



Melksham Town Council Grant Application Guidelines

1. Introduction

Melksham Town Council allocates part of its annual budget to donate money back into the locality through grants. The purpose of these grants is to bring real improvements to the local community and the lives of the people living there.

2. Process

In order to make the process of obtaining grant-funding clearer and fairer, all candidates will be encouraged to apply for grants in an initial bidding round which runs from mid June to the end of July. The opening dates will be advertised locally and application forms will be made available from Melksham Town Hall and their website www.melkshamtown.co.uk

There are 3 separate grant types:

- **room hire** which enables the Town Council to fund room hire both for the Town Hall and the Assembly Hall for a specified number of events,
- **small grants** which allows individuals or organisations (excluding businesses) to apply for grants from as little as £50 up to and including £500,
- **large grants** which allows individuals or organisations (excluding businesses) to apply for grants of over £500.

All grants will be reviewed and categorised according to their main aim, as follows:

- social benefit: advice
- social benefit: work with adults
- social benefit: work with children
- social benefit: provision of goods
- sport
- culture including performing arts and drama groups
- interest groups
- youth groups
- environment

This will allow the Council to allocate monies fairly across all main streams. However, **each application will still be awarded according to its own merit**. Thus a sole application in any one category is not guaranteed a grant; equally well an oversubscribed category could still allocate funds to all applicants.

3. Eligibility

Any group, society, charity or organisation may apply for grant funding from Melksham Town Council, providing they fulfil at least one of the following criteria:

- provide a service to the people of Melksham,
- enhance the quality of life of the people of Melksham,
- improve the environment of the people of Melksham,
- promote the good name of the Town of Melksham through their achievement and participation.

It is vital to the potential success of any bid that **the applicant proves how the money will benefit the Melksham Town area itself**, this does not include Melksham Without Parish, (Bowerhill, Berryfields, Beanacre, Shaw and Whitley) whose council offers its own grants. Where possible, the applicant should give an accurate figure of the number of people benefiting from the use of this money.

It is equally important that **the applicant provide a copy of their latest accounts**. Furthermore **the applicant must provide detailed information on all other grant applications**, whether granted or being processed.

Melksham Town Council will not award grants to groups who directly redistribute the grant funding to another organisation or charity.

4. Bid outcome

If a bid is unsuccessful, Melksham Town Council will write to the applicant clearly stating why their bid did not fulfil the required criteria.

If a bid is successful, Melksham Town Council will inform the applicant in writing. The funds available in the form of grants are limited and a bid might be successful but still only receive a percentage of the grant requested.

For all successful grant bids the applicant must comply with their commitment to keep Melksham Town Council informed of their progress by returning the monitoring form by the specified time. Non-compliance with this commitment may reflect negatively on future grant applications.

Melksham Town Council reserves the right to pay large grants in stages or in one lump sum. This will depend on the grant amount and the timescale of the project. If the project is not completed within the grant year Melksham Town Council reserved the right to withdraw the grant.

If the grant is not used for the purpose stated in the application, Melksham Town Council reserves the right to withhold or request repayment of the grant.

5. Promoting grants

In order to raise awareness of the grants available through Melksham Town Council, it is requested that Melksham Town Council are named as grant-givers when advertising the project supported through large grants (over £500).

Melksham Town Council will also promote the projects supported through its grants, both at events, on their website and in various literatures.

6. Conclusion

The grant system exists to benefit local people. To this end these guidelines should help make the grant system fairer and more accessible to all eligible parties. Melksham Town Council aims to raise the profile of its grant-giving powers in order to encourage competition and maximise value for money. To ensure continued optimal running of the 'grant applications', these guidelines should be reviewed annually.

PLEASE DO NOT ENCLOSE ANY OTHER DOCUMENTS APART FROM YOUR ANNUAL ACCOUNTS. DO NOT SEND A FULL ANNUAL REPORT, EXTRACT THE FINANCIAL INFORMATION REQUIRED AND FORWARD THIS TO US WITH YOUR APPLICATION FORM, PREFERABLY NO MORE THAN 2 A4 SHEETS

PLEASE RETURN YOUR FORM TO THE TOWN HALL BY 31 JULY 2017