Grant Guidance Notes

These notes should be read in conjunction with the Town Council's Grants Policy (https://www.corsham.gov.uk/home/community/grants/).

The following documents must be supplied with your application for it to be considered

Latest Audited Accounts
Financial Statement or Budget Forecast (new activities only)
Environmental Policy Statement
Completed GDPR Consent to Hold Contact Information Form

The aim of Corsham Town Council's Grant Scheme is to promote community activity within the parish and enable projects and initiatives which help Corsham's residents directly. 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 2022-26 (see overleaf). Grants 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. The Town Council discourages organisations from applying for grants every year and expects them to become self-sustaining as far as practically possible. 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. This includes sending us a copy of your environmental policy statement if your organisation has one.

All grants up to a maximum of £750 will be considered by the Town Council's Finance and Administration Committee. Grants over £750 and up to £2,000, which specifically support the Town Council's Community Wellbeing aims and projects for young people, will be considered by the Community Services Committee. For other projects over £750, the Town Council needs to be advised of these by 30 September each year so they can be considered and factored into the budget for the following financial year, starting in April. To discuss this in more detail, please contact David Martin, Chief Executive (dmartin@corsham.gov.uk).

The Finance and Administration Committee meets in February, April, June, August, October and December. The Community Services Committee meets in January, March, May, July, September and November. Please call us for the dates of the next relevant meeting and the deadline for grant applications. Applicants are encouraged to attend the meeting, either in person or online, to answer Councillors' questions.

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

David Martin, Chief Executive or
Kirsty Gilby, 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

Grant Applications and Corsham Town Council's Strategic Plan

Corsham Town Council's Strategic Plan 2022-26 has a number of themes and actions that could be relevant to local groups and organisations. These include:

1. **Environment and Climate Change**
   - Produce and deliver a Climate Change Action Plan for a more sustainable environment.
   - Be on target to achieve net zero carbon emissions by 2030.
   - Produce and implement a Biodiversity Action Plan.
2. **Transport and Highways**
   - Develop a new Transport Plan for Corsham to include public transport, highway maintenance and walking and cycling routes.
3. **Business and the Economy**
   - Prioritise the vitality of the town centre, making it more attractive, active and accessible.
   - Support local businesses through engagement and advice where needed.
   - Grow Corsham as a visitor destination.
4. **Community Wellbeing**
   - Improve the range of youth activities and facilities.
   - Support measures to reduce crime and anti-social behaviour.
   - Reduce traffic speed to improve road safety.
   - Increase support for health and wellbeing initiatives which target those most in need, across all age groups.
   - Work to ensure we have the range and quality of community facilities that people want and need.
   - Continue to enhance the Arts, events and culture in Corsham through our own projects and working with, and supporting, others.

Corsham
TOWN COUNCIL

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?

……

What is the demographic of those people who would benefit? (e.g. youth, older adults, disabled people)

……..

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

……..……..

……..……..

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 **£750, or up to £2,000 for Community Wellbeing/Youth projects** unless prior approval has been given in accordance with the Town Council's Grants Policy.)*

Amount requested £……..…..

To which Town Council Committee will you be applying? *(please tick the relevant box)*

Finance and Administration Committee (all grants up to £750) ☐

Community Services Committee (Community Wellbeing/Youth projects - £751-£2,000) ☐

Or

Our project is for grant-funding consideration in the budget for the next financial year ☐

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.

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):*

……

.....

I enclose:

Latest Audited Accounts (these must accompany your application or your application will not be considered)

Financial Statement or Budget Forecast (new activities only)

Environmental Policy Statement

Completed GDPR Consent to Hold Contact Information Form

(Please note that grant applications will not be considered if these enclosures are not provided)

Signed …… Date ……

For Office Use

Date Application Received: ☐

Date Acknowledged: ☐

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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	

Corsham
TOWN COUNCIL

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

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