



Melksham Town Council

Grants Policy

Date Adopted: 24th November 2025

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GRANTS POLICY

1. Introduction

Melksham Town Council is committed to supporting and strengthening our local community. Each year, we allocate a portion of our budget to a discretionary grants scheme designed to bring tangible improvements to the lives of residents and enhance community well-being. These grants aim to support local projects and initiatives that contribute to a stronger, more connected, and vibrant Melksham. Grants are ultimately made at the discretion of the council – meeting the criteria does not guarantee a grant and applicants should not assume that they will be successful.

2. Grants

2.1. There are three types of grants:

2.1.1. **Community Grants:** applications for up to £1,000 are invited twice in a year with closing dates of the 15th of April and the 15th of September.

2.1.2. **Facility Hire Grants:** Melksham Town Council can fund room hire in Melksham Town Hall, Melksham Assembly Hall, or KGV park for a specified (number of) event(s). These too are offered twice a year with closing date of 15th of April or 15th of September.

[Before applying for a Facility Hire Grant, please contact Melksham Assembly Hall assemblyhall@melksham-tc.gov.uk to get a cost for your event/s.]

2.1.3. **Core Grants** are intended to offer financial assurance to larger organisations providing services within Melksham Town and awarded annually for a maximum of four years. [“Larger” typically includes organisations with paid staff, annual turnovers in excess of £10,000 or which involve large numbers of volunteers.]

Applicants must demonstrate how their work meets the strategic aims of Melksham Town Council.

To remain in Melksham Town Council’s budget each year, core grant recipients must submit monitoring forms by 1st October.

3. Principles

3.1. Melksham Town Council serves only the main town area, not surrounding regions. Our grants must primarily benefit residents who fund this council, rather than those in neighbouring or outlying areas: we cannot fund projects which work wholly outside our town. We appreciate this may be confusing for applicants with Melksham postal addresses who nonetheless operate within the Melksham Without Parish Council’s area. Melksham Town Council and Melksham Without Parish Council often cooperate on projects and we can fund projects in proportion to their impact on the town: in such cases, the council will expect to see a robust breakdown of beneficiary locations with an explanation of how this is monitored.

Melksham Town Council always encourages applicants to seek other funding so that organisations do not become solely reliant on the Council and evidence of this is seen as a positive.

Applications that do not benefit the community of the Melksham Town Council area will be declined.

4. Process

- 4.1. Application forms and monitoring forms can be completed on Melksham Town Council's website: this is the council's preferred method of receiving applications.
 - 4.1.1. If using a website causes genuine difficulties which might lead to unintended exclusion, officers can help to complete an application in other ways.
- 4.2. Applications will be reviewed by the Community Officer to ensure compliance with the basic requirements established by the council; however, officers do not make the funding decisions. Applications meeting the council's eligibility criteria will be presented to the Community Development Committee for consideration and decision by elected members.
 - 4.2.1. Councillors who are connected to any applicant must declare an interest at the time of the grant application hearing.
- 4.3. Application forms will have personal and sensitive information redacted before becoming public as part of the Community Development Committee's agenda.
- 4.4. A representative from the applicant must attend the committee meeting considering application (in person or virtually) to explain the application and to ask and answer any questions; if a representative is not able to attend, the application will be deferred to another meeting.
- 4.5. There is no guarantee that a grant application will be successful solely because it meets the eligibility criteria.

5. Who can get a grant?

- 5.1. Below are some examples of typical grant recipients:
 - Charitable organisations
 - Youth/Senior Citizen groups
 - Sports clubs or arts groups
 - Advice organisations
 - Organisations assisting the disabled
 - Minority groups
 - Community buildings
 - Community events
 - Health/transport/safety groups

6. Eligibility Criteria

- 6.1. To be eligible for funding, an organisation must:
 - 6.1.1. be a community, voluntary or charitable organisation
 - 6.1.2. have its own bank/building society current account in the name of the organisation and operated by two unrelated signatories ("dual signatory")
 - 6.1.3. have at least three members on its management committee/board
 - 6.1.4. have a written governing document (e.g., a constitution, memorandum, articles of association, set of rules or trust deed)
 - 6.1.5. have an adopted Safeguarding Policy if working with children, young people and/or vulnerable adults
 - 6.1.6. have an adopted Equal Opportunities Policy or Statement
 - 6.1.7. have an adopted Environmental Policy (or evidence of environmentally responsible and sustainable practices)
 - 6.1.8. show evidence that their project/service is required in Melksham Town Council's area and has community support
 - 6.1.9. show evidence that their project/service will benefit the community and/or individuals based in Melksham Town Council
 - 6.1.10. show evidence that an application for over £250 will be match funded. (The notional value of volunteer time may be accepted as match funding.)
- 6.2. Those applying for grants agree that if successful they will:

- 6.2.1. ringfence grant money for use for the benefit of Melksham Town residents
- 6.2.2. return any grant money should the project/event not take place
- 6.2.3. spend the grant within six months (extendable to 12 by prior agreement)
- 6.2.4. attend a meeting of the Melksham Town Council to receive a presentation cheque and be photographed with the Town Mayor
- 6.2.5. attend the Annual Town Meeting (in person or virtually) to explain the impact of the Melksham Town Council grant
- 6.2.6. complete a monitoring form after six months to show how the grant money was spent (downloadable from the town council's website)
- 6.2.7. provide financial evidence of the grant expenditure
- 6.2.8. receive funds into a bank account in their name of their organisation (not an individual)
if a group lacks an account, council may approve allocating funds to another recognised community organisation to hold them
- 6.2.9. acknowledge Melksham Town Council's support on all print and electronic materials, including websites, social media, and press releases, for at least one year or until the funded project concludes
- 6.2.10. display the Melksham Town Council logo on a suitable plaque on any capital build project funded by a grant
- 6.2.11. arrange for a visit by the mayor to the organisation
- 6.3. Failure to comply with any of the applicable conditions may result in Melksham Town Council seeking to recover any grant and might adversely affect any future applications.**

7. Ineligibility

- 7.1. Grants will not be awarded to fund:
 - 7.1.1. private organisations operating as a business to make a profit or surplus
 - 7.1.2. individuals (i.e. not a group)
 - 7.1.3. applications originating from national organisations or charities
 - 7.1.4. "Upward Funders" i.e. groups whose fundraising is sent to central headquarters for redistribution
 - 7.1.5. organisations who wish to pass on money to other individuals or groups (except to pay for goods and services used in their projects)
 - 7.1.6. political organisations
 - 7.1.7. activities that are completely funded from another funding source
 - 7.1.8. loans or interest payments
 - 7.1.9. organisations whose function is primarily undertaken by the Health Authority or Wiltshire Council's Social Services
 - 7.1.10. activities whose funding is provided by government e.g. school education
 - 7.1.11. organisations that discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability
 - 7.1.12. expenditure incurred or committed before confirmation of the grant (e.g. for project which has already happened)
 - 7.1.13. groups/organisations which received similar grant funding from Melksham Town Council in the last 6 months
- 7.2. And normally, unless specifically negotiated, we will not fund:

- 7.2.1. general or ongoing running costs such as salaries or rent [Please see Schedule 1 below for a list of items we consider to be running costs]
- 7.2.2. community grant requests for over £1,000

8. Grant Application Checklist

8.1. Applicants are required to supply a completed application form and provide the following:

- 8.1.1. contact details for the organisation applying
- 8.1.2. the type of grant requested
- 8.1.3. the amount being requested
- 8.1.4. estimated total cost of the project for which the grant is being requested
- 8.1.5. an overview of the organisation and the project/service for which funding is requested
- 8.1.6. evidence that the project/service is required by the community and/or individuals based in the area covered by Melksham Town Council.
- 8.1.7. evidence that the grant will benefit the community and/or individuals based in the area covered by Melksham Town Council
- 8.1.8. evidence showing any negative impacts on the community or individuals within the Melksham Town Council area if the project or service is discontinued
- 8.1.9. the estimated total number of beneficiaries of the project/service and the estimated number of those beneficiaries residing in the area covered by Melksham Town Council with an explanation of how these numbers were determined
- 8.1.10. a clear explanation of how any grant will be spent
- 8.1.11. evidence that other sources of funding and support have been secured or are being sought for the project (benefit in kind of voluntary time can be counted as match funding).
- 8.1.12. details of any previous grants received from Melksham Town Council in the last 2 years

8.2. The application form must also be accompanied by the following documentation:

- 8.2.1. a copy of your governing document (e.g., a constitution, memorandum, articles of association, set of rules or trust deed)
- 8.2.2. a copy of your most recent full annual accounts with details of all monies held in reserves
- 8.2.3. a copy of your most recent bank account statement & details of any other investments/savings held
- 8.2.4. a copy of your adopted Safeguarding Policy (if your group works with children and young people and/or vulnerable adults)
- 8.2.5. a copy of your adopted Equal Opportunities Policy or Statement
- 8.2.6. a copy of your adopted Environmental Policy or evidence of the environmentally responsible and sustainable practices of your organisation

8.3. Melksham Town Council reserves the right to request any additional information to aid determination of the grant.

9. Bid Outcome and Future Conditions

9.1. Applicants will be notified in writing of their grant application outcome within 14 days of the Community Development Committee's decision.

9.2. If Your Grant Application Is Unsuccessful

- 9.2.1. If an organisation doesn't meet the eligibility criteria but could qualify later, it may be advised that it can reapply in a future round.
- 9.2.2. If there is a more appropriate source of funding, the organisation may be redirected.

Alternative Sources of Local Funding and Support

This list is updated regularly but cannot reflect all possible funding and support available in Wiltshire. It may not reflect the changing priorities and opportunities within the organisations listed. Contact the providers directly for details of any grants or support.

Local Grants

- **Melksham Without Parish Council** invite applications annually for grant aid from organisations who can show that they benefit residents of the Parish.
 - This includes Bowerhill and surrounding villages, including Beanacre, Berryfield, Shaw, The Spa and Whitley
 - Deadline for applications is 31st January, annually.
 - More information: <https://melkshamwithout-pc.gov.uk/index.php?page=grant%20aid>.
- **Melksham Area Board** award grants for local community projects and initiatives that meet local priorities and deliver exceptional outcomes for residents.
 - More information: <https://www.wiltshire.gov.uk/article/6145/Area-Board-Grants>.
- **Wiltshire Community Foundation** have a Grants programme which supports people and communities in need in Wiltshire and Swindon.
 - More information: [Grants overview | Wiltshire and Swindon Community Foundation](https://www.wscf.org.uk/grants-and-support/grants-overview/) <https://www.wscf.org.uk/grants-and-support/grants-overview/>
- **The Gov.UK website** has a 'Find a Grant' service that allows you to search government grants here: <https://www.find-government-grants.service.gov.uk/>.

Schedule 1 **Schedule of Running Costs**

We usually consider the following to be "Running Costs" – this list is not exclusive.

- Rent
- Staff costs
- Volunteer expenses
- Travel costs
- Utilities including but not limited to, electricity, gas, water, internet
- Insurance; premises, employer, public and vehicle
- Business rates or council tax
- Membership fees or DBC costs
- Software licences
- TV licencing
- Third party staffing such as accountancy or legal fees
- Daily cleaning costs

- Advertisement and marketing or reprographics
- Annual vehicle maintenance and costs such as yearly tax, MOT and servicing
- General vehicle wear and tear such as replacement tyres or brakes
- Equipment repairs
- Website hosting
- Any sundries such as food, refreshments and stationery that are supplied as part of standard activities of your organisation
- The purchase of uniforms for staff or volunteers