



Chippenham
Town Council

Improving
the quality
of town life

GUIDANCE NOTES FOR COMPLETION OF YOUR APPLICATION FOR COMMUNITY DONATIONS 2017 TO 2018

Please note the following when making your application:

The Community Donations Sub-Committee, at which applications are considered, will meet three times in a financial year:

- Thursday 29th June 2017
- Thursday 19th October 2017
- Thursday 8th February 2018

Applications need to be received three weeks prior to the appropriate meeting.

All completed applications will be acknowledge on receipt. If an application is not fully completed, illegible or the necessary documentation is not received, it will be returned for completion or additional information. Should you need advice or assistance with the completion of your form, please ask in advance of the three week deadline.

Applicants are welcome to attend the Community Donations Sub-Committee meeting that considers their application, and to answer questions that the committee may have. There will be an opportunity to speak in support of the application at the Chairman's discretion. Applicants will be asked to confirm their attendance in advance of the meeting. Applicants will receive a copy of the agenda of the meeting a week in advance of the meeting.

Applicants will be informed of the Committee's decision within three weeks of the meeting taking place and will receive a copy of the minutes from that meeting.

Unsuccessful applicants will be informed of the reasons why their application was not supported.

Organisations receiving a donation will be requested to provide a receipt and to complete a feedback form in advance of the following meeting – see dates above.