



GRANT APPLICATION POLICY

1. Introduction

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

2. Process

In order to make the process as clear and fair as possible, applications will be accepted throughout the year, rather than during a restricted period. The application form is available from the Town Council Offices or can be downloaded from the Town Council's website. Applications will be considered at quarterly Finance and Admin Committee meetings. There is no guarantee that grant applications will be successful.

There are three grant types:

- **Room hire grants** enable the Town Council to fund room hire in both the Town Hall and the Assembly Hall for a specified number of events, which will be paid for by means of a voucher from the Town Council.
- **Regular grants** are for applications of less than £1000, which can be applied for quarterly and will be paid by means of either a cheque or bank transfer.
- **Major Grants** are awarded annually for up to four years at a time; this offers financial assurance to larger organisations operating within Melksham Town. Applications for Major grants must be received by 30 September of each year in order to be considered in the Town Council's budget for the following financial year. Major grants will only be awarded to organisations based in the town and will be paid by means of either a cheque or bank transfer.

All applications which meet the eligibility and content requirements will be reviewed by Town Council staff, reporting formally to the Finance Administration and Performance Committee for a decision by elected members.

The form will have personal and sensitive information redacted before it becomes a public document as part of the agenda for the Finance Administration and Performance Committee meeting.

3. Eligible organisations

Below are examples of types of organisations to which grants may be given:

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

4. Eligibility criteria

To be eligible for funding, applicants must:

- Have a written governing document (for example, a constitution, memorandum and articles of association, set of rules or trust deed).
- Have at least three members on the management committee/board.
- Have a bank or building society current account in the name of the organisation.
- Be a community, voluntary or charitable organisation that works with local communities.
- Have an appropriate safeguarding policy – if working with children and young people or vulnerable adults.
- Have an adopted equal opportunities policy or statement.
- Show evidence that the service provided is needed by the community and that it has community support.
- Show that the grant will benefit people in the area covered by Melksham Town Council or will contribute positively to the Melksham area. The Town Council will only provide funding to assist organisations that are not based in the area, pro-rata for local residents using that service.
- Be match funded if over £250 (voluntary time can be counted as benefit in kind)

5. Ineligibility

Grants will not be awarded to:

- Private organisations operated as a business to make a profit or surplus.
- Grant applications originating from national organisations or national charities.
- “Upward funders”, i.e. local groups whose fund raising is sent to their central Head Quarters for redistribution.
- Organisations who wish to pass on money to other individuals or groups.
- Individuals.
- Organisations whose function is primarily undertaken by the health authority or Wiltshire Council’s Social Services.
- Political organisations or projects.

- Activities that are completely funded from another funding source.
- Organisations that discriminate on the grounds of race, religion, age, gender, trans-gender, sexual orientation, marital status, pregnancy or any disability.
- Any expenditure incurred or committed before confirmation of the grant.
- Loans or interest payments.
- General funding for your organisation or others.
- For ongoing running costs such as salaries or rent.
- Groups who received similar grant funding in recent years

6. Content of grant application

Applicants are required to supply a completed application form, accompanied by the documentation requested below:

- Governing document
- Evidence that the grant will benefit people in the Melksham area, according to the map showing the Melksham Town boundary
- Evidence that the project/service is needed
- Evidence of adverse effect on the town if the applicants were unable to continue or were hampered by lack of funds
- Current resources of the organisation, including a trading account and balance sheet for the last financial year, including existing bank/building society statements (Organisations just starting up must submit basic financial information to the satisfaction of the Town Council)
- Evidence that other sources of funding have been secured or are being sought for the project (benefit in kind of voluntary time can be counted as match funding)

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

7. Bid outcome and conditions

All applicants will be informed in writing of the outcome of their bid.

If a bid is unsuccessful, the applicant will be given an explanation of why their bid did not meet the required criteria. If there is a more appropriate source of funding, the organisation will be redirected, thus relieving the demand on the Town Council's resources

The following conditions must be satisfied by successful applicants:

- The Town Council will request a receipt from the organisation for any grant received.
- Where a group operates in an area wider than Melksham, grant money must be ringfenced for Melksham residents
- In the event of a project/scheme/venture not taking place the grant should be returned to the Town Council for redistribution to other organisations.
- The grant should be spent within six months (12 in exceptional circumstances)
- A Monitoring Form will be required after six months to show how the grant money was spent. The organisation must be able to provide receipts, invoices and other evidence. Should the evidence not be received the Town Council can request the return of the funds.

- Recognition of the Town Council's support must be given on all printed and electronic material produced by the organisation.