

Grant Application Form



Small Grants fund 2008/2009 - Helping us help you and your community



This District Council fund (managed in conjunction with your local Community Area Partnership) helps local community groups in the Melksham Community Area whose activities address at least one of the District Council's corporate objectives (see page 3) and addresses one of the issues highlighted in the Community Action Area Plan. The Melksham Community Area includes the Town Council area and the parishes of Atworth, Broughton Gifford and Melksham Without (which includes Bowerhill, Berryfields, Beanacre, Shaw and Whitley).

- Before completing the form please read the General Information and Criteria on Page 8
- Please complete all the questions on the form and provide all documentation requested (Supporting material is welcome, but is not a substitute for completion of this form)

SECTION A: ABOUT YOUR GROUP/ORGANISATION

1 Name of group/organisation

2 Name of contact and position within group

3 Contact details

Address:

Postcode:

Daytime tel. number:

Mobile tel. number:

E-mail:

4 Type of Group (Tick all boxes that apply)

- Registered Charity (If so, Charity Number)
- Club/Society
- Company Limited by Guarantee
- Community Interest Company
- Partnership/Consortium
- Trust
- Other (please specify)

5 Management

How many people are involved in the management of your group/organisation?

People Over 50 years Male Female

People under 25 years Male Female

Disabled People Male Female

**Black & Minority
Ethnic people** Male Female

6 Please state your group's aims

7 Please give an overall summary of your group's main activities

SECTION B: ABOUT YOUR APPLICATION

8 Please provide a brief statement describing the purpose for which you are applying for a small grant. If towards general running costs, rather than a project, please state clearly which elements of your running costs you want funding for (e.g. salary, office costs, publicity).

9

Please indicate how either your group or project helps to meet at least one of the following West Wiltshire District Council's corporate priorities.

- Recycling** – increased to benefit the environment and ensure Government targets are achieved

How?

- Access to recreation** – development and renewal of facilities and creation of opportunities for local people to participate

How?

- Market Town Regeneration** – improved local environments as well as better access to services, shops and facilities.

How?

10
a

How will your project include people who might otherwise find it difficult to participate? e.g. people on low incomes, people who are geographically isolated, or people without transport.

(If your application is for general running costs please go straight to question 10b)

**10
b**

How does your group/organisation include people who might otherwise find it difficult to participate e.g. people on low incomes, people who are geographically isolated, or people without transport.

11

Please indicate which theme/s highlighted in the Melksham Community Area Plan your activities will address and how. (copies of the plan which details the issues under each theme below are available from the contact at the end of this form, at www.westwiltshire.gov.uk, www.melksham1st.org.uk or Melksham library)

The Town Centre
How?

Economic Regeneration
How?

Young People
How?

Transport
How?

Community Safety
How?

Environment
How?

Health
How?

12**Which other groups/organisations will you work with in pursuit of this application?****13****Please list funding secured and/or applied for from sources other than West Wiltshire District Council with amounts and dates**

Source	Amount requested	Amount secured (and date)
Parish/Town Council (please specify)		
Charitable Trusts/Foundations (please specify)		
National Lottery (inc Awards for All)		
Gifts/Donations		
Own Fundraising Activities		

14**Please state amount requested from West Wiltshire District Council**

£

SECTION C: SUPPORTING INFORMATION**15****Please enclose the following documentation**

Enclosed (please tick)

- Latest inspected/audited accounts or Annual Report
- Income & expenditure budget for current financial year
- Project budget(if applicable)
- Terms of Reference/Constitution/Group Rules

For new groups, only the group's terms of reference and a projected income and expenditure budget covering a period of 12 months is required.

SECTION D: EQUAL OPPORTUNITIES MONITORING**16**

To assist us with our equalities monitoring please indicate whether **your application is specifically targeted** at people within one or more of the six equality strands. You may tick yes for more than one category e.g. if your project is for ethnic minority senior citizens.
Please note that answering **NO** to any of the following question **WILL NOT PREJUDICE** your application.

a) Is your project targeted towards, or of particular relevance to, people of a specific age?

- Yes No **If 'Yes', please tick ...**
 Under 25's Over 50's
-

b) Is your project targeted towards, or of particular relevance to, people with disabilities (physical or mental/emotional)?

- Yes No
-

c) Is your project targeted towards, or of particular relevance to, people of a specific gender?

- Yes No **If 'Yes', please tick ...**
 Male Female
-

d) Is your project targeted towards, or of particular relevance to, people of a specific sexuality?

- Yes No **If 'Yes', please tick ...**
 Gay Lesbian Bisexual
-

e) Is your project targeted towards, or of particular relevance to, people from a specific ethnic background?

- Yes No

If you have answered 'Yes', indicate the ethnic background of the people who will benefit from your project.

White

- British Irish Other

Mixed

- Mixed ethnic background

Asian or Asian British

- Indian Pakistani Bangladeshi Other Asian

Black or Black British

- Caribbean African Other black

Chinese or other ethnic group

- Chinese Other ethnic group
-

f) Is your project targeted towards, or of particular relevance to, people from a specific religion or faith? (e.g. a Muslim women's sports club, which encourages active participation, rather than promoting religious beliefs)

- Yes No **If 'Yes' please specify**

SECTION E: DECLARATION

17

If you are successful in your application please state who the cheques should be made payable to?

18

Please sign and date this form

Sign:

Please print your name:

Date:

For official use only. Officer's comments

Please return the completed application form, along with the requested supporting documents to:

**Melksham 1st
1st Floor, Crown Chambers, 7 Market Place, Melksham SN12 6ES
Tel 01225 899265
Email carolynbeale@melksham1st.org.uk**

WWDC Small Grants Fund 2008/9 - General Information

Who can apply?

These grants are only available to local groups and organisations based in the Melksham Community Area that can demonstrate benefit to people living in the area.

Organisations applying for grant aid must be 'not for personal profit' and have aims that are broadly charitable.

How do I apply?

If, after reading the criteria, you wish to apply for a grant please complete the enclosed application form and return it to Melksham 1st with the supporting information.

If you are not sure if you qualify, please phone the number at the end of the form.

Funding Levels

Grants are generally between £100 and £500. The grant fund does not fully fund any local group, organisation or project. Groups and organisations applying to this fund must demonstrate where they have secured, or hope to secure, other funds. Town and Parish Councils should also be approached.

Conditions

The decision made is final and there are no grounds to appeal. Successful applicants must acknowledge that WWDC through the community area partnership has supported the organisation/project and agree to give a brief summary of the impact of the grant six months after receipt. A standard questionnaire will be issued.

WWDC Small Grants Fund 2008/9 - Criteria

Who Do We Fund?

- Community, voluntary and charitable organisations.
- Not-for-profit groups with a signed set of group rules.
- Other organisations (e.g. churches and schools) can apply if wider community benefits can be shown.

The applicant must also demonstrate that:-

- a. there is no other more appropriate source of funding within the District Council **and**
- b. the organisation is actively working in partnership **and**
- c. there is funding being secured from other sources in support of this application **and**
- d. the project addresses the priorities set out in the local community plan **and**
- e. the work of the organisation aligns with a WWDC corporate priority

This scheme does not fund:-

- Projects where the work has already started and/or money has already been spent.
- Individuals
- School or education fees
- Trading or profit making organisations (unless a social enterprise re-investing surpluses into community activity)
- Applications more suitable for other district council grant schemes
- Activities that promote a religious or political belief

Please return completed application forms and requested supporting documents to:

Melksham 1st

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