



# Meiksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES  
Tel: (01225) 704187 Email: [miriamzaccarelli@melksham-tc.gov.uk](mailto:miriamzaccarelli@melksham-tc.gov.uk)

## Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

Major Grant over £2500	
Regular Grant Up To £2500	✓
Room Hire Grant	

### 1. ORGANISATION/GROUP'S NAME

CHIPPENHAM & DISTRICT TALKING NEWSPAPERS (MELKSHAM EDITION)

### 2. APPLICANTS DETAILS (Give details of a representative for correspondence)

NAME:	BRIAN HEATH		
ADDRESS:	2 BAY CLOSE, ROOKERY PARK, CALNE, SN11 0AL		
TELEPHONE:	01249 814005 07944 818971	EMAIL:	brian.heath@talktalk.net

### 3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?	Yes/No
Have at least three members on its management committee?	YES
Have a constitution, terms of reference or set of rules? (please ask for help with this if needed)	YES

Are you a registered charity? Yes/No: If so, please give your charity number: YES - 271904

Is your organisation part of, or affiliated to, a larger organisation? If so, which: TALKING NEWSPAPER FEDERATION

Please circle the categories that best describe your organisation?

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Charitable Organisations | <input checked="" type="checkbox"/> Organisations assisting the disabled |
| <input type="checkbox"/> Youth Group                         | <input type="checkbox"/> Minority Groups                                 |
| <input type="checkbox"/> Senior Citizen Group                | <input type="checkbox"/> Community buildings                             |
| <input type="checkbox"/> Sports Clubs and Arts Groups        | <input type="checkbox"/> Community events                                |
| <input type="checkbox"/> Advice Organisations                | <input type="checkbox"/> Health/transport/safety groups                  |
|  | <input type="checkbox"/> Other (please explain)                          |

### 4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

What does your organisation do and how does it benefit the residents of Melksham?

"TO RELIEVE THE NEEDS OF BLIND, VISUALLY IMPAIRED, DISABLED OR HOUSEBOUND PEOPLE IN PARTICULAR BY:- (A) PRODUCING AND PROVIDING FREE AUDIO TALKING NEWSPAPERS... AND INFORMATION... THROUGH THE MEDIA OF... ANY RELEVANT ELECTRONIC FORMATS" PER CONSTITUTION DATED 26 FEBRUARY 2008. WE SEND OUT NEWS ETC. ON USB MEMORY STICKS FORTNIGHTLY TO 23 ADDRESSES IN AND AROUND MELKSHAM FOR THE LISTENING PLEASURE OF 19 INDIVIDUALS OR HOUSEHOLDS PLUS FORMER MELKSHAM RESIDENTS LIVING IN CARE HOMES IN MELKSHAM, CHIPPENHAM & CORSHAM. TOTAL ESTIMATED LISTENERS: 150+

## 5. THE PROJECT

### Describe what the funding is being requested for

If it is for a specific project include start and anticipated finish dates. Use extra pages if needed.

AS STATED IN ANSWER 4 OVERLEAF, MELKSHAM TALKING-NEWSPAPER IS DISTRIBUTED ON USB MEMORY STICKS; EACH OF THESE HAS A KEY RING & FOB ATTACHED WITH OUR RETURN ADDRESS - THE FOB ALSO MAKES IT EASIER FOR BLIND LISTENERS TO ORIENTATE AND INSERT/REMOVE THE USB STICK. THE STICKS ARE SENT OUT & RETURNED IN PLASTIC VELCRO-SEALED WALLETS. OVER TIME THESE WALLETS TEAR AND BECOME UNSEALABLE; THE ENVELOPES ON WHICH FOR REVERSIBLE ADDRESS LABEL INSERTS ALSO RIP & BREAK. ALSO SOME WALLETS ARE FORGOTTEN IN SOME BLIND LISTENERS' HOMES AND ARE NOT RETURNED PROPERLY. EACH LISTENER IS PROVIDED WITH A SPECIAL SPEAKER ON WHICH TO LISTEN TO THEIR RECORDINGS; WE NEED SOME SPARE SPEAKERS IN CASE OF FAULTS, NEW LISTENERS ETC., AS WELL AS REFRESHING OUR STOCKS OF USB STICKS & WALLETS.

### How will this benefit the community or people of melksham?

OUR EXISTING LISTENERS, MOSTLY BLIND, PARTIALLY-SIGHTED OR DISABLED PEOPLE WHO RESIDE IN, AND/OR HAVE STRONG TIES TO, OR INTEREST IN, MELKSHAM, HAVE BEEN RELYING ON OUR SERVICE FOR MANY YEARS, BUT NEVER MOVE SO THAN DURING THE COVID-19 PANDEMIC. IN SOME CASES OUR READERS' VOICES MAY BE THE ONLY ONES THEY HEAR APART FROM TV & RADIO, AND THEY LOOK FORWARD TO EVERY EDITION. WE WANT TO BE ABLE TO MAINTAIN OUR SERVICE AND TO REACH OUT TO OTHER MELKSHAM PEOPLE WHO COULD BENEFIT FROM IT.

### What evidence do you have that this project/service is required in Melksham?

OUR EVIDENCE LIES WITHIN THE FACTS ALREADY STATED ABOVE. WE BELIEVE WE PROVIDE A VALUABLE SERVICE TO A SPECIFIC SEGMENT OF MELKSHAM PEOPLE - A SEGMENT WHICH IS PARTICULARLY LIKELY TO FEEL ISOLATED AND SOMETIMES OVERLOOKED AND/OR NEGLECTED.

### What evidence do you have of adverse effects on the community if your project does not go ahead?

IF WE DO NOT ATTRACT SUFFICIENT FUNDING WE MAY BE UNABLE TO SUSTAIN OUR SERVICE, LET ALONE EXPAND IT AS WE WOULD LIKE. LOSING OUR SERVICE WOULD, WE SUGGEST, BE DETRIMENTAL TO THE MENTAL HEALTH OF THE PERHAPS SMALL BUT STILL IMPORTANT SECTOR OF MELKSHAM'S RESIDENTS FOR WHOM WE EXIST.

## 6. BENEFICIARIES

How many people in total will benefit from this grant? ESTIMATED; 150 - 200

How many of the beneficiaries are residents of Melksham Town? ESTIMATED; 60 - 70

Please use the attached map as an indication of the Melksham Town boundary

Please explain how you calculated the number of Melksham beneficiaries.

No. of WALLETS SENT OUT = 23		
- CARE HOMES OUTSIDE MELKSHAM	$\frac{3}{20}$	ESTIMATED LISTENERS 40 IN EACH HOME = 120
- ADDRESSES IN MNC	$\frac{4}{116}$	" " " " INC 2-PERSON HOUSEHOLD; 6
		" " " " " " 24
		" " " " " " IN BLENHELY HOUSE 40

## 7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT	£ <del>640.00</del> 972.35 804	GRANT AID REQUESTED FROM MTC	£ <del>700</del> 1000 624
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### What are your current/planned subs/fees/charges?

WE PROVIDE ALL OF OUR RECORDINGS AND THE EQUIPMENT NEEDED TO LISTEN TO THEM TOTALLY FREE OF CHARGES OF ANY KIND. OUR READERS AND TRUSTEES ARE ALL VOLUNTEERS AND WE RELY ENTIRELY ON DONATIONS AND FUNDRAISING TO CARRY ON, SUPPLEMENTED WHERE POSSIBLE BY GRANTS. WE RECEIVE NO GOVERNMENT OR NATIONAL LOTTERY FUNDING.

### How will you spend the grant money you are applying for?

Please remember that Meiksham Town Council do not normally give grants for running costs unless there are exceptional circumstances.

Item	Amount
60 PLASTIC VELCRO-CLOSED MAILING WALLETS @ £2.46 ea inc VAT	£ 147.60
3 BLUETOOTH-CONNECTED COMPUTER MICE - EST. £25 ea. " "	£ 75.00
3 15.6" LAPTOP BAGS EST £20 ea. " "	£ 60.00
30 USB STICKS WITH KEYRING & BESPOKE PRINTED FOIS @ £9.35 ea.	£ 280.50
1 INSTALLATION OF FIBRE BROAD BAND CONNECTION (IF AVAILABLE)	£ 140.00
5 SPARE SPEAKERS & REPLACEMENTS OR NEW LISTENERS @ £54.95 ea	£ 274.75
<b>Total</b>	£ <del>698.10</del> 972.85

### How else are you funding your project?

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

Source	£	Confirmed?
BOROUGH LANDS, CHIPPENHAM - JUNE 2021 GRANT	£1500	YES
FUNDRAISING HAS BEEN "ON HOLD" SINCE MARCH 2020	£ <del>1627.49</del>	YES
DONATIONS Y/E 31/12/2020 + BANK INTEREST	£ 1627.49	YES
7 VOLUNTEER TRUSTEES AVERAGING, SAY, 3 HOURS PER WEEK EACH. + 20 VOLUNTEER ROADWALKERS ALSO PROVIDE THEIR TIME FREE.	£ }	YES.
	£ }	
<b>Total</b>	£	

### 8. ANNUAL ACCOUNTS Please provide the following information from your annual accounts:

ACCOUNT YEAR ENDING: 31 /12/ 2020

TOTAL GROSS INCOME £ 1627.49

TOTAL EXPENDITURE £ 1131.60

BALANCE AT YEAR END £ 5737.20

SAVINGS (RESERVES, CASH, INVESTMENTS) £ 5000 ±

If your savings are more than your annual expenditure, what are they for? ~~THE~~ THE RENTAL ON OUR STUDIO IN CHIPPENHAM WAS KINDLY WAIVED DURING THE COVID-19 PANDEMIC BUT IS NORMALLY OUR BIGGEST EXPENSE. WE SHALL ALSO REQUIRE ONGOING BROAD BAND ~~IN~~ FEES.

### 9. ELEGIBILITY

	YES/NO
1. Is the grant for a private organisation operating as a business to make a profit or surplus?	No
2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?	No
3. Will you be passing the funding on to any other groups (except to pay for goods and services)?	No
4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?	No
5. Is the funding for Loans or interest payments?	No
6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?	No
7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?	No
8. Has the project that you want the funding for already happened?	No

<p>Is the grant requested for ongoing running costs such as salaries or <u>rent</u>?</p> <p>If so, please explain the exceptional circumstances, and how you will meet these costs in future.</p> <p>OUR RENT (AS STATED) IS OUR MAJOR EXPENSE, SO WITHOUT HAVING BUILT UP A REASONABLE RESERVE SO AS TO BE ABLE TO PAY IT IN LEANER TIMES WE MIGHT BE FORCED TO GIVE UP OUR STUDIO AND THUS OUR SERVICE.</p>	<p>YES (IN PART)</p>
<p>Is the grant requested (for a Regular Grant) more than £2500?</p> <p>If so, please explain the exceptional circumstances.</p>	<p>NO</p>

If the funding is for security measures do you have the support of the local police and/or crime reduction officer?  
 Yes (name of contact ..... ) / No/Not applicable

If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?  
 Yes (name of contact ..... ) / No/Not applicable WE ARE, HOWEVER, WELL SUPPORTED BY WILTSHIRE SIGHT.

**10. CHECKLIST**

Have you submitted the following (please tick the appropriate boxes)?

- A copy of your most recent accounts
- Your most recent bank account statement & details of any other investments/savings; PHOTOS OF PASS BOOK PAGES
- \*  A copy of your constitution / terms of reference / set of rules; \*BULKY - CAN BE PROVIDED IF ESSENTIAL
- A copy of your safeguarding policy if your group works with vulnerable adults, or children; } NOT APPLICABLE
- A copy of your adopted equal opportunities policy or statement
- Any other documentation you feel may help in assessing your application.

**11. BANK DETAILS**

TO BE SUPPLIED

Name of Account: ..... Account number: ..... Sort Code: ..... - ..... - .....

WE ARE IN THE PROCESS OF SWITCHING OUR ACCOUNT TO NATWEST FROM NATIONAL WE WILL PROVIDE DETAILS ONCE FINALISED W:DS

**12. DECLARATIONS**

In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration:

I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

I/we declare that we have read the MTC grants policy and that our application complies with the policy.

I/we declare that we have included all the requested information. EXCEPT WHERE NOTED

I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.

Signature of applicant(s) BD Heath Date: 18 JUNE 2021

FOR MELKSHAM TALKING NEWS PAPERS

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to [miriamzaccarelli@meiksham-tc.gov.uk](mailto:miriamzaccarelli@meiksham-tc.gov.uk) by 24 June 2021

**For Office Use Only**

Grant applications must be checked against the following criteria. Any questions where the answer is no must be reported to the Finance, Administration and Performance Committee meeting where the application is being considered.

Question	Yes/ No	Investigate further
1. Does the organisation have its own bank account, with two unrelated signatories?		
2. Does the organisation have at least three members on its management committee?		
3. Is there a constitution, terms of reference or set of rules?		
4. Is the project of benefit to Melksham?		
5. Is there evidence of numbers of Melksham Town residents who benefit?		
6. Is there match funding/ other sources of funding?		
7. Are all 8 eligibility questions answered with no?		
8. If the grant request is for running costs have the exceptional circumstances been explained and are there plans for where future running costs will be found from?		
9. If the grant request (for a Regular Grant) is more than £2500 have the exceptional circumstances been explained?		
10. If the funding is for security measures are the police supportive?		
11. If the funding is for work with vulnerable adults or children, is Wiltshire Council supportive?		
12. Are the necessary documents included?		
13. Has the applicant demonstrated how one-off grant funding will lead to greater self-sufficiency and lessen the need for future applications?		
14. Is this the only application in this financial year from this group or organisation?		

Assessing officer: .....Date of assessment: .....

Decision (delete as applicable):  
 reject / return for further information / proceed to committee

Approved as agenda item for the Finance and Admin. meeting on: .....

Outcome at that meeting: .....



CHIPPENHAM & DISTRICT TALKING NEWSPAPER					
Registered Charity No 271904					
Accounts for year ending 31st December 2020					
<b>Receipts</b>			<b>Payments</b>		<b>Difference</b>
Donations	£1,625.00		Studio rent	£450.00	
Nationwide interest	£2.49		Insurance - ICB Group	£137.28	
			TNF membership subscription	£42.00	
			Petty Cash Expenses	£34.92	
			Kings Technology - 50 Memory sticks, fobs and plastic postal wallets	£467.40	
			Online newspaper subscriptions for The Wiltshire Gazette & Herald and The Gloucester Standard	£104.00	
<b>Total</b>	<b>£1,627.49</b>			<b>£1,131.60</b>	<b>£495.89</b>
<b>Donations Breakdown</b>			<b>Petty Cash Expenses Breakdown</b>		
Mrs Thomas	£20.00		Newspapers	£6.30	
Mr & Mrs Comer	£10.00		Refreshments	£1.45	
Waitrose (token scheme)	£500.00		2nd Class Stamps	£7.32	
Mr G Rees	£20.00		Cleaning products	£8.98	
Mrs Gibbons	£25.00		Clock, batteries & light bulb	£3.87	
Mrs Moore	£40.00		Plastic pockets for address labels for memory stick postal wallets	£7.00	
Mrs Morris	£10.00				
Anonymous	£1,000.00				
<b>Total</b>	<b>£1,625.00</b>			<b>£34.92</b>	
<b>Opening Balance</b>			<b>Closing Balance</b>		
Nationwide	£5,324.06		Nationwide	£5,720.87	
Petty Cash	£21.25		Petty Cash	£16.33	
<b>Totals</b>	<b>£5,345.31</b>			<b>£5,737.20</b>	<b>£391.89</b>

