

GRANTS SCHEME: GRANT APPLICATION FORM

Please complete and use a separate sheet of paper for your answers where necessary.

Please read the grants policy and guidance notes before completing this form.

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ABOUT YOUR ORGANISATION

Name of organisation	
When was your organisation formed?	
Is your organisation a registered charity?	
Is your organisation part of, or affiliated to, any national organisation?	
How many members does your group have? Please give details of membership fees if applicable.	
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.	



ABOUT YOUR PROJECT, EVENT, OR ACTIVITY

Please select the scheme you are applying under. Please only select one option.	Community	☐
	Climate & Ecological	☐
COMMUNITY projects must support one or more of the following: • Have community benefits in Chippenham. • Support the Town Council's Corporate Priorities. • Support the voluntary and community sector. • Work on improving the quality of life for residents of Chippenham. CLIMATE & ECOLOGICAL projects must support one or more of the following: • Raise awareness of the climate and ecological crisis. • Reduce carbon emissions. • Increase biodiversity. • Help to make Chippenham resilient to the impacts of climate change. • Promote sustainable practices such as reducing waste and plastics and increasing recycling and reuse of items.		
Please tick to confirm which of the town council's corporate objectives are met by your project, event, or activity.	Provide and develop services and facilities that are accessible, inclusive and promote health and wellbeing, with a focus on youth provision.	☐
	Play a proactive role in the future development of Chippenham by promoting the town as a vibrant, inclusive and well-connected community	☐
	Help to create a future that is carbon neutral, sustainable, biodiverse and resilient to climate change.	☐
	Help co-create well-connected communities and promote Chippenham as a cultural hub.	☐
	Maintain effective governance and efficient management of resources.	☐



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Project	Start Date	/ /
	Finish Date	/ /
	Total Cost	£
	Grant Applied For Please note the maximum is £3,000	£
If you are not applying for the full amount, please specify where the remaining funds will come from.		

Will the project or activity for which you are applying be complete within 12 months of receiving any funding?	
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Describe the project, event, or activity for which you require a grant: Please be specific about what you will achieve and how you will achieve it.	
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If the money requested only forms a part of the overall cost, what would this grant be specifically spent on in the context of the project or activity?	
Please explain how you have identified a need in the community for this project, event or activity and what difference a grant will make.	
If applicable, what is the demographic of those people who would benefit? (e.g. youth, older adults, disabled people)	
Approximately how many people will benefit in Chippenham? Please be as specific as possible.	



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How will you measure the success of your proposal?	
What are the main risks for the success of the project, event or activity and how will these risks be managed? i.e. financial challenge, health and safety, weather	
Please list any supplementary information in support of your application (for example additional literature, leaflets or a recent annual report).	



FINANCIAL INFORMATION

Please provide a breakdown of your costs, detailing how each aspect of the grant would be spent if your grant application is successful. Applicants are reminded you will have to provide proof of purchase for all Chippenham Town Council funding on your feedback form (please see policy):

Description	Total Cost	Amount requested from Chippenham Town Council
Not supported: Ordinary or regular staff salary costs (although hiring in an external specialist is acceptable if the benefit to residents can be demonstrated); general appeals		
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
Total	£	£

Have you received a Chippenham Town Council grant within the previous two years?	Amount £
	Year:



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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
		£
		£
		£
Total		£

Are you seeking Match Funding?	
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If you have not made applications to other organisations for funding, please give your reasons.	
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If applicable, 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
	£	£
	£	£
	£	£
	£	£
	£	£
Total	£	£

If your organisation has financial reserves, for what purpose are they held?

Amount	Purpose
£	
£	
£	
£	



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APPLICATION CHECK LIST

All questions have been answered accurately.	☐
You have been clear on the amount of grant required and provided a detailed breakdown of costs.	☐
You have included the organisation's latest full set of accounts (income and expenditure) or the organisation's latest bank statement and are prepared to provide the organisation's comprehensive budget and/or business plan if required.	☐
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 included the separate Grants Scheme Applicants Information Form.	☐
You have signed the declaration on the last page of your application.	☐



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DECLARATION

I declare that:

I have read and accepted the policy 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.
- A representative from the organisation is encouraged to attend the meeting to speak in support of the application. Apologies are to be sent ahead of the meeting if no one can attend.
- If the grant application is successful, I will be required to provide details of proof of purchase / how the grant funding was used on the feedback form. Failure to do so may harm future applications to Chippenham Town Council.
- The Grants Sub-Committee may reduce the final amount awarded to me if they don't agree to fund an item on my application, this may be due to lack of support for the item or availability of funds.
- If the grant is only partially used it is my responsibility to return these unallocated funds to Chippenham Town Council and cannot be used for any unspecified items.
- Chippenham Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.
- I must provide positive recognition to the Town Council through publicity and promotions, and I am encouraged to invite the Mayor where possible to visit my project, event or activity.
- Details of this application will be made public in the agenda and reports for the Grants Sub-Committee. Private and sensitive data, such as contact information and bank details, will not be disclosed to the public, however Committee members may request and be shown items such as bank statements, insurance details, etc.

Signature:

Name:

Date: