



**Chippenham  
Town Council**

Improving  
the quality  
of town life

21<sup>st</sup> June 2018

To: Councillors

Desna Allen  
Pete Bishop  
Teresa Hutton  
David Powell

Richard Bambury  
Raj Gill  
Mary Norton

Other members of the council for information

Dear Councillor

**MEETING OF THE COMMUNITY DONATIONS SUB COMMITTEE –  
Thursday 28<sup>th</sup> June 2018.**

You are summoned to attend a meeting of the Community Donations Sub-Committee to be held at The Town Hall, High Street, and Chippenham on **Thursday 28<sup>th</sup> June 2018** commencing at **4pm** for the transaction of the business given in the Agenda attached.

All council meetings are open to the public and press. Members of the public are invited to address the Council at this meeting at 4pm.

Yours faithfully

Mark Smith MBA LLB (Hon's) CMgr FCI FSLCC  
Chief Executive

## **RECORDING OF PUBLIC COUNCIL MEETINGS**

Recording and using social media is permitted at Council meetings which are open to the public - however, anyone wishing to do so must speak to the Town Council staff prior to the meeting as there are rules which must be followed.

### **4pm PUBLIC QUESTION TIME (not to exceed 30 minutes)**

The public are welcome to make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

Any individual representation is limited to no more than 3 minutes. The Chairman will call the representation from those who are indicating that they wish to speak; written representations can also be received in advance of the meeting.

A record of any public participation session shall not be included in the Minutes, but included as an appendix note to the Minutes of the meeting.

## **AGENDA**

### **MEETING OF THE COMMUNITY DONATIONS SUB COMMITTEE – THURSDAY 28<sup>th</sup> JUNE 2018**

- |  | <b>Wards<br/>Affected</b> | <b>Page<br/>No.</b> |
|--|---------------------------|---------------------|
| <b>1. <u>ELECTION OF CHAIRMAN</u></b>  |                           |                     |
| To receive nominations for the post of Chairman for the municipal year.  |                           |                     |
| <b>2. <u>NOTIFICATION OF SUBSTITUTION</u></b>  |                           |                     |
| To receive any notification of substitution made to the Chief Executive.   |                           |                     |
| <b>3. <u>APOLOGIES FOR ABSENCE</u></b>   |                           |                     |
| To receive apologies for absence and consider if the reason for absence should be formally approved by the Council.  |                           |                     |
| <b>4. <u>DECLARATION OF INTEREST</u></b>   |                           |                     |
| All Members of the Town Council are reminded to declare any pecuniary or non-pecuniary interests they may have in any business of the Council, its Committees or Sub-Committees, in accordance with the latest approved Code of Conduct. |                           |                     |
| Members are reminded to declare any dispensation granted in relation to any relevant matter.   |                           |                     |

**5. ELECTION OF VICE-CHAIRMAN**

To receive nominations for the post of Vice Chairman for the municipal year.

**6. MINUTES**

**5**

To approve as a correct record and sign the minutes of the meeting held on Thursday 8th February 2018 (previously circulated).

**7. CHAIRMAN'S ANNOUNCEMENTS**

**8. REQUESTS FOR COMMUNITY DONATIONS**

**8**

To receive a report from the Corporate Support Officer to consider requests for Community Donations (copy attached):

- £500 The Beacon Centre
- £900 Carer Support Wiltshire
- £750 Chippenham BID
- £3,000 Chippenham RFC
- £1,000 Chippenham Twinning Association
- £797 CPM Sounds (Riverbank Studios)
- £2,000 Friends of Monkton Park School
- £200 Lions Club of Chippenham
- £962.25 Phoenix Amateur Dance Group
- £200 West of England MS Therapy Centre
- £300 Wiltshire Music Centre Trust

**Total requested £10,609.25**

To consider if there are any actions that need to be taken as a result of the information received.

	<b>Wards Affected</b>	<b>Page No.</b>
<b>9. <u>FEEDBACK FROM FORMER GRANT RECIPIENTS</u></b>		<b>10</b>
<p>To receive a report from the Corporate Support Officer with feedback from community organisations in receipt of grants awarded (copy attached).</p> <p>To consider if there are any actions that need to be taken as a result of the information received.</p>		
<b>10. <u>REVIEW OF THE APPLICATION PROCESS</u></b>		<b>12</b>
<p>To consider a report from the Head of Finance and Administration on the introduction of a revised policy and application form for applicants (copy attached)</p>		
<b>11.</b>		
<b><u>PRESS RELEASE</u></b>		
<p>To consider, if necessary, the issue of a press release arising from the meeting.</p>		
<b>12.</b>		
<b><u>DATE OF NEXT MEETING</u></b>		
<p>The date of the next meeting will be Thursday 18<sup>th</sup> October 2018.</p>		

# CHIPPENHAM TOWN COUNCIL

Minutes of a meeting of the Community Donations Sub Committee held at the Town Hall, High Street, Chippenham on Thursday 8<sup>th</sup> February 2018 at 4pm.

## COUNCILLORS

**PRESENT:** Desna Allen (Chairman) Pete Bishop  
Teresa Hutton Ruth Lloyd  
Mary Norton David Powell

## OFFICERS

**PRESENT:** Charlotte Starkie, Head of Finance and Administration  
Liz Evans, Corporate Support Officer

## PUBLIC

**PRESENT:** Bob Berry – Chippenham Folk Festival  
Andy Thatcher – Chippenham FM  
Jason Hulme – Chippenham U12's Rugby  
Laura Blackett & Jo Lennon – Friends of Monkton Park School  
Nigel & Debbie Linacre – Lingmara Community Choir  
Laura Graham-May – Rag and Bone Arts CIC  
Brian Wright – Wilts & Berks Canal Trust  
Karen Monk – Wiltshire Sight  
Louisa Oldfield – Youth Adventure Trust

## PUBLIC QUESTION TIME

There were no written or verbal questions received.

### **23. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Rajvir Gill.

### **24. DECLARATION OF INTEREST**

Councillor David Powell declared a non-pecuniary interest in Chippenham Rugby U12's application.

### **25. MINUTES**

The minutes of the meeting held on 19<sup>th</sup> October 2017 were approved as a correct record and signed by the Chairman.

### **26. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman requested that Louisa Oldfield represent the application from the Youth Adventure Trust first.

## **27. REQUESTS FOR COMMUNITY DONATIONS**

The Committee considered the following request for donations:

### **a. Application for £1,000 from the Youth Adventure Trust**

Councillors heard from Louisa Oldfield about the support requested for a group of young people to attend a Coastal Camp.

#### **RESOLVED that:**

The Youth Adventure Trust be awarded £500

### **b. Application for £4,700 from Chippenham Folk Festival**

Councillors heard from Bob Berry. Several questions were raised about the support given to the Folk Festival over previous years. Councillors decided to support two particular projects outlined in the Folk Festival's application.

#### **RESOLVED that:**

Chippenham Folk Festival be awarded £1,450 for the specific support of the Children's Festival and the School's Day.

### **c. Application for £1,000 from Chippenham U12's Rugby**

Councillors heard from Jason Hulme about their application to support the tour.

#### **RESOLVED that:**

Chippenham U12's Rugby be awarded £500 towards the general costs of the tour.

### **d. Application for £650 from Chippenham FM (ChippFest)**

Councillors heard from Andy Thatcher about the ChippFest events.

#### **RESOLVED that:**

Chippenham FM be awarded £650 against waived fees for hire of the Neeld and Town Hall.

### **e. Application for £1,000 from the Friends of Monkton Park School**

Councillors heard from Jo Lennon about the new outdoor classroom area at the school.

#### **RESOLVED that:**

The Friends of Monkton Park School be awarded £650

### **f. Application for £1,672 from The Lingmara Community Choir**

Councillors heard from Nigel Linacre about his application for the choir to visit La Fleche.

#### **RESOLVED that:**

Councillors did not support the application, as it could not see any whole community benefit to such an award.

**g. Application for £1,500 from Rag and Bone Arts CIC**

Councillors heard from Laura Graham-May about their application towards purchasing equipment.

**RESOLVED that:**

The Rag and Bone Arts be awarded £1,033

**h. Application for £231 from the Wilts & Berks Canal Trust**

Councillors heard from Brian Wright about their application to run a fundraising quiz evening in the Town Hall in April.

**RESOLVED that:**

The Wilts & Berks Canal Trust be awarded £231 against waived fees for hire of the Town Hall.

**i. Application for £600 from Wiltshire Sight**

Councillors heard from Karen Monk about the ongoing support groups provided by Wiltshire Sight.

**RESOLVED that:**

Wiltshire Sight be awarded £600

**A total of £5,614 was awarded at this meeting.**

**28. FEEDBACK FROM FORMER GRANT RECIPIENTS**

Councillors noted the feedback from the recipients of Community Donations previously awarded.

**29. TO CONSIDER ANY REQUESTS FOR SUPPORT FROM THE WILTSHIRE COUNCIL AREA BOARD**

None received.

**30. PRESS RELEASE**

That a press release be issued to confirm the donations issued at this meeting.

**31. DATE OF NEXT MEETING**

The date of the next meeting will be Thursday 28<sup>th</sup> June 2018 at 4pm.

The meeting concluded at 5.15pm.

These Minutes are subject to confirmation at the next meeting.

Signed on behalf of the Committee as a true record of the meeting.

Signature:

Date:

## Agenda Item 8

### COMMUNITY DONATIONS SUB COMMITTEE: 28<sup>th</sup> June 2018

#### **Current Financial Position:**

The following applications have been received and the committee is required to make a decision on the awarding of grants based on the current criteria.

The budget for the financial year 2018/2019 is £20,000. This is the first meeting of the three meeting cycle.

**Total grants requested: £10,609.25**

GROUP/ORGANISATION	AMOUNT REQUESTED (£)	REASON FOR REQUESTING DONATION	FINANCIAL INFO. YES/ NO
The Beacon Centre	500	Contribution towards the replacement of worn out and damaged table and chairs	Yes
Carer Support Wiltshire	900	Contribution towards the Community Connections Appeal which provides additional support for lonely and isolated carers	Yes
Chippenham BID	750	Contribution towards new radios and upgraded equipment for the night-time economy in the town.	Yes
Chippenham RFC	3,000	Contribution towards the update of the club house facilities	Yes
Chippenham Twinning Association	90	a. To offer prizes in language competitions at the three Secondary Schools in Chippenham	Yes
	910	b. Contribution towards a visit from twinning partners from Friedberg.	
CPM Sounds (Riverbank Studios)	797	Contribution towards the Jukebox Café and Summer Song writing Sessions for young people.	Yes
Friends of Monkton Park School	2,000	Contribution towards the building of an outdoor education room to support the Outdoor Learning and Wildlife Area project at the school.	Yes
Lions Club of Chippenham	200	Contribution towards the cost of hiring the Neeld to host a charity	Yes



Phoenix Amateur Dance Group	962.25	fundraising event in April 2018. Contribution towards the cost of hiring the Neeld for a dance show in February 2019.	Yes
West of England MS Therapy Centre	200	Contribution towards the cost of running physiotherapy exercise classes for MS sufferers.	Yes
Wiltshire Music Centre Trust Ltd	300	Contribution towards the Trust to continue to provide regular music activities.	Yes

### HISTORY OF DONATION RECEIVED BY CURRENT APPLICANTS

<u>ORGANISATION</u>	<u>2017/2018</u>	<u>2016/2017</u>	<u>2015/2016</u>	<u>2014/2015</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
The Beacon Centre	0	0	0	0
Carer Support Wiltshire	0	0	0	500
Chippenham BID	0	0	0	0
*Chippenham RFC	500	1,100	0	1,500
Chippenham Twinning Association	800	600	500	0
CPM Sounds (Riverbank Studios)	761	780	700	930
Friends of Monkton Park School	650	0	0	0
Lions Club of Chippenham	0	200	0	0
Phoenix Amateur Dance Group	800	0	0	0
West of England MS Therapy Centre	0	0	200	0
Wiltshire Music Centre	0	360	150	0

\*Chippenham RFC U14's – Dec 15 - £1,500

\*Chippenham RFC U16's – Oct 17 - £1,100

\*Chippenham RFC U12's – Feb 18 - £500



Meeting	Community Donations Sub Committee
Date	Thursday 28 <sup>th</sup> June 2018
Report Title	Feedback Received From Grant Recipients
Author	Liz Evans, Corporate Support Officer

**1.0 Purpose of Report**

1.1 For Councillors to receive feedback from former grant recipients.

**2.0 Chippenham Sea Cadets Corps – Grant awarded February 2018 for £500**

2.1 The money has been used to purchase and install security fencing along the east boundary of our unit in Long Close. Your contribution along with contributions from the Area Board (£750), MSSC (£3,500) and £400 raised by fund raising activities, have allowed us to proceed and provide a secure environment for our members and premises/equipment.

We thank you very much for your contribution.

**3.0 Victim Support – Grant awarded February 2017 for £150**

3.1 In the year 2017, we provided information and offered our services to 83 people from the Chippenham postcode area, 49 of them received more intensive support. We distributed 7 personal alarms, 2 decoy cameras, 4 mini door chime & alarm, 4 PIR chime/alarm, 1 security light, several 'worry books' for children, in total an amount of £93.26. Three clients in urgent need received supermarket vouchers in total amount of £100.

**4.0 Wiltshire Sight – Grant awarded February 2018 for £600**

4.1 Please accept this letter as receipt of £600 for a grant kindly awarded by the Chippenham Town Council's Community Donations Committee.

We are very grateful to you for supporting our Peer Support and Information Sessions in Chippenham for 2018.

We look forward to working with you in the future. Once again, thank you so much for your help and support.

**5.0 Chippenham Twinning Association – Grant awarded June 2017 for £800**

**Annual Language Awards for 2017**

Hardenhuish School	-	£30
Sheldon School	-	£30
Abbeyfield School	-	£30
A total of		£90

**Public Liability Insurance £260**

- 5.1 The CTA made aware the contribution towards the awards from the Town Council; as requested at the time of application.
- 5.2 Hosting our guests from La Fleche between 14th - 18th April 2017, covering: arrival reception, coach hire and visits; a Friendship evening with meal and music at a local venue. This was in lieu of a Civic Reception as the visit was over the Easter holidays weekend. Costs were £1250 for hall hire and meals and music; various entry fees during stay c£750

**6.0 Friends of Monkton Park School – Grant awarded February 2018 for £650**

- 6.1 May I take this opportunity to thank you and the committee once again for this incredible donation.

The picnic benches will be ordered in the next week or so and we will be sure to send some photos of them being used and enjoyed by the children in due course, along with the feedback form as requested.

This has really helped us kick start our 50th year celebrations in style!

**7.0 RECOMMENDATION**

- 7.1 That Councillors note the report.



# CHIPPENHAM TOWN COUNCIL



## Agenda Item 10

Meeting	Community Donations Sub Committee
Date	28 <sup>th</sup> June 2018
Report Title	To consider and review the donations policy process, the application form and the key objectives of the Community Donation Scheme
Author	Charlotte Starkie, Head of Finance and Administration

### 1.0 PURPOSE OF REPORT

- 1.1 For Councillors to review and improve the application process by adopting a new Donations Policy (appendix A) and a revised application form (Appendix B).
- 1.2 For Councillors to determine if the existing objectives of the Community Donation Scheme be updated to incorporate the new objectives as identified in the Corporate Strategic Plan.

### 2.0 INTRODUCTION

- 2.1 The Community Donations Sub Committee was established on a permanent basis for 1<sup>st</sup> May 2014. It was agreed that it would meet three times a year and that the budget for 2014/15 would be £20,000. This remains the case. Applicants complete an application form, assisted with a criteria and guidelines as issued by the town council. The objectives against which applications are made are from the previous Corporate Plan. The council has, in the last 6 months, adopted a new Corporate Strategic Plan and therefore an opportunity exists to amend the objectives against which grants are awarded.
- 2.1 Furthermore, demand for funds is increasing, amounts that are requested are increasing, and time has to be spent asking organisations to provide more information to strengthen their application. A revised system will assist the applicant by making it more clear how to apply and how their application will be scored and provide the committee members with more meaningful information on which their decisions are based.
- 2.3 A review of the process, the policy and the form has been undertaken using policies adopted by other large town councils. An improved system will strengthen the governance of the town council's resources. A further report will be brought to the budget setting meeting of this subcommittee in October with a proposal that, based on the increase in both the number of applications and the amounts within those applications, that the overall budget for Community Donations be increased for 2019/20.

### 3.0 COMMUNITY DONATION SCHEME OBJECTIVES

- 3.1 The current objectives against which applications are made are:
- A vibrant town centre
  - A sustainable environment

The new objectives of the Town Council, as adopted in the Corporate Strategic Plan, are:

- To provide facilities and services which support and develop a well-connected town, which promotes health and well being
- To play an active role in the future development of Chippenham through collaboration with partners and stakeholders
- To maintain and enhance opportunities to create a green, clean and safe environment
- To promote Chippenham as a destination market Town based on our rich heritage, history and culture
- Effective and efficient use of resources

3.2 Members are requested to consider the new objectives of this council and agree that they be the objectives against which applications are made.

#### **4.0 THE PROPOSED REVISED POLICY AND APPLICATION FORM**

4.1 A revised policy and improved application form will assist both the applicant in deeming what information to include in their application, as well as providing the committee with clear and relevant information on which to base their decision. The new policy makes the process clearer and provides a criteria checklist and a submission checklist. Very little has been changed in the way of the criteria, other than strengthening the wording. The form now invites applications to give additional financial information: how it intends to fundraise and the approach that has been made to other organisations for grants. The form also complies with GDPR. The draft policy is at Appendix A and the draft form is at Appendix B.

4.2 Members are requested to consider the draft policy and the revised application form for adoption after the 28<sup>th</sup> June 2018 meeting.

#### **5.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES**

5.1 *ii Corporate Priority 5 - Effective and efficient use of resources*

#### **6.0 STAFFING IMPLICATIONS**

6.1 There are no staffing implications.

#### **7.0 FINANCIAL IMPLICATIONS**

7.1 There are no financial implications.

#### **8.0 LEGAL IMPLICATIONS**

8.1 There are no legal implications.

#### **9.0 REPORT SUMMARY**

9.1 A revised policy and new application form will improve the process by which applications are made. At the same time it will make it clear to applicants what to expect when applying for funds.

## **10.0 RECOMMENDATIONS**

- 10.1 That Councillors consider the draft policy and adopt it with immediate effect.
- 10.2 That councillors consider the revised application form and adopt it with immediate effect.
- 10.3 That Councillors revise the key objectives that applications are made against and introduce the objectives as laid down in the Town Council's Corporate Strategic Plan.



# COMMUNITY DONATIONS SCHEME

## POLICY

ADOPTED:

RENEWAL:

AMENDMENTS:

<b>CONTENTS:</b>	<b>Page</b>
<b>Scheme Outline and Contact Details</b>	<b>3</b>
<b>Governance</b>	<b>3</b>
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<b>Criteria</b>	<b>4</b>
<b>The application process</b>	<b>4</b>
<b>Application Check List</b>	<b>6</b>

### **Contact Details**

This policy is issued by the Community Donations Sub Committee.

The scheme is managed by the Chief Executive and the day to day administration of the process is delegated to the Head of Finance and Administration.

For information on the scheme you can either email or phone the Head of Finance and Administration: [cstarkie@chippenham.gov.uk](mailto:cstarkie@chippenham.gov.uk) or 01249 446699. Alternatively this policy and application form can be found on the council's website [www.chippenham.gov.uk](http://www.chippenham.gov.uk).

Completed application forms and supplementary information to be returned either to:

[cstarkie@chippenham.gov.uk](mailto:cstarkie@chippenham.gov.uk)

or

Head of Finance and Administration, Chippenham Town Council, Town Hall, High Street, Chippenham Wiltshire SN15 3ER.



## **1. SCHEME OUTLINE**

This policy sets out how Chippenham Town Council and the Community Donations Sub Committee will manage applications from organisations who are seeking funding from the Town Council for a project, event, activity or other purpose.

The aim of the Town Council's Community Donations Scheme is to provide financial support to organisations who work to improve the quality of life in Chippenham by supporting the Town Council's objectives:

- To provide facilities and services which support and develop a well-connected town, which promotes health and well being
- To play an active role in the future development of Chippenham through collaboration with partners and stakeholders
- To maintain and enhance opportunities to create a green, clean and safe environment
- To promote Chippenham as a destination Market Town based on our rich heritage, history and culture
- To ensure effective and efficient use of resources

**Each application must adhere to at least one of these priorities.**

## **2. SCHEME GOVERNANCE**

The Town Council has assigned responsibility to the Community Donations Sub Committee through its Strategy and Resources Committee. The Sub Committee meets 3 times each year to consider applications, working to a pre-determined criteria. There are 7 councillors on the committee. We work within a GDPR framework and respect the confidentiality of individuals, personal data and sensitive personal data. The financial contribution that can be awarded is taken from an annual budget, based on the financial year April to March.

On receipt of an application it will be scrutinised by the Head of Finance and Administration, using the criteria as laid down in the policy. Applications are then submitted to the subcommittee meeting, where councillors reach their decisions and make the awards. Applicants are invited to attend the meeting at which the application will be considered. Meetings are usually held on a Thursday at 4pm in the Town Hall. Decisions, in the form of minutes, are made available the following week and all applications, whether successful or not, will receive notification within 2 weeks. Occasionally conditions may be applied, which the applicant will need to address as part of the approval.

## **3. MONITORING**

In order to ensure value for money and good use of funding, successful applicants will be subject to a monitoring regime. This may involve a request for annual reports detailing expenditure outcome and other qualitative results.

All recipients are requested to complete a feedback form stating how the money was used. All recipients are asked to give recognition to the Town Council through publicity and promotions.

#### 4. CRITERIA

The Community Donations Sub Committee will only consider applications that can meet the following criteria. This check list is used on receipt of application. If evidence is missing, or the criteria is not achieved, the applicant will be contacted and asked to resubmit the form with further evidence.

Criteria	Evidenced?
a) There is evidence that the community or voluntary sector will benefit from the event, project or activity, rather than an individual or small number of individuals	
b) The event, project or activity must make a difference to the quality of lives of residents in Chippenham (ie within the parish boundary)	
c) The organisation has made a well justified statement in support of the application	
d) The event, project or activity contributes to the objectives of the town council, as laid down on page 3.	
e) The event, project or activity represents value for money	
f) The organisation is not-profit making	
g) The organisation has demonstrated financial need	
h) There is evidence, with supporting documentation, that the organisation has sought to generate income from other sources	
i) The organisation has provided evidence of its financial position including accounts, a business plan, a budget (or other documentation to support the application)	
j) The organisation has a bank account in its own name	
k) The organisation has a constitution or similar (or is preparing such documentation if a start-up)	
l) The organisation is able to give recognition to Chippenham Town Council through its publicity and publications	
m) The organisation is prepared to provide feedback to the town council on how the grant was used through its monitoring and feedback forms	

## **5. APPLICATION PROCESS**

### **Who can apply for a grant?**

The Community Donation Scheme exists to support organisations which require financial assistance and accepts applications from the following:

- Charitable Organisations
- Community Interest Groups
- Sports Clubs and Arts Groups
- Advice Organisations
- The scheme also provides start up grants for new organisation who will become one of the above.

The organisation must be based in Chippenham or the surrounding area, and must be able to demonstrate that it benefits a significant number of people living in Chippenham.

### **What can the grant be used for?**

Grants can be used to assist with capital projects (assets that will have lasting benefits) or for the running costs of community events or projects. The money is not to be used for wages or routine administrative costs, repairs or routine maintenance to buildings or equipment, hospitality, and funds are not available for individuals or sponsorship.

### **How much grant is available?**

Only one application from any group or organisation will be considered by the town council in the financial year (1<sup>st</sup> April to 31<sup>st</sup> March).

The total amount of grants made in any one year is restricted to the budget that is allocated to this committee. That budget is currently £20,000 per annum.

### **When do we apply for a grant?**

The committee meets three times each year. Dates of the meetings are on the town council's website, and are in the months of June, October and February.

Applications must be received three weeks before the meeting date. Late applicants will either be deferred to the next meeting or will be returned (depending on the nature of the request).

The Town Council's application form must be used. Applications must not be submitted, or endorsed, by members of staff or councillors of Chippenham Town Council.

Applications must be made in advance of the event/ project commencement date.

If the organisation is relying on a grant from the Town Council it should not commence the activity until the award of a grant has been confirmed in writing.

Retrospective applications will not be considered. If a project has already started, or a key date to which the application relates to has passed, it cannot be funded from this scheme.

If the group is unable to use the grant for the stated purposes and within the stated timescale, monies must be returned to the Town Council

The grant must only be used for the purpose for which the application was made. The Town Council will ask for feedback at the appropriate time. Where projects might span more than a 12 month period, an interim report will be required.

Awards for funding which are not for projects within the current financial year will be considered on a case by case basis. Where a grant is awarded for a project that is relying on match funding from other organisations, the funds will not be released until the organisation has reached a certain target (to be set by the committee). If this target is not reached then the funds will be made available to the committee again.

The decision of the committee is final.

As this scheme is to benefit the residents of Chippenham there are some cases where it would **NOT** be suitable to provide a grant:

- General appeals
- Individuals
- Commercial enterprises which aim to generate a profit
- Projects with party political links
- Projects which discriminate on the grounds of age, colour, impairment, marital status, lifestyle, culture, nationality, race, gender, sexuality or on the grounds of economic or social status
- Services which should be provided by statutory funding
- Projects which are considered to be the responsibility of the principal authority

### **How do I apply?**

Applicants must complete an application form (available from the town council office or available to download from the town council's website) and it needs to be accompanied by the documentation requested below:

- Audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous financial year (or in the case of newly formed organisations, a comprehensive budget and business plan) along with a committee structure and details of the organisation's bank account
- The latest bank statement
- The organisation's equal opportunity statement
- A statement in support of the request (including photographs, plans and project costs)
- A copy of the organisation's constitution or set of rules

All applicants completing an application form will be deemed to have read and agreed to the requirements outlined in these Guidance Notes. All sections of the application form must be completed and returned with the necessary documentation not later than 3 weeks prior to the meeting. Applicants will be invited to the meeting to give a brief overview of their application and to answer questions of the committee. You are encouraged to attend as this can assist with your application.

### **Receipt of grant**

Funds will not be paid to an individual. If an organisation does not have a bank account, the organisation can arrange for another community organisation to receive and hold those funds.

## **6. APPLICATION CHECK LIST**

The following checklist has been prepared to assist with completing the grant application form. Applicants are advised to read the list before submitting the completed application form:

- Have you answered all sections of the form?
- Have you been clear on the amount of grant required?
- Does your application set out how your organisation meets the requirements of the criteria?
- Have you enclosed your organisations latest set of accounts and bank statements?
- Have you enclosed your organisation's constitution, governing document or set of rules?
- Have you included a copy of relevant insurance policies, where applicable?
- Are you aware of the dates of the meetings and have submitted this application more than three weeks in advance of the meeting at which you would like your application to be considered?
- Have you signed the statement on the last page to certify that all the details are correct?

Please return your application form with the documents as listed above no later than 3 weeks before the date of the next meeting of the Community Donations Sub Committee meeting. Details of where to send your completed application form are on page 2.



**Chippenham  
Town Council**

Improving  
the quality  
of town life

## **COMMUNITY DONATION SCHEME APPLICATION FORM**

In order to comply with General Data Protection Regulations page 1 will be detached from the remainder of the application form and used by office staff only for the purpose of contacting the applicant about the application and any subsequent award. Please confirm by signing the box below that you are content that Chippenham Town Council retain your details for the purpose of processing your application and any subsequent award.

I give consent to Chippenham Town Council storing the personal data below for the purpose of processing this application.

Signed:

Dated:

Q 1.

a. Name of Organisation

b. Name of Applicant

c. Contact Address

d. Position held in the Organisation

e. Contact Tel. No.  
(daytime)

f. Email address

g. Organisation's financial information

Name of Bank:  
Name of Account:  
Sort Code (6 digits):  
Account Number (8 digits):

h. Who should the cheque be made payable to?

## **COMMUNITY DONATION SCHEME APPLICATION FORM**

Please complete in black ink or type and use a separate sheet of paper for your answers where necessary

### **ABOUT YOUR ORGANISATION**

**Q 2.**

<b>a. Name of Organisation:</b>	
<b>b. When was your organisation formed?</b>	
<b>c. Is your organisation a registered charity?</b>	
<b>d. Is your organisation part of, or affiliated to, any national organisation?</b>	
<b>e. How many members does your group have? Give details of membership fees</b>	
<b>f. Briefly describe the aims and objectives of your organisation including details of events, services, projects and activities currently provided. If you are new, describe what you plan to provide.</b>	
<b>g. If your organisation has financial reserves, for what purpose are they held?</b>	

**ABOUT YOUR PROJECT, EVENT OR ACTIVITY**

**Q 3. Please give as much information as possible:**

<p><b>a. What is the amount of grant that you are applying for?</b></p>	<p><b>£</b></p>
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<p><b>b. Please state which of the town council's corporate objectives is met by your project, event or activity?</b></p>	
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<p><b>c. Describe your project, event or activity for which you require a grant:</b></p> <p><b>Be specific about what you will achieve and how you will achieve it.</b></p>	
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<p><b>d. Please explain how you know that people in the community want this project, event or activity and what difference a grant will make.</b></p> <p><b>What is the identified need of your proposal?</b></p>	
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<p><b>e. When do you intend to start the project? If the proposal is for an event, when is intended to be held?</b></p>	
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<p><b>f. Approximately how many people will benefit from the project in Chippenham? Please be as specific as possible.</b></p>	
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<p><b>g. How will you measure the success of your proposal?</b></p>	
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<p><b>h. What are the main risks for the success of the project, event or activity and how will these risks be managed?</b></p>	<p><b>ie Financial challenge, health and safety, weather</b></p>
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*If you are arranging an event, please provide a copy of the relevant insurance certificate, or details of the insurance that will be obtained, with your application.*

**FINANCIAL INFORMATION**

**Q 4. Please give a breakdown of all costs and include your budget/plans etc if available.**

Description of project, event or activity and costs	Amount requested from Chippenham Town Council	Total Cost
	£	£
<b>Total</b>	£	£

**Q 5. Are you seeking funding support from any other organisation? Examples include Chippenham Area Board, Chippenham Borough Lands Charity, local supermarkets, businesses and other national and local organisations.**

Organisation approached	Purpose	Amount approved £
<b>Total</b>		<b>£</b>

<b>If you have not made applications to other organisations for funding, please give your reasons.</b>	
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**Q 6. Please give details of your fundraising efforts and how much has been raised towards the cost of the project, event or activity:**

Type of activity	Amount raised £	Amount still to raise £
<b>Total</b>	<b>£</b>	<b>£</b>

**Q 7. If your organisation has received a grant from Chippenham Town Council in the last 3 years please give details:**

Dates and purpose	Amount requested £	Amount received £

**Please list any supplementary information in support of your application (additional literature, leaflet or recent annual report)**

<b>The following supplementary information has been provided:</b>	
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**APPLICATION CHECK LIST**

Q 8.

Please ensure that you have completed your form and provide the following:	Please tick
All questions have been answered accurately	
You have been clear on the amount of grant required	
You have included the organisations latest set of accounts/income and expenditure sheet and bank statements	
You have included the organisations constitution, governing document or set of rules	
You have included a copy of relevant insurance policies, where applicable	
You are aware of the dates of the meetings and have submitted this application more than three weeks in advance of the meeting at which you would like your application to be considered	
You have signed the declaration on the last page of your application	

**DECLARATION**

I declare that:

- I have read and accepted the guidance notes and conditions of funding and have answered all questions fully and truthfully. I also declare that any grant made will be used solely for the purpose outlined in this application.

I understand that:

- Chippenham Town Council may ask for additional information at any stage in the application process.
- I will be required to submit details showing how the grant funding was used. Chippenham Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.
- This application form and supporting information will be copied and placed on the public agenda for Chippenham Town Council meetings. (Private data and sensitive private data will not be disclosed).

Signature	
Name	
Position in the organisation	
Date	