



## Charity Request Application

This form is to be completed by any charity that wishes to be considered to become the Mayor's chosen charity for their year in office. This runs from May to May. The elected Mayor will go through all applications and some will receive an invitation to meet the Mayor and the Town Council's Customer Service Manager. The Mayor will then invite the successful charity to represent for their term. If the charity accepts, then plans can begin for raising awareness and fundraising

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Name of Charity:

Name of Main Contact:

Email Address:

Contact Number:

Charity Address:

Charity Number:

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Give a brief description of what your charity does

How does your charity benefit Trowbridge and/or Wiltshire?

What skills and resources are you able to contribute to achieve a proactive year of fundraising?

What fundraising events do you have already lined up for 2020 and early 2021?

How actively involved can you be regarding fundraising? This will and can include: Attendance; planning; promotion and/or helping to provide volunteers.

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*Throughout the year a representative of the charity will be required to attend a number of events including the Mayor's Civic Dinner, Mayor's Civic Service, Active Festival and Town Gathering. We understand Charities are restricted by time however, having a positive relationship between the Town Council, Mayor and the Charity benefits the charity more with fundraising and raising awareness. Therefore, if you feel you cannot commit, then please reconsider if you should apply to become the Mayor's charity.*

The Mayor's charity has its own logo which will be used on all promotion for fundraising the Town Council organises. Therefore, charities own logos, will not be used. Charities will however be listed on the logo.

All completed application forms must be returned to [aby.cooper@trowbridge.gov.uk](mailto:aby.cooper@trowbridge.gov.uk) or sent to  
Aby Cooper, Customer Services Manager, Trowbridge Town Council,  
Civic Centre, St Stephen's Place, Trowbridge, BA14 8AH.