisation, with two unrelated signatories

Are you a registered charity ?

No

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

No

Please tick the categories that best describe your organisation:

Charitable Organisation

4. Aims and Objectives of your organisation

What does your organisation do and how does it benefit the community and/or individuals in the area covered by Melksham Town Council?

Friends of Giffords Surgery is a not-for-profit association dedicated to enhancing the health and wellbeing of patients served by Giffords Surgery and the wider Melksham community. Established in April 2024, with a full board in place since September 2024, we operate independently but in partnership with the surgery. We are currently working towards charitable status.

Our aims are:

To provide support for equipment and training not funded by the NHS, directly benefiting patients and their families.

To promote and signpost local support for vulnerable groups.

To improve knowledge, confidence and wellbeing among patients through education and engagement.

To foster community connection and reduce health inequalities.

We have a proven track record of delivering community benefit, including:

Supporting the council with last year's Grotto and running a successful toy drive.

Providing a Christmas buffet for over 90 vulnerable people at Shine Club and Rainbow Day Centre.

Running popular workshops on topics such as dementia, healthy eating, sleep, and life-saving skills, with new sessions on women's and men's health in development.

Commissioning a website and directory of local support services for all Melksham residents.

Hosting a VE Day event attended by 200 people.

Engaging with a large number of residents at the River and Food Festival and Seend Fete, where more than 300 people had their blood pressure checked by clinicians and many more received information and advice on dementia and other health topics. Some attendees were identified as needing GP follow-up care.

5. The Project/Service

Project or Service Name: Christmas Day Lunch

Please describe what the funding is being requested for:

We are organising a free Christmas Day Lunch at Melksham Assembly Hall (subject to availability) for: Homeless individuals

People who are lonely or isolated

Families and individuals experiencing financial hardship

The lunch will be prepared and served entirely by volunteers, with food, entertainment, and companionship provided in a warm and welcoming setting. We will use a secure digital booking system to manage guest places and volunteer pledges, ensuring smooth and safe organisation.

Our aim is to ensure that no one in Melksham has to spend Christmas Day alone or without a hot, festive meal. The event will also give local people the chance to volunteer on Christmas Day, offering a meaningful way to give back to the community.

Funding is requested to cover venue hire, food, drinks, and entertainment costs.

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

Last year, when a Christmas Day meal was not provided, there was noticeable local concern and dismay. Other community groups did put on events on days around Christmas, which were welcomed, but this still left a gap on Christmas Day itself.

We have already tested interest locally: a post on Sham Shout Out generated strong traction, with many people offering to volunteer and others asking about attending.

This local response is supported by national evidence. Research by Age UK and a 2018 UK survey show that loneliness increases during the Christmas period, especially for older adults, those experiencing bereavement, people on low incomes, and individuals separated from family. The contrast between festive images of togetherness and the reality of isolation can deepen feelings of loneliness at this time of year. Together, this shows both local demand and wider evidence of need for a Christmas Day Lunch in Melksham.

What evidence do you have that this project/service is will benefit the community and/or individuals based in the area covered by Melksham Town Council?

The Christmas Day Lunch will provide a hot meal, companionship, and entertainment in a safe, welcoming space. For homeless individuals, those living alone, and families under financial strain, this will relieve both practical hardship and emotional isolation on a day when these challenges are felt most strongly.

The project also benefits the wider community by creating meaningful volunteering opportunities.

Residents who may themselves struggle at Christmas, as well as those simply wanting to give something back, will be able to contribute their time and skills. This strengthens community spirit and builds new connections across generations.

Past Christmas Day events in Melksham have been well attended and positively reported in the local press and on social media, showing that there is demand for this type of provision and that it delivers real value to residents.

What evidence do you have of adverse effects on the community and/or individuals based in the area covered by Melksham Town Council if your project/service does not continue?

Without this project, many local residents who are homeless, isolated, or facing financial hardship will spend Christmas Day alone and without a hot meal. For some, this can deepen feelings of loneliness and exclusion at a time of year when social connection is most valued.

The absence of a community lunch would also mean the loss of a positive volunteering opportunity for local people who wish to give back on Christmas Day, reducing the wider community benefit that comes from shared effort and togetherness.

6. Beneficiaries

How many people in total will benefit from this grant? Up to 180 plus volunteers

How many of the beneficiaries are residents of the area covered by Melksham Town Council? We estimate around 120

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

The Assembly Hall is located within Melksham Town Council's boundary and is easily accessible to town residents. Based on previous community events we have run and the population split between Melksham Town and Melksham Without, we anticipate that around two-thirds of attendees will be from the Town Council area. To ensure fair access, our booking system will record the addresses of attendees, so we can confirm final numbers afterwards.

7. Financial Information

Estimated Total Cost of Project? 2500

Grant Amount requested? Community Grant Application Amount requested: £750 Purpose: Contribution towards the cost of food, drinks, crackers, and small extras for up to 180 guests. Facilities Hire Grant Application Amount requested: £450 Purpose: Hire of Melksham Assembly Hall for Christmas Day.

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

There is no charge to people attending

Please detail all received and applied for grant applications, sponsorship and in kind donations Please refer to the bullet points below for full details of what to include ?

Source	Amount	ConfirmedY/N?
Local business donations	1300	N

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

Please include:

- grants received and applied for from other organisations
- any income received from fundraising
- any existing reserves

Please note: projects over £250 must be match funded if you are requesting over £250 (voluntary time can be counted as benefit in kind)

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

Expenditure	Amount	ConfirmedY/N?
Cost of Assembly Hall	450	N
Food, Drinks, Entertainment	750	N

8. Annual Accounts

Please provide the following information from your annual accounts:

Account year Ending: April 2025

Total Expenditure: 89.65

Total Gross Income: 4689.65

Balance at year end: 4600

Savings (Reserves, Cash, Investments) £5,175.26 (current balance)

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

Friends of Giffords Surgery was established in September 2024. Our first financial year end is 5 April 2025 and formal accounts are being prepared. In the meantime, we have provided our bank statement and can summarise income and expenditure to date.

Our current reserves are committed to deliver existing projects. This includes the cost of developing and

launching our new website (approx. £2,000 build cost plus £50 per month hosting), and to fund our approved programme of community workshops and activities for patients and residents during 2025/26. These reserves are restricted for charitable purposes and will be spent as planned in line with grant conditions. The increase since April 2025 has been via fundraising for items that the NHS does not provide for patients of Giffords

9. Eligibility

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

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

Is NOT for a private organisation operating as a business to make a profit or surplus.

Is NOT for a national organisation or charity.

Is NOT for an "Upward Funder" (e.g. a local group whose fundraising is sent to central Headquarters for redistribution).

Will NOT be passed on to any other individuals or groups (except to pay for goods and services).

Is NOT for a political or religious organisation.

Is NOT for an activity that is completely funded from another funding source.

Is NOT for loans or interest payments.

Is NOT for an organisation whose function is primarily undertaken by the Health Authority or Wiltshire Council's Social Services.

Is NOT for an organisation that discriminates on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability.

Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a one-off project which has already happened).

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

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

No

10. Additional Information

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

Yes

If Yes what year was it awarded? 2024

How much was awarded? 500

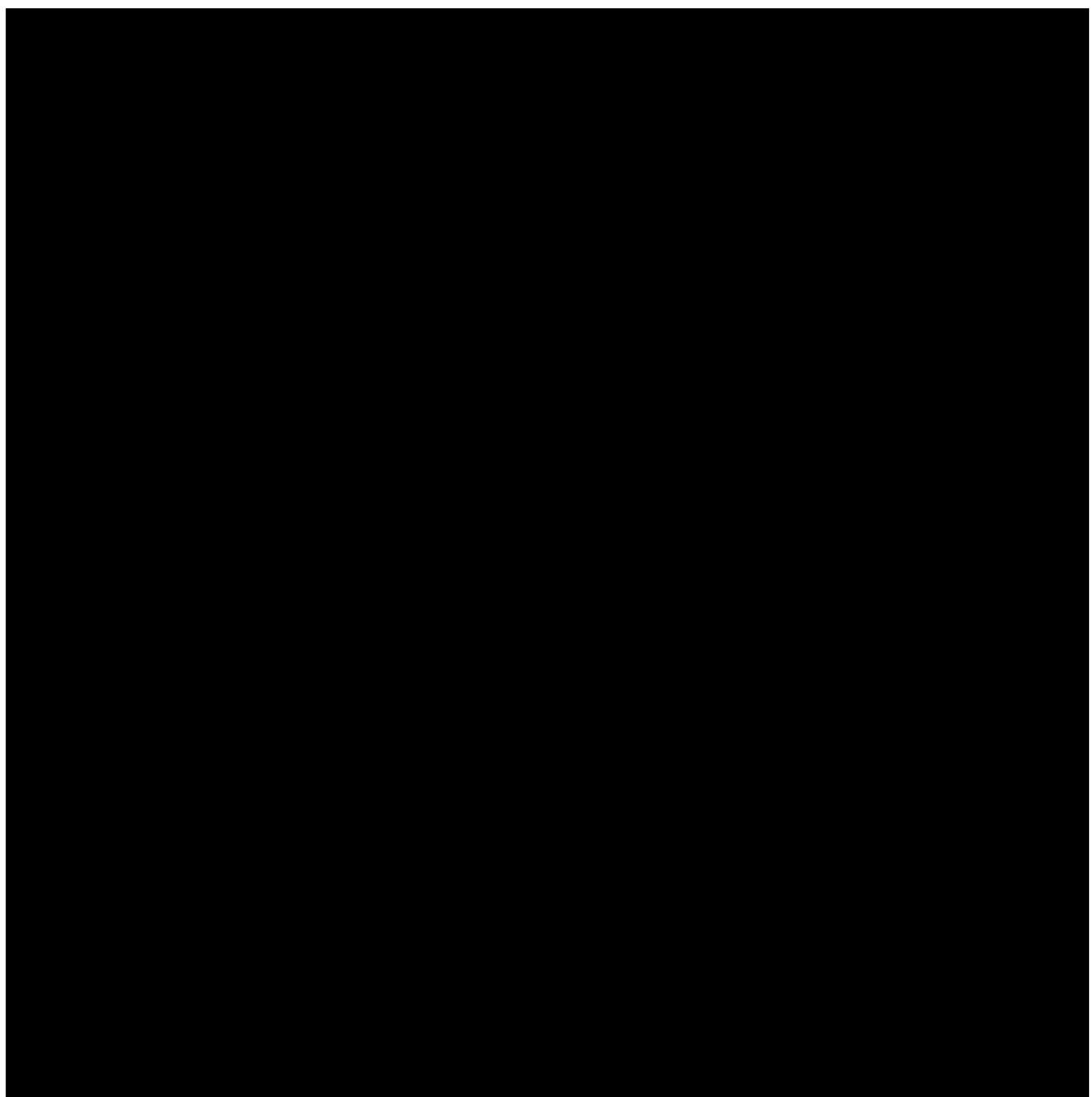
What was the funding for? Providing workshops, website and directory of local services

Is the funding for security measures?

No

Is the funding for work with vulnerable adults or children?

No



13. Declarations

- In accordance with the General Data Protection Regulation (GDPR), I/we agree that Melksham Town Council will process and hold personal information about me/us only in relation to my/our grant application.
- I/we consent to my/our personal information, including that contained within this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made.
- I/we understand that it will only be accessed by authorised staff members to manage the grant application process.
- I/we also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract.
- I/we understand that my/our data will be disposed of securely 6 years after the application and that I/we have the right to correct the information at any time.
- I/we have been made aware of my/our rights under GDPR.
- I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.
- I/we declare that I/we have read the Grant Application Policy and that the application complies with the terms laid out in the Policy.
- I/we declare that I/we have included all the requested information.
- I/we fully understand that if I/we do not include the requested information and/or if the application does not comply with the policy, the application may be rejected.
- I/we agree to complete and return a Monitoring Form within 6 months of receipt of any grant funds for consideration by the Finance, Administration & Performance Committee.

Signature

Date

Sunday, February 9, 2025

Do you give consent for photos to be provided or taken of you and your organisation for use in social media, press releases and future grant marketing

Opt In

Would you like your information retained to be contacted about grant opportunities from Melksham Town Council Events

Opt In

At Melksham Town council we understand the importance of protecting your data. To see how we process, store and look after your data, see our privacy policy on our website, <https://www.melksham-tc.gov.uk/> or ask a member of the team to send you a copy. 01225 704187

TITLE	Melksham Town Council Grant Application Form
DOCUMENT ID	252566603440050
DOCUMENT PAGES	7
STATUS	COMPLETED
TIME ZONE	Europe/London

DOCUMENT HISTORY

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10:53 PM

Signed
IP: 143.159.93.72



Monday, September 22, 2025

1. Contact Information

Melksham Town Council is committed to supporting and strengthening our local community. Each year, we allocate a portion of our budget to a grants scheme designed to bring tangible improvements to the lives of residents and enhance community well-being. These grants aim to support local projects, initiatives that contribute to a stronger, more connected, and vibrant Melksham.

Please read the grant application policy and guidance notes, before completing this form.

Please Note - Applications that do not benefit the community and/or individuals based in the area covered by Melksham Town Council will be rejected.

The area covered by Melksham Town Council does not include Bowerhill, Berryfields or surrounding villages, including Semington, Beanacre, Whitley and Shaw.

Following your Application, you are encouraged to attend the Finance, Administration & Performance Committee meeting relevant to your application round. This will allow you to ask and answer any questions in support of your application.

Organisation/Group Name

Melksham Community Larder

Contact Name

Postal Address

Postcode

Phone Number

Mobile Phone Number

Email

2. Type of Grant

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

Facility Hire Grants

If applying for a facilities hire grant, please contact Melksham Assembly Hall team or check the Parks and recreation hire policy prior to making this application to obtain a quote for the exact amount your hire will cost for your event.

If applying for a Community Grant, is the maximum that can be applied for is £1000

No

3. About your organisation

Please confirm that your organisation has:

Its own bank/building society current account, in the name of the organisation, with two unrelated signatories

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

Are you a registered charity ?

No

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

No

Please tick the categories that best describe your organisation:

Community Event

4. Aims and Objectives of your organisation

What does your organisation do and how does it benefit the community and/or individuals in the area covered by Melksham Town Council?

To save both food and clothes from Landfill

5. The Project/Service

Project or Service Name: Clothes Swap Swish event

Please describe what the funding is being requested for:

Assembly hall hire

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

We have had three of these already. Around 200 people have visited and exchanged clothes

What evidence do you have that this project/service is will benefit the community and/or individuals based in the area covered by Melksham Town Council?

Although it would be difficult to say whether they are residents of the Town or Parish all visitors live in the community area.

What evidence do you have of adverse effects on the community and/or individuals based in the area covered by Melksham Town Council if your project/service does not continue?

Sadly it would mean that good quality clothes would go to be rags clothes

6. Beneficiaries

How many people in total will benefit from this grant? 250

How many of the beneficiaries are residents of the area covered by Melksham Town Council? Hard to say as we don't ask, but we only advertise in Melksham

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

Counted in at the event

7. Financial Information

Estimated Total Cost of Project? £100 x2

Grant Amount requested? £100 x2

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

We don't charge for clothes swaps if you bring clothes to swap. It's a sustainable way of shopping!

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

Please include:

- grants received and applied for from other organisations
- any income received from fundraising
- any existing reserves

Please note: projects over £250 must be match funded if you are requesting over £250 (voluntary time can be counted as benefit in kind)

8. Annual Accounts

Please provide the following information from your annual accounts:

9. Eligibility

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

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

Is NOT for a private organisation operating as a business to make a profit or surplus.

Is NOT for a national organisation or charity.

Is NOT for an "Upward Funder" (e.g. a local group whose fundraising is sent to central Headquarters for redistribution).

Will NOT be passed on to any other individuals or groups (except to pay for goods and services).

Is NOT for a political or religious organisation.

Is NOT for an activity that is completely funded from another funding source.

Is NOT for loans or interest payments.

Is NOT for an organisation whose function is primarily undertaken by the Health Authority or Wiltshire Council's Social Services.

Is NOT for an organisation that discriminates on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability.

Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a one-off project which has already happened).

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

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

Yes

10. Additional Information

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

Yes

If Yes what year was it awarded? 2024

How much was awarded? £100

What was the funding for?

A clothes swap

Is the funding for security measures?

No

If yes please enter the contact name

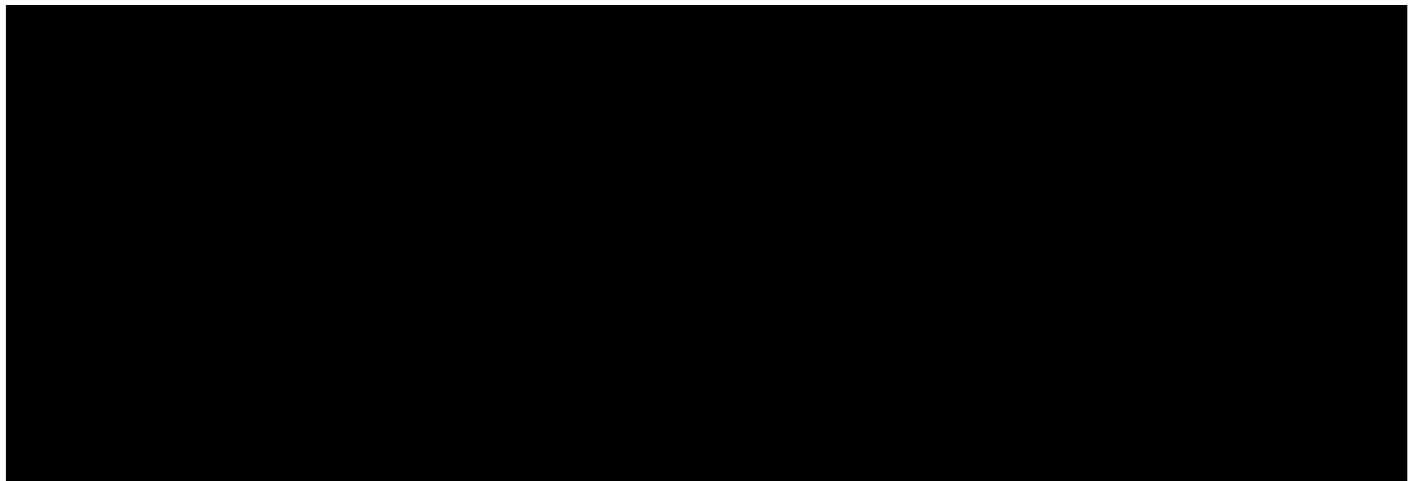
N/A

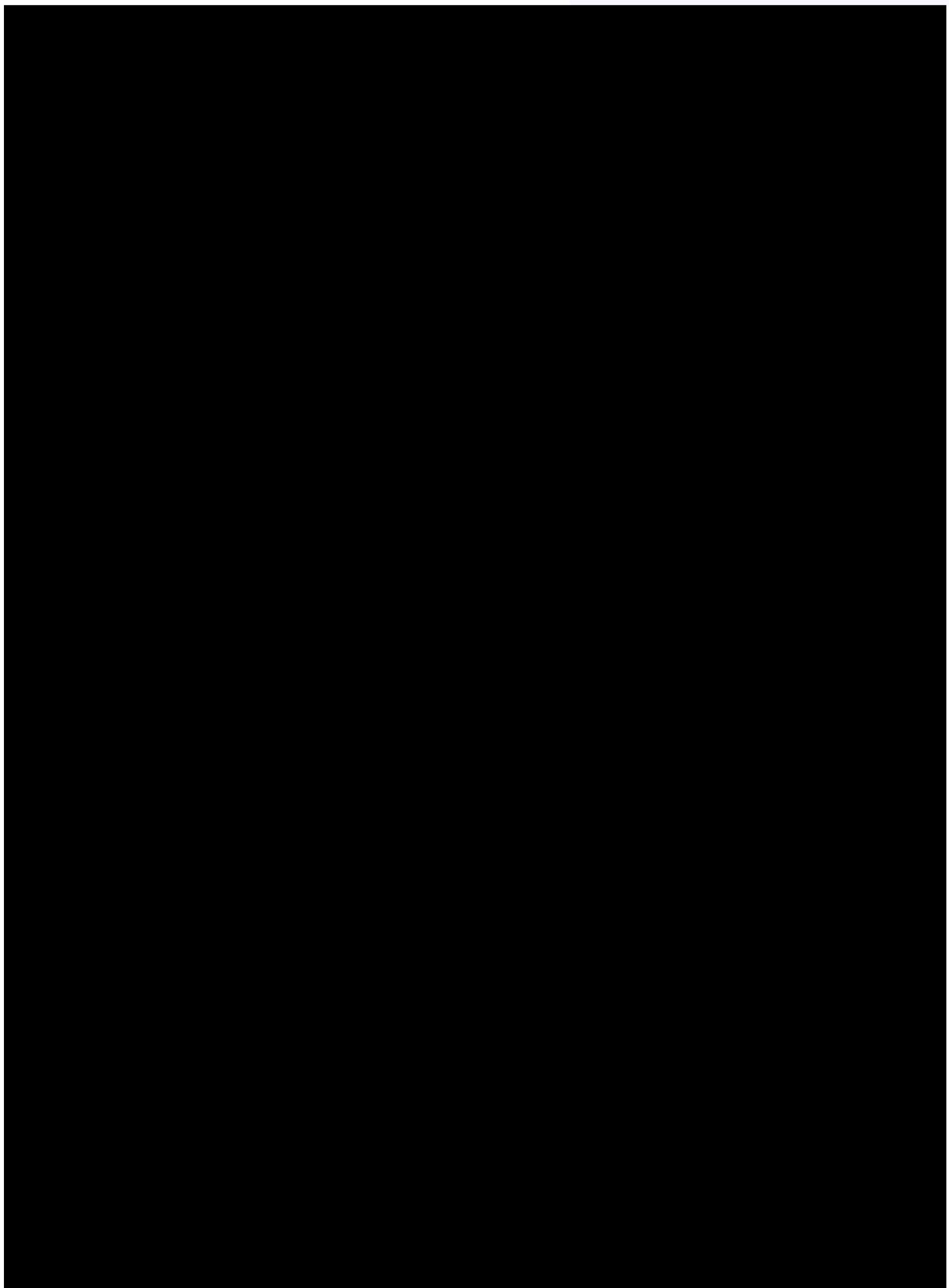
Is the funding for work with vulnerable adults or children?

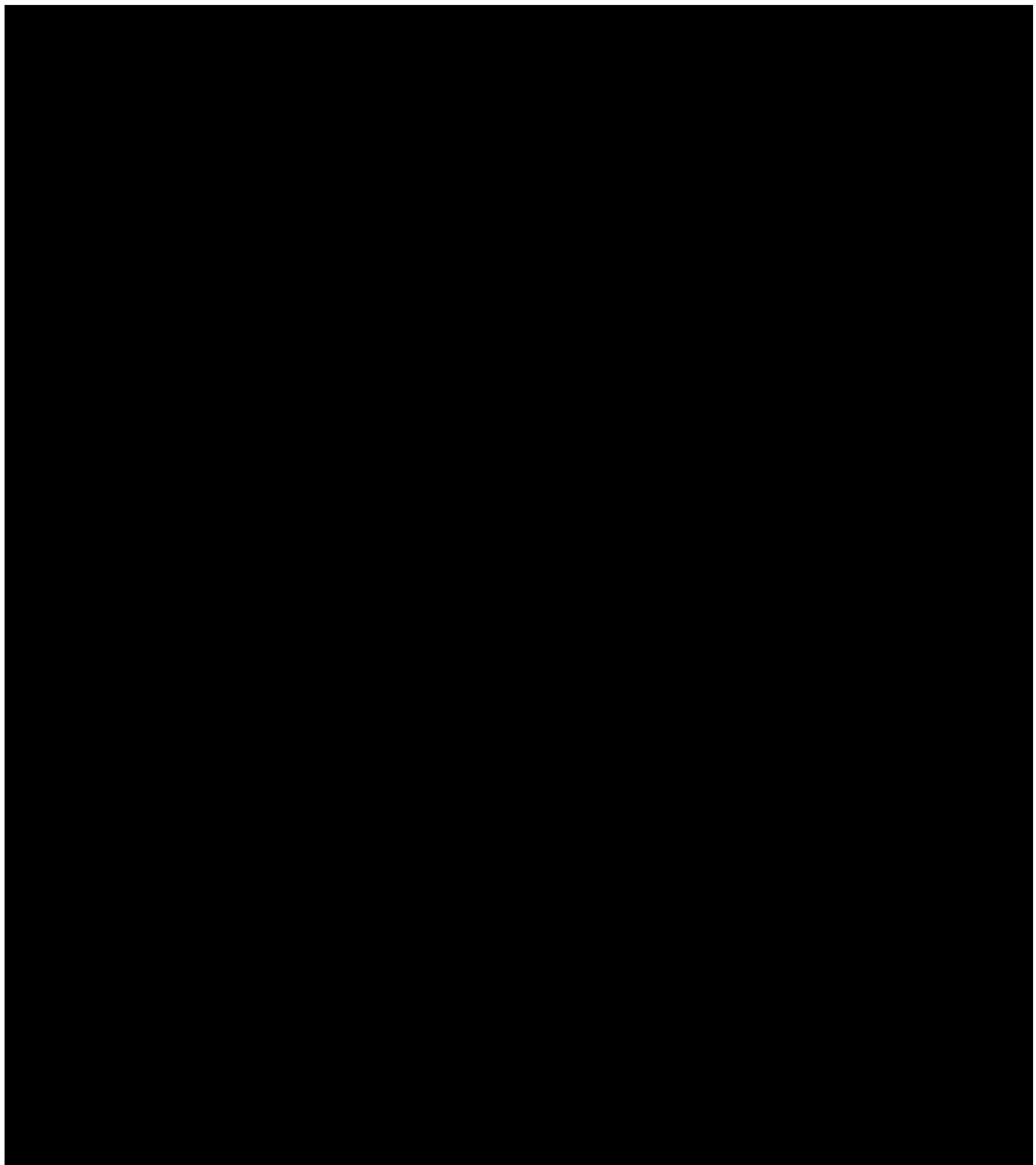
No

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

No







13. Declarations

- In accordance with the General Data Protection Regulation (GDPR), I/we agree that Melksham Town Council will process and hold personal information about me/us only in relation to my/our grant

application.

- I/we consent to my/our personal information, including that contained within this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made.
- I/we understand that it will only be accessed by authorised staff members to manage the grant application process.
- I/we also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract.
- I/we understand that my/our data will be disposed of securely 6 years after the application and that I/we have the right to correct the information at any time.
- I/we have been made aware of my/our rights under GDPR.
- I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.
- I/we declare that I/we have read the Grant Application Policy and that the application complies with the terms laid out in the Policy.
- I/we declare that I/we have included all the requested information.
- I/we fully understand that if I/we do not include the requested information and/or if the application does not comply with the policy, the application may be rejected.
- I/we agree to complete and return a Monitoring Form within 6 months of receipt of any grant funds for consideration by the Finance, Administration & Performance Committee.

Signature

Date

Friday, October 9, 2026

Would you like your information retained to be contacted about grant opportunities from Melksham Town Council Events

Opt In

At Melksham Town council we understand the importance of protecting your data. To see how we process, store and look after your data, see our privacy policy on our website, <https://www.melksham-tc.gov.uk/> or ask a member of the team to send you a copy. 01225 704187

TITLE	Melksham Town Council Grant Application Form
DOCUMENT ID	252643954983067
DOCUMENT PAGES	9
STATUS	COMPLETED
TIME ZONE	Europe/London

DOCUMENT HISTORY

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Sunday, September 28, 2025

1. Contact Information

Melksham Town Council is committed to supporting and strengthening our local community. Each year, we allocate a portion of our budget to a grants scheme designed to bring tangible improvements to the lives of residents and enhance community well-being. These grants aim to support local projects, initiatives that contribute to a stronger, more connected, and vibrant Melksham.

Please read the grant application policy and guidance notes, before completing this form.

Please Note - Applications that do not benefit the community and/or individuals based in the area covered by Melksham Town Council will be rejected.

The area covered by Melksham Town Council does not include Bowerhill, Berryfields or surrounding villages, including Semington, Beanacre, Whitley and Shaw.

Following your Application, you are encouraged to attend the Finance, Administration & Performance Committee meeting relevant to your application round. This will allow you to ask and answer any questions in support of your application.

Organisation/Group Name Friends of River Mead School

Contact Name

Postal Address

Postcode

Phone Number

Mobile Phone Number

Email

2. Type of Grant

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

Facility Hire Grants

If applying for a facilities hire grant, please contact Melksham Assembly Hall team or check the Parks and recreation hire policy prior to making this application to obtain a quote for the exact amount your hire will cost for your event.

If applying for a Community Grant, is the maximum that can be applied for is £1000

No

3. About your organisation

Please confirm that your organisation has:

Its own bank/building society current account, in the name of the organisation, with two unrelated signatories

At least three members on its management committee/board

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

Are you a registered charity ?

No

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

No

Please tick the categories that best describe your organisation:

Charitable Organisation

4. Aims and Objectives of your organisation

What does your organisation do and how does it benefit the community and/or individuals in the area covered by Melksham Town Council?

We are the Parent, Teachers and Friends Association (PTFA) of Rivermead School, dedicated to raising funds to enrich the lives of the children in our school community. Our goal is to provide valuable experiences and opportunities that go beyond the standard curriculum.

Through organising inclusive, family-friendly events that are open to the public, we create opportunities for families to connect, enjoy the outdoors, and engage with one another in a positive and supportive environment. We work closely with local businesses to strengthen community ties and promote a vibrant, collaborative spirit within Melksham.

By offering low-cost, accessible events, we ensure that everyone can take part, helping to foster a strong sense of belonging while supporting the development and wellbeing of our children.

5. The Project/Service

Project or Service Name: Autumn & Easter Trail

Please describe what the funding is being requested for:

To cover the park hire fees for our next Autumn and Easter Trails.

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

Friends of River Mead School provides an essential service within Melksham by ensuring children have access to opportunities that would otherwise be out of reach due to the socio-demographics of the school community. Nearly 47.7% of pupils are eligible for Free School Meals (national average 25.9%), and 42.5% of pupils are supported by the school's SEN department (national average 16%), highlighting the significant additional needs in our community. The school faces ongoing financial pressures and cannot independently fund cultural and enrichment activities that are vital for children's development.

We have demonstrated clear demand through successful events, including the Easter Trail and Autumn Trail, which engaged hundreds of families and collectively raised £871 for the school. These funds have enabled pupils to attend theatre productions, cultural visits, and other enriching experiences. In addition, Friends of River Mead provides free discos attended by approximately 130 children, ensuring no child is excluded due to financial pressures. Without these initiatives, many children in Melksham would miss out

on experiences crucial to their learning, social development, wellbeing, and sense of inclusion.

What evidence do you have that this project/service is will benefit the community and/or individuals based in the area covered by Melksham Town Council?

Friends of River Mead School benefits both pupils and the wider Melksham community. Our events—including the Easter Trail, Autumn Trail, Summer and Winter Fairs, bingo, and quiz nights—engage hundreds of families each year, providing safe, enjoyable activities that bring families together, foster inclusion, and strengthen community pride.

The funds raised support theatre productions, cultural visits, and enrichment activities, benefiting all pupils, including those in the school's large SEN department (42.5% of pupils, compared with a national average of 16%) and those eligible for Free School Meals (47.7%, compared with a national average of 25.9%). Free school discos, attended by approx 130 children, ensure every child can take part in social experiences regardless of financial circumstances.

Our initiatives also provide wider community benefits by engaging 10 volunteers, supporting local businesses, and creating opportunities for families to connect. By reducing inequalities, promoting inclusion, and encouraging community engagement, Friends of River Mead enhances social cohesion, builds a sense of belonging, and contributes to the overall vibrancy of Melksham.

What evidence do you have of adverse effects on the community and/or individuals based in the area covered by Melksham Town Council if your project/service does not continue?

If Friends of River Mead School were unable to continue, there would be significant adverse effects on both pupils and the wider Melksham community. Many children would miss out on enrichment opportunities, including theatre productions, cultural visits, and creative experiences, which the school cannot fund. This would disproportionately affect pupils from lower-income households (47.7% eligible for Free School Meals) and those in the school's large SEN department (42.5%), reducing access to experiences that support learning, social development, and wellbeing.

Currently, all pupils receive two free tickets for our Summer and Winter Fairs, benefiting over 150 families, ensuring no child is excluded. Affordable bingo and quiz nights provide accessible social activities that would no longer be available. Wider community events, such as the Easter and Autumn Trails, bringing the community together, raising funds for the school, and fostering social cohesion.

Without Friends of River Mead School, children and families would lose inclusive, community-focused experiences, volunteers would have fewer opportunities to contribute, and local businesses would miss the support generated by our events. The town would lose vital activities that promote connection, inclusion, and community pride.

6. Beneficiaries

How many people in total will benefit from this grant? Up to 1000

How many of the beneficiaries are residents of the area covered by Melksham Town Council? Unknown, but the majority of

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

We are unable to calculate this as we do not ask for address details of those that attend our events, but the Trails are advertised to the local community.

7. Financial Information

Estimated Total Cost of Project? 300

Grant Amount requested? 120

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

Park hire
Craft supplies
Glitter tattoo supplies
Printing costs

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

Please include:

- grants received and applied for from other organisations
- any income received from fundraising
- any existing reserves

Please note: projects over £250 must be match funded if you are requesting over £250 (voluntary time can be counted as benefit in kind)

8. Annual Accounts

Please provide the following information from your annual accounts:

Account year Ending: 2025

Total Expenditure: £3041.08

Total Gross Income: £8904.54

Balance at year end: £10,504.31

Savings (Reserves, Cash, Investments) NA

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

We have a disproportionate balance this year due to a legacy donation of £5,000. Some of this has already been allocated to fund school trips and other enrichment activities.

9. Eligibility

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

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

Is NOT for a private organisation operating as a business to make a profit or surplus.

Is NOT for a national organisation or charity.

Is NOT for an "Upward Funder" (e.g. a local group whose fundraising is sent to central Headquarters for redistribution).

Will NOT be passed on to any other individuals or groups (except to pay for goods and services).

Is NOT for a political or religious organisation.

Is NOT for an activity that is completely funded from another funding source.

Is NOT for loans or interest payments.

Is NOT for an organisation whose function is primarily undertaken by the Health Authority or Wiltshire Council's Social Services.

Is NOT for an organisation that discriminates on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability.

Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a one-off project which has already happened).

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

No

10. Additional Information

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

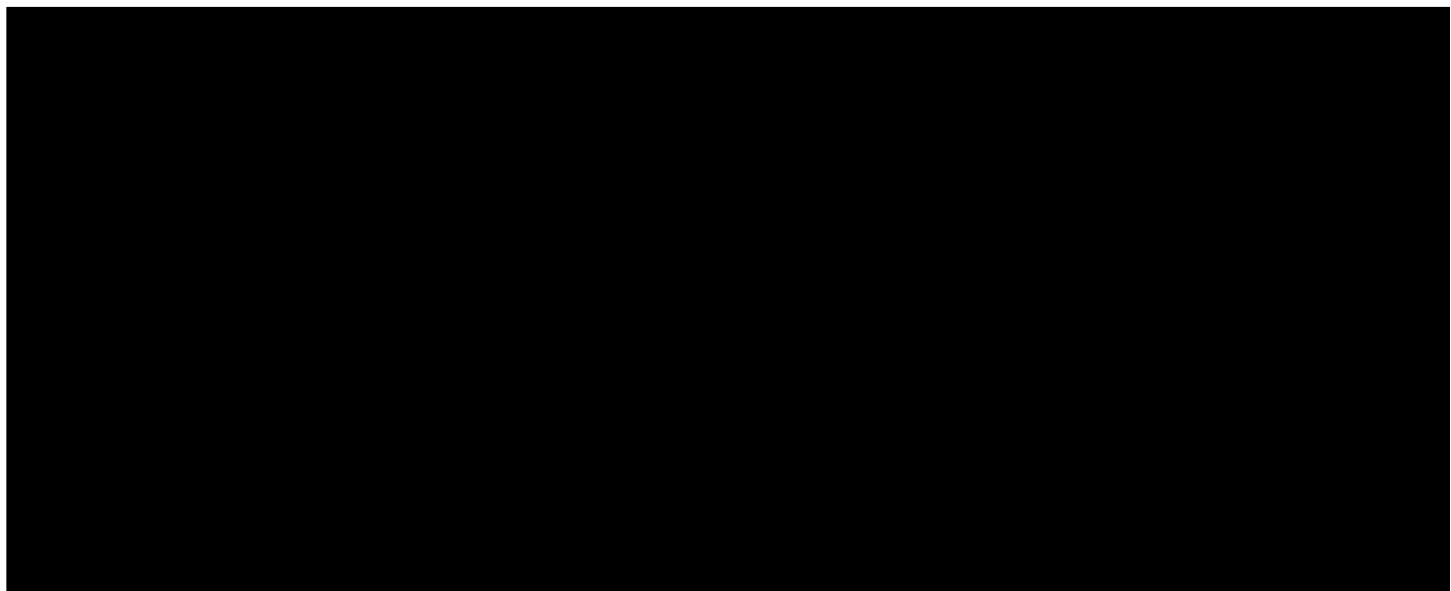
No

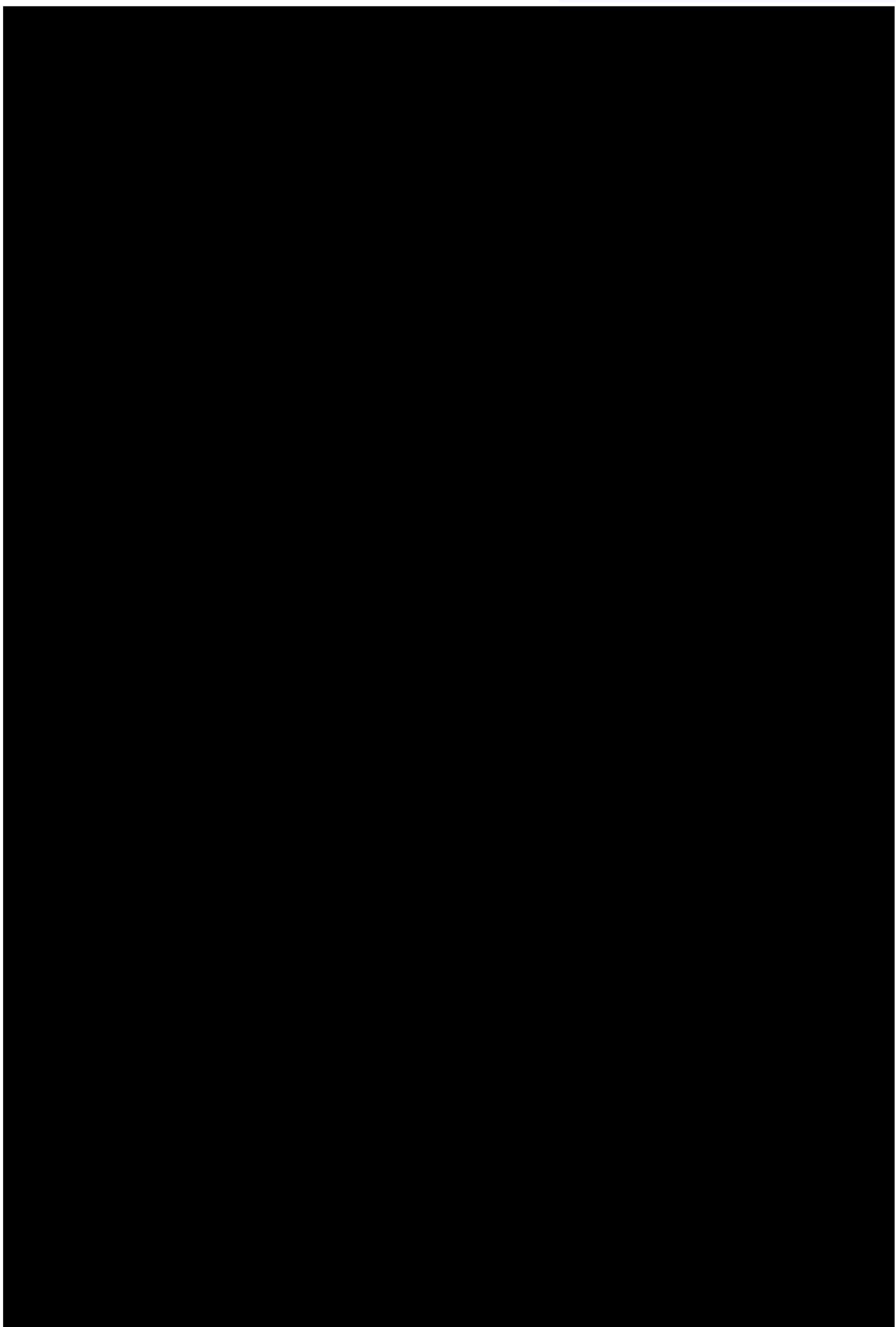
Is the funding for security measures?

No

Is the funding for work with vulnerable adults or children?

No





13. Declarations

- In accordance with the General Data Protection Regulation (GDPR), I/we agree that Melksham Town Council will process and hold personal information about me/us only in relation to my/our grant application.
- I/we consent to my/our personal information, including that contained within this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made.
- I/we understand that it will only be accessed by authorised staff members to manage the grant application process.
- I/we also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract.
- I/we understand that my/our data will be disposed of securely 6 years after the application and that I/we have the right to correct the information at any time.
- I/we have been made aware of my/our rights under GDPR.
- I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.
- I/we declare that I/we have read the Grant Application Policy and that the application complies with the terms laid out in the Policy.
- I/we declare that I/we have included all the requested information.
- I/we fully understand that if I/we do not include the requested information and/or if the application does not comply with the policy, the application may be rejected.
- I/we agree to complete and return a Monitoring Form within 6 months of receipt of any grant funds for consideration by the Finance, Administration & Performance Committee.

Signature



Date

Wednesday, April 9, 2025

Do you give consent for photos to be provided or taken of you and your organisation for use in social media, press releases and future grant marketing

Opt In

**Would you like your information
retained to be contacted about grant
opportunities from Melksham Town
Council Events**

Opt In

At Melksham Town council we understand the importance of protecting your data. To see how we process, store and look after your data, see our privacy policy on our website, <https://www.melksham-tc.gov.uk/> or ask a member of the team to send you a copy. 01225 704187

TITLE	Melksham Town Council Grant Application Form
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STATUS	COMPLETED
TIME ZONE	Europe/London

DOCUMENT HISTORY

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Monday, September 29, 2025

1. Contact Information

Melksham Town Council is committed to supporting and strengthening our local community. Each year, we allocate a portion of our budget to a grants scheme designed to bring tangible improvements to the lives of residents and enhance community well-being. These grants aim to support local projects, initiatives that contribute to a stronger, more connected, and vibrant Melksham.

Please read the grant application policy and guidance notes, before completing this form.

Please Note - Applications that do not benefit the community and/or individuals based in the area covered by Melksham Town Council will be rejected.

The area covered by Melksham Town Council does not include Bowerhill, Berryfields or surrounding villages, including Semington, Beanacre, Whitley and Shaw.

Following your Application, you are encouraged to attend the Finance, Administration & Performance Committee meeting relevant to your application round. This will allow you to ask and answer any questions in support of your application.

Organisation/Group Name

FearFree

Contact Name

Postal Address

Postcode

Phone Number

Mobile Phone Number

Email

2. Type of Grant

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

Community Grants

If applying for a facilities hire grant, please contact Melksham Assembly Hall team or check the Parks and recreation hire policy prior to making this application to obtain a quote for the exact amount your hire will cost for your event.

If applying for a Community Grant, is the maximum that can be applied for is £1000

Yes

3. About your organisation

Please confirm that your organisation has:

Its own bank/building society current account, in the name of the organisation, with two unrelated signatories

At least three members on its management committee/board

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

Are you a registered charity ?

Yes

If Yes please provide your charity number

1064764

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

No

Please tick the categories that best describe your organisation:

Charitable Organisation

4. Aims and Objectives of your organisation

What does your organisation do and how does it benefit the community and/or individuals in the area covered by Melksham Town Council?

Our mission is to end domestic abuse, sexual violence and stalking in the South West. We do this by providing frontline support, education, training and campaigning.

5. The Project/Service

Project or Service Name: Free the Night

Please describe what the funding is being requested for:

A glow stick led walk through the Melksham to coincide with International Women's Day. The walk calls for a safer world for women and girls. The event is open to people of all ages and genders.

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

This event would be the follow up to our previous Free the Night March in Trowbridge. We have spoken to the Town Council about replicating the march in Melksham. One in four women are impacted by abuse and events like this help us to raise awareness and encourage people to seek the support they need.

What evidence do you have that this project/service is will benefit the community and/or individuals based in the area covered by Melksham Town Council?

Our previous event was a sell out and brought diverse members of the local community together. It helped to raise awareness of domestic abuse and signposted people to support. Over the last 5 years we have seen a 30% increase in referrals from Melksham.

What evidence do you have of adverse effects on the community and/or individuals based in the area covered by Melksham Town Council if your project/service does not continue?

Without awareness and signposting, people will be unable to seek the support they need.

6. Beneficiaries

How many people in total will benefit from this grant? 300

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

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

We had just over 200 people at our last event and there was a waiting list.

7. Financial Information

Estimated Total Cost of Project? 1,000

Grant Amount requested? 1,000

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

we provide free support to the people that need us

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

Please include:

- grants received and applied for from other organisations
- any income received from fundraising
- any existing reserves

Please note: projects over £250 must be match funded if you are requesting over £250 (voluntary time can be counted as benefit in kind)

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

Expenditure	Amount	ConfirmedY/N?
staff costs	500	y
banner making supplies	250	y
refreshments	100	y
incidentals	50	y
marketing / banners	100	y

8. Annual Accounts

Please provide the following information from your annual accounts:

Account year Ending:	2024
Total Expenditure:	4,466591
Total Gross Income:	4,458908
Balance at year end:	7,15468
Savings (Reserves, Cash, Investments)	7,15468

9. Eligibility

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

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Is NOT for a private organisation operating as a business to make a profit or surplus.

Is NOT for a national organisation or charity.

Is NOT for an "Upward Funder" (e.g. a local group whose fundraising is sent to central Headquarters for redistribution).

Will NOT be passed on to any other individuals or groups (except to pay for goods and services).

Is NOT for a political or religious organisation.

Is NOT for an activity that is completely funded from another funding source.

Is NOT for loans or interest payments.

Is NOT for an organisation whose function is primarily undertaken by the Health Authority or Wiltshire Council's Social Services.

Is NOT for an organisation that discriminates on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability.

Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a one-off project which has already happened).

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

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

No

10. Additional Information

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

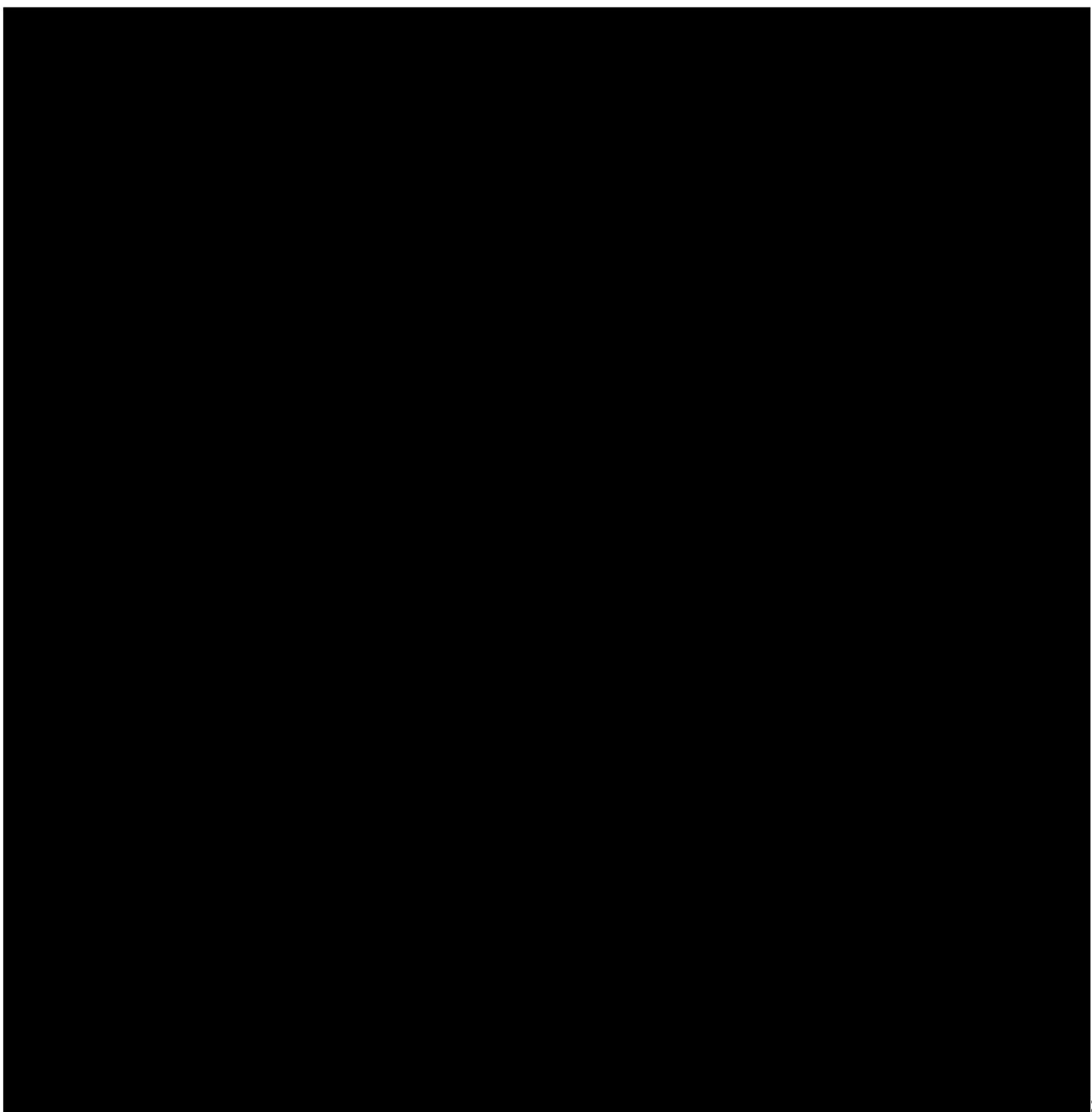
No

Is the funding for security measures?

No

Is the funding for work with vulnerable adults or children?

No



13. Declarations

- In accordance with the General Data Protection Regulation (GDPR), I/we agree that Melksham Town Council will process and hold personal information about me/us only in relation to my/our grant application.
- I/we consent to my/our personal information, including that contained within this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made.
- I/we understand that it will only be accessed by authorised staff members to manage the grant application process.
- I/we also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract.
- I/we understand that my/our data will be disposed of securely 6 years after the application and that I/we have the right to correct the information at any time.
- I/we have been made aware of my/our rights under GDPR.
- I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.
- I/we declare that I/we have read the Grant Application Policy and that the application complies with the terms laid out in the Policy.
- I/we declare that I/we have included all the requested information.
- I/we fully understand that if I/we do not include the requested information and/or if the application does not comply with the policy, the application may be rejected.
- I/we agree to complete and return a Monitoring Form within 6 months of receipt of any grant funds for consideration by the Finance, Administration & Performance Committee.

Signature



Date

Friday, May 9, 2025

Do you give consent for photos to be provided or taken of you and your organisation for use in social media, press releases and future grant marketing

Opt In

Would you like your information retained to be contacted about grant opportunities from Melksham Town Council Events

Opt In

At Melksham Town council we understand the importance of protecting your data. To see how we process, store and look after your data, see our privacy policy on our website, <https://www.melksham-tc.gov.uk/> or ask a member of the team to send you a copy. 01225 704187

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