



**Chippenham
Town Council**

Improving
the quality
of town life

COMMUNITY DONATIONS SCHEME

This criteria was re-adopted by the Community Donation Sub Committee at its meeting held on 20th October 2016

When making an application to Chippenham Town Council for a community grant please use these criteria to assist you with your application.

1. The council will only consider applications that:

- a. Support the council's objectives:
 - A Vibrant Town Centre
 - A Sustainable Environment
 - Neighbourhood and Community Benefits
- b. Support the voluntary and community sector in improving the quality of life for residents of Chippenham
- c. Demonstrate that there is a clear need for financial support
- d. Demonstrate that the organisation is non-profit making
- e. Demonstrate that the core activity is based within the parish boundary of Chippenham
- f. Demonstrate that the organisation's service/activity must directly benefit the residents of Chippenham, as will the proposed project
- g. Provide evidence and supporting documentation of having sought financial support from other organisations
- h. Provide financial information as relevant to their level of operation. Ideally the organisation should have a bank account with two signatories. Where this is not in evidence then other financial information must be provided
- i. Give recognition to Chippenham Town Council through its publicity and publications
- j. Are in agreement to attend the annual town meeting and provide information on the activities of that organisation
- k. Provide feedback to Chippenham Town Council on how the grant was used within a set period of time
- l. Provide additional information of applications made to match funders where the application is for more than £1000

2. The Council will not normally support:

- a. Applications prepared or endorsed by members or employees of Chippenham Town Council
- b. More than one application from the same organisation for the same project within a 12 month period
- c. Applications from individuals for sponsorship purposes
- d. Retrospective applications
- e. Applications that cover general revenue costs such as:
 - Routine maintenance
 - Repair of equipment
 - Salary or administrative costs

3. Applications to span more than one year

In exceptional circumstances the Town Council may choose to support an organisation for more than 1 year subject to current legislation and within the term of the current administration. An explanation of the reasons for medium term funding will be required. The commitment to funding would not normally exceed four years. The Council may seek a meeting with the applicant to seek additional information.