# Wiltshire Council
## Where everybody matters

# Community Area Grant Application Form

Please ensure that you have read all the Funding Criteria and Additional Guidance Notes before completing this form **PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE CONSIDERED**

### 1 - Your Organisation or Group

| | |
|---|---|
| **Name of Organisation** | Coronation Hall, East Grafton |
| **Contact Name** | |
| **Contact Address** | |
| **Contact number** | **e-mail** |
| **Organisation Type** | Non profit organisation ☒    Parish/Town Council ☐    Other ☐ |

### 2 – Your Project

| | |
|---|---|
| **In which Community Area does your project take place? (Please give name – see pp 2-4 of funding pack)** | Pewsey Community Area |
| **In which Parish does your project take place?** | Grafton Parish |
| **What is your project?** | Access to Technology - to provide technology for those in the parish community who do not have access or who need training |
| **Where will your project take place?** | Grafton Parish |
| **When will your project take place?** | December 2009 to January 2010 |
| **Does your project demonstrate a direct link to the Community Plan for the area? If YES, please provide a reference/page no.** | YES ☒    Resilient Communities<br>NO ☐ |
| **Please confirm your project will be completed by 31st March 2010** | YES ☒<br>NO ☐ |

**What community benefits will your project provide and, who are the beneficiaries (e.g. numbers of people, age, gender, particular groups)**
  IMPORTANT: PLEASE DO NOT TYPE IN PARAGRAPHS – THIS SECTION IS LIMITED TO 1500 CHARACTERS ONLY (INCLUSIVE OF SPACES)
We have a large number of people in the parish who do not know how to use technology (e.g. internet, email) and/or who do not have access to any equipment, particularly the elderly.  Whilst consulting for future use of the new Coronation Hall, one of the priorities was to have an area in the hall where people could have use of computer equipment, training or assistance.  With the completion of the hall, we now have the space, with suitable lockable areas, to provide this service through volunteers.  This service will also be available to small voluntary clubs and groups (including the new Youth Club) in the Parish if they need any help in producing notices, posters or mailshots. From our original research, it is likely that we will have about 40 or so people and groups who will use this service.

**Wiltshire Council will be unable to meet the ongoing costs of your project. Please describe, therefore, how you will ensure the financial sustainability of your project beyond the period of this grant (if successful)?**

Once the equipment is installed, it will be maintained through the revenues for the Coronation Hall, which is a registered charity.

**3 – Additional information to support and strengthen your application e.g consultation, community involvement, energy efficiency measures**

**Please tell us more about the organisations and groups that are involved in your project, who will benefit from the award and how will you know that it is making a difference.**
IMPORTANT: PLEASE DO NOT TYPE IN PARAGRAPHS – THIS SECTION IS LIMITED TO 1500 CHARACTERS ONLY (INCLUSIVE OF SPACES)
The Coronation Hall is managed by the Parish Council who are the trustees.  We have an extensive network of volunteers in the parish to run the service.  From the original research, the elderly of the parish (who are disadvantaged by lack of technical knowledge and access to technology) will be the primary beneficiaries. Voluntary groups will also have access to the equipment to create publicity (such as posters) or for printing notices and mailshots.  There will be volunteers who are experienced technology users (most of whom are technology professionals as well) on hand to help people make the most of the technology.

**4 – Relationship between your project and Wiltshire Council priorities.   Which of the following statements apply to the project/service your hope to provide?** *Please tick as many as you think apply.*

| The project will: | |
|---|---|
| Engage with local people to find out their priorities and work with them to deliver solutions | ☒ |
| Increase number of local people involved in regular volunteering | ☒ |
| Increase the number of affordable homes | ☐ |
| Improve access to services for people with dementia | ☐ |
| Improve access to primary care services for people with learning disabilities | ☐ |
| Encourage people to make lifestyle changes that will have a positive impact on the health of both themselves and their family | ☐ |
| Improve adult participation in sport | ☐ |
| Improve young people's participation in positive activities | ☒ |
| Improve business productivity through innovation e.g. provide business with specific information, knowledge events and other support | ☒ |
| Increase the number of people who feel safe in their community | ☐ |
| Improve local area through intergenerational activities such as street clean ups  and community events | ☒ |
| Reduce perceptions of antisocial behaviour | ☐ |
| Reduce deaths through accidents | ☐ |
| Increase uptake of energy efficiency and renewable energy measures | ☐ |
| Increase levels of recycling and re-using household waste especially amongst those people who currently do not recycle | ☐ |
| Increase awareness of climate change adaptation, leading to action taken by individuals, communities and businesses | ☐ |
| Reduce carbon emissions from transport through development, sustainable transport, traffic management and new technology | ☐ |
| Improve local biodiversity | ☐ |

**THE FOLLOWING INFORMATION MUST BE PROVIDED, FAILURE TO DO SO WILL RESULT IN THE APPLICATION BEING REJECTED**

## 5 – Information relating to your last annual accounts (if applicable)

| | | |
|---|---|---|
| **Year Ending:** 2009 | **Month:** March | **Year:** 2009 |

| | |
|---|---|
| **Total Income:** | £1010 |
| **Minus Total Expenditure:** | £1230 |
| **Surplus/Deficit for year:** | £-220 |
| **Reserves held:** | £0 |

## 6 - Financial Information

| PROJECT COSTS A **Please provide a full breakdown e.g equipment, installation etc.** | | PROJECT INCOME B **Please list all sources of funding for this project, as provisional (P) or confirmed (C)** | P/C | £ |
|---|---|---|---|---|
| PC Acer Aspire Revo R3600 | £250 | Amount held by Coronation Hall | C | £ |
| Printer HP Business Inkjet 2800 | £530 | | | £ |
| Computer Trolley | £40 | | | £ |
| Flipchart easel & paper | £130 | | | £ |
| Laminator A3 and pouches | £250 | | | £ |
| Guillotine A3 | £140 | | | £ |
| Printer Paper | £40 | | | £ |
| Printer Cartridges | £120 | | | £ |
| 22" TFT Screen | £120 | | | £ |
| MS Office Professional 2007 | £120 | | | £ |
| | £ | | | £ |
| **TOTAL PROJECT EXPENDITURE** | £1,740 | **TOTAL PROJECT INCOME** | | £870 |

| | |
|---|---|
| **Total Project Income B** | £870 |
| **Total Project Expenditure A** | £1,740 |
| **Project Shortfall A - B** | £870 |
| **Award sought from Wiltshire Council Area Board** | £870 |
| **Is your organisation able to claim VAT?** | **Yes** ☐     **No** ☒ |

## 7 – Management

**How many people are involved in the management of your group/organisation?**

| | | |
|---|---|---|
| **People Over 50 years** | Male 5 | Female 2 |
| **People Under 25 years** | Male | Female |
| **Disabled People** | Male | Female |
| **Black & Minority Ethnic people** | Male | Female |

## 8 – Supporting Information – Please enclose the following documentation

**Enclosed (please tick)**

☐    Latest inspected/audited accounts or Annual Report

☒    Income & expenditure budget for current financial year

☐    Project budget (if applicable)

☒    Terms of Reference/Constitution/Group Rules

**For new groups, only the group's terms of reference and a projected income and expenditure budget covering a period of 12 months is required.**

**9 – Equal Opportunities – To assist us with our equalities monitoring please indicate whether your application is specifically targeted at people within one or more of the six equality strands.  You may tick yes for more than one category e.g. if your project is for ethnic minority senior citizens.**

**Please note that by answering NO to any of the following questions WILL NOT PREJUDICE your application.**

a)   **Is your project targeted towards, or of particular relevance to, people of a specific age?**

☐ Yes   ☒ No     **If 'Yes' please tick…** ☐ Under 25's   ☐ Over 50's

b)   **Is your project targeted towards, or of particular relevance to, people with disabilities (physical or mental/emotional)?**

☐ Yes   ☒ No

c)    **Is your project targeted towards, or of particular relevance to, people of a specific gender?**

☐ Yes   ☒ No     **If 'Yes' please tick….** ☐   Male   ☐ Female

d)    **Is your project targeted towards, or of particular relevance to, people of a specific sexuality?**

☐ Yes   ☒ No     **If 'Yes' please tick….** ☐ Gay ☐ Lesbian ☐ Bisexual

e)    **Is your project targeted towards, or of particular relevance to, people from a specific ethnic background?**

☐ Yes   ☒ No     **If 'Yes', indicate the ethnic background of the people who will benefit from your project.**

**White**   ☐ British        ☐ Irish ☐ Other          **Mixed**   ☐ Mixed ethnic background

**Asian or Asian British**   ☐ Indian        ☐        Pakistani ☐        Bangladeshi ☐ Other Asian

**Black or Black British**  ☐ Caribbean        ☐ African     ☐ Other Black

**Chinese or other ethnic group**  ☐ Chinese        ☐ Other ethnic group

f) **Is your project targeted towards, or of particular relevance to, people from a specific religion or faith?**

(e.g. a Muslim women's sports club, which encourages active participation, rather than promoting religious beliefs)

☐ Yes     ☒ No     **If 'Yes' please specify**

**10 – Declaration (on behalf of organisation or group) – I confirm that……**

☒ **Accounts and quotes where appropriate are enclosed.**
☒ **A copy of our constitution or terms of reference are enclosed.**
☒ **The information on this form is correct, that any award received will be spent on the activities specified, that I will complete a monitoring form (if requested) following completion of the project.**
☒ **If an award is received, I will complete and return an evaluation sheet**
☒ **That any other form of licence or approval for this project has been received prior to submission of this application**
☒ **That the necessary policies and procedures will be in place prior to the commencement of the project outlined in this application.** ☐ **Child Protection** ☐ **Public Liability Insurance**
     ☐ **Equal Opportunities** ☐ **Access Audit** ☐ **Environmental Impact**
     ☐ **Planning permission applied for (date)       or granted (date)**
☒ **That acknowledgement will be given of Wiltshire Council support in any publicity or printed material.**
☒ **I give permission for press and media coverage by Wiltshire Council in relation to this project.**

| **Name:** | **Date:** 12/11/2009 |
| **Position in organisation:** | |

**Please return your completed application to the appropriate  Area Board Locality Team (see pages 9-10)**