Grant Guidance Notes

The aim of Corsham Town Council's Grant Scheme is to promote community activity within the parish. By providing financial support for community organisations working for the benefit of residents, the Town Council's intention is to improve the range of activities and services within Corsham, which will also help to fulfil the aims of the Strategic Plan 2018-2022 (see overleaf).

Grants, up to a maximum of £500, can be awarded to new as well as existing organisations.

Here are some examples of the types of organisations that will be considered for grants:

Charitable Organisations	Sports Clubs
Pre-school Playgroups	Arts Groups
Youth Groups	Advice Organisations

Each application will be considered on its merit and grants will not necessarily be available on an annual basis. There is a limited budget each year, and the total amounts requested usually exceed the total funds available. You will need to include accounts or, in the case of a new organisation, a budget. Details of what we need can be found at the end of the application form.

If you have any queries or require help in completing the application form, please contact:

David Martin, Chief Executive
or
Maxine Jones, Head of Finance and Administration

Corsham Town Council
Town Hall
High Street
Corsham
Wiltshire
SN13 0EZ

01249 702130
towncouncil@corsham.gov.uk
www.corsham.gov.uk

Applications are considered at meetings of the Town Council's Finance and Administration Committee, which take place in February, April, June, August, October and December.

Grant Applications and Corsham Town Council's Strategic Plan

Corsham Town Council's Strategic Plan 2018-2022 has a number of themes that could be relevant to local groups and organisations. Please see the examples below:

Safe and Healthy Community
Will the grant application:
Target old-age and loneliness and explore opportunities to bring old and young together.
Encourage greater physical activity across the age groups.
Support local healthcare groups, particularly those that provide services and activities for older people.

Open for Business
Will the grant application:
Support and encourage new and existing businesses to create and grow a diverse economy.
Support 'buy local' schemes and incentives.
Develop relationships between local employers and local young people?

Opportunities to Thrive
Will the grant application:
Support new initiatives that provide a broader range of opportunities to improve health, skills and knowledge.

Cultural Corsham
Will the grant application:
Promote Corsham as a place in which to live and create.
Encourage events and activities that engage the local community?
Promote Corsham as a 'go-to' place to help creative ideas happen through linking people in Corsham.

Sustainable Corsham
Will the grant application:
Help towards making Corsham environmentally sustainable through protection of our environment.

Eligibility Criteria
Priority will be given to grants that help to fulfil the aims and objectives of the Town Council's Strategic Plan.

Corsham
TOWN COUNCIL

Application for a Grant
Application Form

Name of Organisation: …………………………………………………………………....…………

Position Held in the Organisation: …………………………………………………….……………

Aims and Purpose of the Organisation: ......….……………………………………………….……

....…………

....……..

What project or activity would the money be used for and how would it benefit Corsham?

………………………………………………………………………………………….………..

………………………………………………………………………………………….………..

………………………………………………………………………………………….……………

How many people or what proportion of the people who would benefit live in the Corsham parish?

……………………………………………………………………………………………………

Which themes, aims and/or objectives of the Strategic Plan will be met by your project or activity?

………………………………………………………………………………………….………..

………………………………………………………………………………………….………..

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What is the total cost of the project or activity? ....

Specifically, how much money are you requesting from the Town Council towards the project or activity? *(The maximum allowed is £500 unless prior approval has been given in accordance with the Town Council's Grants Policy).*

Amount requested £………………….…...............

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?

……...

……...

Is the Organisation: **(a)** not for profit? Yes ☐   No ☐ **(b)** a charitable organisation? Yes ☐ No ☐

Has a grant application for this project or activity been made to the Area Board or any other organisation? Yes ☐   No ☐

If Yes, please give details and the result of the application if known:

………………………………………………………………………………………………………..………………

Have you received a Corsham Town Council grant within the previous two years?

Amount £……………………….. Year…………………………..

This application must be supported by a Financial Statement showing Income and Expenditure and Balance Sheet for the previous accounting year. For new initiatives or activities a budget forecast will be acceptable. All questions on this form must be completed but you may attach supporting information.

Press and Publicity - By receiving and accepting your grant you have made a commitment to using the Town Council's logo when publicising the award. The Town Council may also publicise the grant and organisation which has benefitted.

November 2018

Name of Applicant: ………………………………………………………………………………….

Position held in the Organisation: …………………………………………………………………………

Organisation Name: …………………………………………….…………………………………………

………

Address: …………………………………………………………………………….…………..

………..

Contact Telephone No: ……………..……………………………………………………………………....

If your grant application is successful please name to whom the cheque should be made payable or the BACS Remittance information *(Bank, Branch, Sort Code and Account Number):*

………………………………………………………………………………….………………...…

....

Signed ………………………………………… Date ……………………….…………………

For Office Use

Date Application Received:

Date Acknowledged:

Privacy Notice

When you contact us

The information you provide Corsham Town Council will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will not be shared or provided to any other third party, except where you give us your consent to do so.

The Councils Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or
Processing is necessary for compliance with a legal obligation or
Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security

Corsham Town Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies are available on request.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Corsham Town Council at any time.)

Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Control Officer: David Martin, Chief Executive (dmartin@corsham.gov.uk).

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: David Martin, Chief Executive (dmartin@corsham.gov.uk) to request this.

Information Deletion

If you wish Corsham Town Council to delete the information about you please contact: David Martin, Chief Executive (dmartin@corsham.gov.uk) to request this.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object. Please contact David Martin, Chief Executive (dmartin@corsham.gov.uk) to do this.

Rights Related to Automated Decision Making and Profiling

Corsham Town Council does not use any form of automated decision making or the profiling of individual personal data.

Conclusion: In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time.)

Complaints

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to our Data Protection Officer: i-west@bathnes.gov.uk and the Information Commissioners Office casewprl@ico.org.uk Tel: 0303 123 1113

Corsham
TOWN COUNCIL

Town Hall, High Street, Corsham, Wiltshire SN13 0EZ
Tel: 01249 702130   Email: towncouncil@corsham.gov.uk   www.corsham.gov.uk

General Data Protection Regulations
Consent to hold Contact Information

I agree that I have read and understand Corsham Town Council's Privacy Notice. I agree, by signing below, that the Council may process my personal information for providing information and corresponding with me.

I agree that Corsham Town Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification of the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	
Date of birth if under 18	
Parental/Guardian Consent for any data processing activity	
Address	
Telephone No.	
Email Address	
Signature	
Date	