

**Meeting:** TROWBRIDGE AREA BOARD  
**Place:** The Atrium, County Hall, Trowbridge, BA14 8JN  
**Date:** Thursday 17 January 2013  
**Time:** 7.00 pm

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## **COMMUNITY AREA GRANT – APPLICATION FORMS**

**Relating to item 8 on the agenda for the above meeting**

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## Community Area Grant Application Form 2012/2013

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

**To fund projects up to £1,000 without the need for matched funding**

To fund up to 50% of projects costs of projects over £1,000

Maximum Grant £5,000

For larger projects we strongly advise you to contact Charities Information Bureau three months before you approach the area board. [\(See Section 2 for contact details\)](#)

Please contact your Community Area Manager before completing your application  
[\(See Section 3 for contact details\)](#)

### 1. Your organisation or group

Name of organisation	The BIG Community Grow		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input checked="" type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify		

### 2. Your project

Project Title/Name	Trowbridge Apple Festival		
What is your project about and what does it aim to achieve?  <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	<p>The Trowbridge Apple Festival aims to celebrate and raise awareness of local food and produce, growing and cooking your own food and enjoying the outdoors, seasons and the natural cycle of growing.</p> <p>All 21 Schools and 3 childrens centres will be centres for growing &amp; cooking activities linked to the apple tree-events to celebrate the blossom and planting, eating and harvest/autumn will all take place between May and October 2013.</p> <p>Children and families will understand more about apples and traditional activities/products - how to grow crops themselves and enjoy eating them with their community.</p>		
In which community area does your project take place? <i>(Please give name – see section 3)</i>	All Trowbridge Divisions		
I/we have discussed our project with the town/parish council?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date	TIB Meeting 8/11/12
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/> <input type="checkbox"/>	Date	October 2012 <span style="float: right;">No</span>

<b>Where will your project take place?</b>	Courtfield House & schools and children's centres in Trowbridge	
<b>When will your project take place?</b>	May - October 2013	
<b>How did you discover there was a need for your project (please provide evidence) and how will your project benefit your local community?</b>  <i>Important: Please do not type/write in paragraphs – This section is limited to 700 characters only (inclusive of spaces)</i>	On October 13 <sup>th</sup> 2012 we held the first Trowbridge Apple Festival - this was attended by over 400 local residents- adults and children. Local community groups attended with stalls selling local food and produce. We have received 100% positive feedback and requests for this to become an annual event - in particular from Friends of Trowbridge in Bloom and Cllr Helen Osborn. TTC & Courtfield house loaned equipment and will in 2013. Over the last year we have been volunteering in schools and childrens centres giving families the opportunities to experience growing fruit and veg and do traditional outdoor activities. We are being asked to do more of these activities by these schools and centres.	
<b>How many people will benefit from your project?</b>	1000+	
<b>How does your project demonstrate a direct link to the local community plan for your area? (see <a href="http://www.wiltshire.gov.uk/areaboards">www.wiltshire.gov.uk/areaboards</a>) or priorities of your area board) Please provide a reference/page no.</b>	Buying local - buying sustainable products Trees and wildlife habitats Improving chances for children Childhood obesity/ eat more fruit and veg  P6, 7, 8	
<b>Any other information about your project. (Limited to a 1000 characters)</b> Outline of project: Feb 2013 - Invitation to 21 schools & 3 children's centres (including seeds and activity pack) May 2013 - Blossom Day & Tree Planting - children representing each school to attend for celebration of apple blossom at Courtfield House orchard (with traditional games, apple food and talk) - they will receive Wiltshire Variety Apple Tree to plant at their school June 3 <sup>rd</sup> 2013 - Big Lunch Event - as part of this national campaign a Trowbridge big lunch will take place with food from all participants bring communities together to share food and enjoyment of growing September 2013 - Workshops in Schools - chance to use apple press and learn about Wiltshire apples, make apples juice and try different varieties - 15 free workshops and opportunity for others at minimal cost. October 12 2013 - Apple Fair (talks, stalls, traditional games, local food and entertainment at Courtfield House Project In partnership with Wiltshire Wildlife Trust & Trowbridge Museum, 4Children		
<b>To be completed ONLY where town/parish councils are making an application</b>		
<b>Is your project one which parish/town councils have powers to raise local taxes to fund?</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>Could your project be funded from your reserves?</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>Is your project urgent (having to be completed in this financial year? If you answer YES please provide evidence elsewhere on the application form</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

### 3. Management

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

Of these, how many are:

Over 50 years	Male	<input type="text"/>	Female	<input type="text"/>
25 – 50 years	Male	<input type="text"/>	Female	<input type="text" value="2"/>
Under 25 years	Male	<input type="text"/>	Female	<input type="text"/>
Disabled People	Male	<input type="text"/>	Female	<input type="text"/>
Black and Minority Ethnic people	Male	<input type="text"/>	Female	<input type="text"/>

If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

From revenue at events, general fundraising, other grants and donations

How will you know whether your project has made a difference in the community? What information will be collected to enable you to know that the project has made a positive impact on your community and met the local need?

Participating schools and centres will complete initial questionnaire about the activities and experiences of their children

Photos and observations taken/make at workshops and 3 events

Produce grown and planted at centres/schools will be recorded - using blog

Questionnaire to children, schools, families post even/ workshops

Attendance at events will demonstrate awareness and interest in project

Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?

Yes

Date contacted CIB

No

To whom have you applied for funding for this project (*other than Wiltshire Council*)?

Name of Funder

Amount Applied For

Amount Received

Please *list* with amount applied for and whether you have been successful

Have you or do you intend to apply for a grant from another area board within this financial year?

Yes

No

If yes, please state which one(s).

Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?

Yes

No

**4. Information relating to your last annual accounts (if applicable)**

<b>Year ending:</b> 2012	<b>Month:</b> 08	<b>Year:</b> 2012
<b>A - Total income:</b>	£1200	
<b>B - Minus total expenditure:</b>	£1100	
<b>Surplus/deficit for year: (A minus B)</b>	£100	
<b>Free reserves currently held (i.e. money not committed to other projects/operating costs)</b>	£0.00	

**5. Financial information – If you can claim back V.A.T. please exclude VAT from the figures you provide us. If you have to pay the V.A.T then please include V.A.T. in the figures you provide us.**

<b>Project Costs A</b> Please provide a <u>full</u> breakdown e.g. equipment, installation etc.		<b>Project Income B</b> Please list all sources of funding for this project, as provisional (P) or confirmed (C)		
			<b>P/C</b>	
Publicity	£460	<b>Own fundraising/reserves</b>	C	£100
Guest Speakers	£375	Raffle/Stallholders	P	£300
Resources	£225	<b>Parish/town council</b>		£
Apple Map	£5	Museum	C	£100
Entertainment	£781	<b>Trusts/foundations</b>		£
Apple Trees/Seeds	£475			£
Utilities & Equipment	£890	<b>In kind</b>	C	£
Raffle Prizes	£100	Volunteer Leaders/entertainment	C	£1,000
Storyteller	£100	Apple Trees & Seeds/prizes	P	575
Activity Leaders	£500	<b>Other</b>		£0
School Workshops	£750	Utilities/Equipment (in-kind)	C	£300
<b>Total Project Expenditure</b>	<b>£4,661</b>	<b>Total Project Income</b>		<b>£2,375</b>
<b>Total project income B</b>		£2,375		
<b>Total project expenditure A</b>		£4,661		
<b>Project shortfall A – B</b>		£2,286		
<b>Grant sought from Wiltshire Council Area Board</b>		£2,286		
<b>Bank Details</b>				
<b>Please give the name of the organisations' bank account e.g. Barclays</b>				
<b>Please give the name of the organisations' bank account e.g. Chippenham Scouts</b>				

**6. Supporting information – Please enclose all the following documentation as failure to do so may lead to a delay in your application being considered**

**Enclosed (please tick)**

- All written quotes including the one(s) you are going to use
- Latest inspected/audited accounts or annual report or Income/expenditure budget for current financial year
- Terms of reference/constitution/group rules
- Evidence of ownership/lease of buildings and/or land

**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.**

**7. Declaration (on behalf of organisation or group) – I confirm that...**

- This application meets all the funding criteria
- 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 a grant is received, I will provide copies of all receipts and invoices associated with the grant and provide information and photographs to demonstrate how the grant was spent.
- That any other form of licence or approval for this project has been received prior to submission of this grant application.
- That the necessary policies and procedures will be in place prior to the commencement of the project outlined in this application.
- Child Protection     Safeguarding Adults
- 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, printed or website material.
- I give permission for press and media coverage by Wiltshire Council in relation to this project.

**Name:**

**Date:** 03/12/2012

**Position in organisation:** Project Coordinators

**Please return your completed application to the appropriate Area Board Locality Team ([see section 3](#))**

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## Community Area Grant Application Form 2012/2013

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PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE CONSIDERED

**To fund projects up to £1,000 without the need for matched funding**  
To fund up to 50% of projects costs of projects over £1,000  
Maximum Grant £5,000

For larger projects we strongly advise you to contact Charities Information Bureau three months before you approach the area board. [\(See Section 2 for contact details\)](#)  
Please contact your Community Area Manager before completing your application  
[\(See Section 3 for contact details\)](#)

### 1. Your organisation or group

Name of organisation	The BIG Community Grow		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input checked="" type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify		

### 2. Your project

Project Title/Name	'Let's Grow' at the Children's Centres		
What is your project about and what does it aim to achieve?  <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	This project aims to develop project to develop opportunities for young children (under 5) and thier parents to enjoy outside spaces and to come together as a community to become involved in the BIG LUNCH.  AIM: To enable parents to explore outdoor areas with their child and provide safe opportunities for this to occur and be replicated from their home To grow plants together and enjoy the fruits of the harveset. To provide opportunities for children to extend their vocabulary To build community cohesion		
In which community area does your project take place? <i>(Please give name – see section 3)</i>	Trowbridge - Lambrock, Adcroft and Central		
I/we have discussed our project with the town/parish council?	Yes <input type="checkbox"/>	Date	No <input checked="" type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input type="checkbox"/>	Date	No <input checked="" type="checkbox"/>

<b>Where will your project take place?</b>	Studley Green and Bellefield Children's Centres in Trowbridge
<b>When will your project take place?</b>	March, April, June and July 2013
<b>How did you discover there was a need for your project (please provide evidence) and how will your project benefit your local community?</b>  <i>Important: Please do not type/write in paragraphs – This section is limited to 700 characters only (inclusive of spaces)</i>	A 6 week programme with families, a 5 week pre-school group and 4 sessions with vulnerable families were provided as volunteers during Spring/Summer 2012. Feedback from children's centres and families 100% positive see attached. Children's centres have identified the following: The percentage of overweight and obese children in Reception year is 26%(higher than the Wilts of 21.5%). This project encouraged families to grow their own food and eat it. Communication, language and literacy are the areas for development within their SOA - this type of project can support parents to communicate more effectively as they participate and share in outdoor activities by building parents confidence.
<b>How many people will benefit from your project?</b>	around 20 families.
<b>How does your project demonstrate a direct link to the local community plan for your area? (see <a href="http://www.wiltshire.gov.uk/areaboard">www.wiltshire.gov.uk/areaboard</a>) or priorities of your area board) Please provide a reference/page no.</b>	page 2 Health Page 4 Education
<b>Any other information about your project. (Limited to a 1000 characters)</b> This project will use the Children's Centre data base and relationships to target families from hard to reach categories to work with the The BIG Community Grow to explore outside spaces and use the beds and tubs at the centres to plant seeds and grow their own food. Children will be encouraged to take plants home to grow in their own spaces. In the summer the sessions will continue to harvest and share the produce and consider ways of using it. Finally the produce will be used to share at the 'big lunch' involving others within the community. The project will combine gardening and cooking activities developing the skills and confidence of both children and adults in the outdoor environment and encouraging them to include fruit and vegetables in their normal diet by sharing the enjoyment of growing and being outside.	
<b>To be completed ONLY where town/parish councils are making an application</b>	
<b>Is your project one which parish/town councils have powers to raise local taxes to fund?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Could your project be funded from your reserves?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Is your project urgent (having to be completed in this financial year? If you answer YES please provide evidence elsewhere on the application form)</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

### 3. Management

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

Of these, how many are:

Over 50 years	Male	<input type="text"/>	Female	<input type="text"/>
25 – 50 years	Male	<input type="text"/>	Female	<input type="text" value="2"/>
Under 25 years	Male	<input type="text"/>	Female	<input type="text"/>
Disabled People	Male	<input type="text"/>	Female	<input type="text"/>
Black and Minority Ethnic people	Male	<input type="text"/>	Female	<input type="text"/>

If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?  
Grants, fundraising and donations

How will you know whether your project has made a difference in the community? What information will be collected to enable you to know that the project has made a positive impact on your community and met the local need?

The project will collect the starting points for parents and carers on the following:

How often they explore outdoor areas with thier child

How confident are they to grow thier own produce

How embeded do they feel within their community.

The impact of the project fo rchildren will be tracked by capturing photos and observations in a group learning journal.

Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?

Yes

Date contacted CIB

No

To whom have you applied for funding for this project (*other than Wiltshire Council*)?

Name of Funder

Amount Applied For

Amount Received

Please *list* with amount applied for and whether you have been successful

Have you or do you intend to apply for a grant from another area board within this financial year?

Yes

No

*If yes, please state which one(s).*

Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?

Yes

No

**4. Information relating to your last annual accounts (if applicable)**

Year ending: 2012	Month: 8	Year: 2012
A - Total income:	£1200	
B - Minus total expenditure:	£1100	
Surplus/deficit for year: (A minus B)	£100	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£0	

**5. Financial information – If you can claim back V.A.T. please exclude VAT from the figures you provide us. If you have to pay the V.A.T then please include V.A.T. in the figures you provide us.**

Project Costs A Please provide a <u>full</u> 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	
Resources	£160	Own fundraising/reserves		£
Workshops x 16 x 1.5hr	£720			£
	£	Parish/town council		£
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£			
	£	Other		£
	£			£
<b>Total Project Expenditure</b>	<b>£880</b>	<b>Total Project Income</b>		<b>£0</b>
<b>Total project income B</b>		<b>£0</b>		
<b>Total project expenditure A</b>		<b>£880</b>		
<b>Project shortfall A – B</b>		<b>£880</b>		
<b>Grant sought from Wiltshire Council Area Board</b>		<b>£880</b>		
<b>Bank Details</b>				
<b>Please give the name of the organisations' bank account e.g. Barclays</b>				
<b>Please give the name of the organisations' bank account e.g. Chippenham Scouts</b>				

**6. Supporting information – Please enclose all the following documentation as failure to do so may lead to a delay in your application being considered**

**Enclosed (please tick)**

- All written quotes including the one(s) you are going to use
- Latest inspected/audited accounts or annual report or Income/expenditure budget for current financial year
- Terms of reference/constitution/group rules
- Evidence of ownership/lease of buildings and/or land

**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.**

**7. Declaration (on behalf of organisation or group) – I confirm that...**

- This application meets all the funding criteria
- 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 a grant is received, I will provide copies of all receipts and invoices associated with the grant and provide information and photographs to demonstrate how the grant was spent.
- That any other form of licence or approval for this project has been received prior to submission of this grant application.
- That the necessary policies and procedures will be in place prior to the commencement of the project outlined in this application.
- Child Protection     Safeguarding Adults
- 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, printed or website material.
- I give permission for press and media coverage by Wiltshire Council in relation to this project.

**Name:**

**Date:** 04/12/2012

**Position in organisation:** Project Coordinators

**Please return your completed application to the appropriate Area Board Locality Team ([see section 3](#))**

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## Community Area Grant Application Form 2012/2013

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

**To fund projects up to £1,000 without the need for matched funding**

To fund up to 50% of projects costs of projects over £1,000

Maximum Grant £5,000

For larger projects we strongly advise you to contact Charities Information Bureau three months before you approach the area board. ([See Section 2 for contact details](#))

Please contact your Community Area Manager before completing your application  
([See Section 3 for contact details](#))

### 1. Your organisation or group

Name of organisation	The Sunday Club		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input checked="" type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify		

### 2. Your project

Project Title/Name	The Sunday Club Revamp Project		
What is your project about and what does it aim to achieve?  <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	The Sunday Club, a group for the elderly, is re-establishing itself at Trowbridge Civic Ctre due to the dangers of elderly volunteers at it's current venue. This has given us the opportunity to look at revamping how the Club provides its services. Instead of elderly volunteers preparing food we wish to use professional caterer to provide refreshments for those attending. We would also like to provide an improved range of activities including exercises/ health & safety awareness for all Club members in a safe environment. We are seeking frunds to assist with this re-establishment and expansion.		
In which community area does your project take place? ( <i>Please give name – <a href="#">see section 3</a></i> )	Trowbridge		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/> <input type="checkbox"/>	Date August 2012	No
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date September 2012	

<b>Where will your project take place?</b>	Civic Centre Trowbridge
<b>When will your project take place?</b>	10 February 2013 - 11 August 2013
<b>How did you discover there was a need for your project (please provide evidence) and how will your project benefit your local community?</b>  <i>Important: Please do not type/write in paragraphs – This section is limited to 700 characters only (inclusive of spaces)</i>	In Wiltshire 18.1% of residents are 65+ (Wilts Council End of Life Care Profile) and it has become noticeable in Trowbridge that our older population is quickly growing . The Club volunteers are themselves in poor health so are also vulnerable. By introducing professional catering and exercise sessions we will re-invigorate the members, which will in turn relieve the stress on carers and families plus relieving the burden on medical services locally
<b>How many people will benefit from your project?</b>	85 + carers/ families = 250+
<b>How does your project demonstrate a direct link to the local community plan for your area? (see <a href="http://www.wiltshire.gov.uk/areboards">www.wiltshire.gov.uk/areboards</a>) or priorities of your area board) Please provide a reference/page no.</b>	Improves the health and social care of older residents in this area with access to active leisure pursuits and community safety.  4, 5, 8, 9
<b>Any other information about your project. (Limited to a 1000 characters)</b> We want to provide a warm, safe renvironment where all members can meet socially and, enjoy properly prepared refreshments thus reducing the risk of contamination & infection in this very vulnearable age group. Previously a group of volunteer members prepared the food , standing in a small, ill equipped kitchen at Longfield Comm Ctr for 2 hours whilst also suffering from infirmities, an accident waiting to happen.The Committee needs to move the Club to a more practical venue, to introduce a catere and exercise sessions (Tai Chi, chair exercises, short mat bowls, kurling) to improve mobility, confidence, balance thus increasing the health and well being of this senior age group.The Civic has better access and facilities, being lighter and warmer that our previous meeting place.	
<b>To be completed ONLY where town/parish councils are making an application</b>	
<b>Is your project one which parish/town councils have powers to raise local taxes to fund?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Could your project be funded from your reserves?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Is your project urgent (having to be completed in this financial year? If you answer YES please provide evidence elsewhere on the application form</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>



### 3. Management

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

Of these, how many are:

Over 50 years	Male	<input type="text"/>	Female	<input type="text" value="6"/>
25 – 50 years	Male	<input type="text"/>	Female	<input type="text" value="2"/>
Under 25 years	Male	<input type="text"/>	Female	<input type="text"/>
Disabled People	Male	<input type="text"/>	Female	<input type="text"/>
Black and Minority Ethnic people	Male	<input type="text"/>	Female	<input type="text"/>

If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

Other Grant Funders plus Club fundraising

How will you know whether your project has made a difference in the community? What information will be collected to enable you to know that the project has made a positive impact on your community and met the local need?

The Committee will check the expected rise in membership in the New Year and compare it to previous figures prior to the move to the Civic Centre. From feedback and enthusiasm of the members in planning the Sunday Club event timetable. From the response of the members to the caterers refreshments, the improved mobility of the Committee plus comments from carers /family.

Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?

Yes

Date contacted CIB

No

To whom have you applied for funding for this project (*other than Wiltshire Council*)?

Name of Funder

Amount Applied For

Amount Received

Trowbridge Town Council

1000

Please list with amount applied for and whether you have been successful

Have you or do you intend to apply for a grant from another area board within this financial year?

Yes

No

If yes, please state which one(s).

Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?

Yes

No

**4. Information relating to your last annual accounts (if applicable)**

<b>Year ending:</b> 11/12	<b>Month:</b> March	<b>Year:</b> 2012
<b>A - Total income:</b>	£5814	
<b>B - Minus total expenditure:</b>	£5662	
<b>Surplus/deficit for year: (A minus B)</b>	£152	
<b>Free reserves currently held (i.e. money not committed to other projects/operating costs)</b>	£458	

**5. Financial information – If you can claim back V.A.T. please exclude VAT from the figures you provide us. If you have to pay the V.A.T then please include V.A.T. in the figures you provide us.**

<b>Project Costs A</b> Please provide a <u>full</u> breakdown e.g. equipment, installation etc.		<b>Project Income B</b> Please list all sources of funding for this project, as provisional (P) or confirmed (C)		
			<b>P/C</b>	
Catering x 6mths	£1,800	<b>Own fundraising/reserves</b>		£458
6 x Sports Coaches	£650			£
1 hr x 6 mths	£	<b>Parish/town council</b>	P	£1,000
	£			£
	£	<b>Trusts/foundations</b>		£
	£			£
	£	<b>In kind</b>		£
	£			£
	£			
	£	<b>Other</b>		£
	£			£
<b>Total Project Expenditure</b>	<b>£2,450</b>	<b>Total Project Income</b>		<b>£1,458</b>
<b>Total project income B</b>		£1,458		
<b>Total project expenditure A</b>		£2,450		
<b>Project shortfall A – B</b>		£992		
<b>Grant sought from Wiltshire Council Area Board</b>		£992		
<b>Bank Details</b>				
<b>Please give the name of the organisations' bank account e.g. Barclays</b>				
<b>Please give the name of the organisations' bank account e.g. Chippenham Scouts</b>				

**6. Supporting information – Please enclose all the following documentation as failure to do so may lead to a delay in your application being considered**

**Enclosed (please tick)**

- All written quotes including the one(s) you are going to use
- Latest inspected/audited accounts or annual report or Income/expenditure budget for current financial year
- Terms of reference/constitution/group rules
- Evidence of ownership/lease of buildings and/or land

**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.**

**7. Declaration (on behalf of organisation or group) – I confirm that...**

- This application meets all the funding criteria
- 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 a grant is received, I will provide copies of all receipts and invoices associated with the grant and provide information and photographs to demonstrate how the grant was spent.
- That any other form of licence or approval for this project has been received prior to submission of this grant application.
- That the necessary policies and procedures will be in place prior to the commencement of the project outlined in this application.
- Child Protection     Safeguarding Adults
- 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, printed or website material.
- I give permission for press and media coverage by Wiltshire Council in relation to this project.

**Name:**

**Date:** 30/11/2012

**Position in organisation:** Chairman

**Please return your completed application to the appropriate Area Board Locality Team ([see section 3](#))**

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## Community Area Grant Application Form 2012/2013

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

**To fund projects up to £1,000 without the need for matched funding**

To fund up to 50% of projects costs of projects over £1,000

Maximum Grant £5,000

For larger projects we strongly advise you to contact Charities Information Bureau three months before you approach the area board. ([See Section 2 for contact details](#))

Please contact your Community Area Manager before completing your application

([See Section 3 for contact details](#))

### 1. Your organisation or group

Name of organisation	Trowbridge in Bloom		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input checked="" type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify		

### 2. Your project

Project Title/Name	South West in Bloom Seminar 2013		
What is your project about and what does it aim to achieve?  <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	Trowbridge as winners of South West In Bloom 2012 were invited to host the annual seminar. The seminar will be attended by reps from 85 councils, SWIB, local businesses, schools and neighbourhoods. The seminar will consist of guest speakers, displays, presentations, refreshments, networking, literature, workshops for competition newcomers, briefings on forthcoming SWIB judging requirements and guidelines.		
In which community area does your project take place? ( <i>Please give name – <a href="#">see section 3</a></i> )	Trowbridge		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date 03/10/12	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date 03/10/12	No <input type="checkbox"/>

<b>Where will your project take place?</b>	Civic Centre, Trowbridge
<b>When will your project take place?</b>	21/02/13
<b>How did you discover there was a need for your project (please provide evidence) and how will your project benefit your local community?</b>  <i>Important: Please do not type/write in paragraphs – This section is limited to 700 characters only (inclusive of spaces)</i>	The South West in Bloom Seminar is an annual event run as a prelude to the auspicious colourful event which lasts for months throughout this area. The annual seminar is a highly coveted event and the selection of Trowbridge can be seen as true regard for the effort that Trowbridge in Bloom and the community put into their entry in SWIB. The Seminar will enable Trowbridge to raise its profile amongst co-competitors and to encourage even more local participation. This in turn will benefit Trowbridge and surrounding districts through the increased local participation of TIB and the increased tourism to the area.
<b>How many people will benefit from your project?</b>	40,000 local & whole S W England
<b>How does your project demonstrate a direct link to the local community plan for your area? (see <a href="http://www.wiltshire.gov.uk/areaboards">www.wiltshire.gov.uk/areaboards</a>) or priorities of your area board) Please provide a reference/page no.</b>	Will introduce Trowbridge to representatives from across South West and encourage Tourism, Culture (Leisure/Recreation), Environment and Comm Ptnship  Pg1,4,6,10
<b>Any other information about your project. (Limited to a 1000 characters)</b> Trowbridge in Bloom is a very well established group who have brought about many positive changes in the local environment through partnership working with community groups leading to a tourism boost in the Trowbridge area. Trowbridge has been extremely successful in South West in Bloom, winning Gold awards in both 2011 and 2012. Given that success Trowbridge has been chosen to launch SWIB 2013 campaign across South West England. TIB are looking to invite 100+ people from cities, towns and parishes in that area to visit Trowbridge at its best. If successful in promoting SWIB Seminar in this part of the country, this in turn will raise awareness to Britain in Bloom of the possibility of Trowbridge hosting much larger main award ceremonies. These events will then bring much larger numbers of people from across the South West to Trowbridge, county town of Wiltshire creating another boost to tourism.	
<b>To be completed ONLY where town/parish councils are making an application</b>	
<b>Is your project one which parish/town councils have powers to raise local taxes to fund?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Could your project be funded from your reserves?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Is your project urgent (having to be completed in this financial year? If you answer YES please provide evidence elsewhere on the application form)</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

### 3. Management

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

Of these, how many are:

Over 50 years	Male	<input type="text" value="4"/>	Female	<input type="text" value="8"/>
25 – 50 years	Male	<input type="text" value="1"/>	Female	3 <input type="text"/>
Under 25 years	Male	<input type="text" value="3"/>	Female	<input type="text" value="1"/>
Disabled People	Male	<input type="text" value="2"/>	Female	<input type="text"/>
Black and Minority Ethnic people	Male	<input type="text" value="3"/>	Female	<input type="text"/>

If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?  
N/A

How will you know whether your project has made a difference in the community? What information will be collected to enable you to know that the project has made a positive impact on your community and met the local need?

Visual improvements to the town and surrounding areas. Projects such as Bee Friendly will enable residents to learn about the plight of bees in this country (through activities and signage in local Garden Centres), raising awareness of this extremely important issue and encourage planting of "bee friendly" plants. These projects will in turn create better managed allotments, gardens, wild areas.

Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?

Yes

Date contacted CIB

No

To whom have you applied for funding for this project (*other than Wiltshire Council*)?

*Please list with amount applied for and whether you have been successful*

Name of Funder

Amount Applied For

Amount Received


Have you or do you intend to apply for a grant from another area board within this financial year?

*If yes, please state which one(s).*

Yes

No

Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?

Yes

No

**4. Information relating to your last annual accounts (if applicable)**

<b>Year ending:</b> 03/12	<b>Month:</b> March	<b>Year:</b> 2011/12
<b>A - Total income:</b>	£NIL	
<b>B - Minus total expenditure:</b>	£1064.31	
<b>Surplus/deficit for year: (A minus B)</b>	£1064.31 deficit	
<b>Free reserves currently held (i.e. money not committed to other projects/operating costs)</b>	£NIL	

**5. Financial information – If you can claim back V.A.T. please exclude VAT from the figures you provide us. If you have to pay the V.A.T then please include V.A.T. in the figures you provide us.**

<b>Project Costs A</b> Please provide a <u>full</u> breakdown e.g. equipment, installation etc.		<b>Project Income B</b> Please list all sources of funding for this project, as provisional (P) or confirmed (C)		
			P/C	
Literature/ banners	£500	<b>Own fundraising/reserves</b>		£
Refreshments	£1,200			£
	£	<b>Parish/town council</b>		£
Hall Hire	£344	Hall/ PA/Techncn	P	£719
PA	£225	<b>Trusts/foundations</b>		£
Technician/ lighting	£150			£
Floral Displays	£160	<b>In kind</b>		£
S'venier bags/info	£100	Volunteers 18x£10X5hrs	C	£900
Volunteer Speakers	£900			
	£	<b>Other</b>		£
	£	Basket/ Tub Sales	P	£240
<b>Total Project Expenditure</b>	<b>£3,579</b>	<b>Total Project Income</b>		<b>£1,859</b>
<b>Total project income B</b>		£1,859		
<b>Total project expenditure A</b>		£3,579		
<b>Project shortfall A – B</b>		£1,720		
<b>Grant sought from Wiltshire Council Area Board</b>		£1,720		
<b>Bank Details</b>				
<b>Please give the name of the organisations' bank account e.g. Barclays</b>				
<b>Please give the name of the organisations' bank account e.g. Chippenham Scouts</b>				



**6. Supporting information – Please enclose all the following documentation as failure to do so may lead to a delay in your application being considered**

**Enclosed (please tick)**

- All written quotes including the one(s) you are going to use
- Latest inspected/audited accounts or annual report or Income/expenditure budget for current financial year
- Terms of reference/constitution/group rules
- Evidence of ownership/lease of buildings and/or land

**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.**

**7. Declaration (on behalf of organisation or group) – I confirm that...**

- This application meets all the funding criteria
- 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 a grant is received, I will provide copies of all receipts and invoices associated with the grant and provide information and photographs to demonstrate how the grant was spent.
- That any other form of licence or approval for this project has been received prior to submission of this grant application.
- That the necessary policies and procedures will be in place prior to the commencement of the project outlined in this application.
- Child Protection     Safeguarding Adults
- 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, printed or website material.
- I give permission for press and media coverage by Wiltshire Council in relation to this project.

**Name:**

**Date:** 04/11/2012

**Position in organisation:** Chairman

**Please return your completed application to the appropriate Area Board Locality Team ([see section 3](#))**

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## Community Area Grant Application Form 2012/2013

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

**To fund projects up to £1,000 without the need for matched funding**

To fund up to 50% of projects costs of projects over £1,000

Maximum Grant £5,000

For larger projects we strongly advise you to contact Charities Information Bureau three months before you approach the area board. [\(See Section 2 for contact details\)](#)

Please contact your Community Area Manager before completing your application  
[\(See Section 3 for contact details\)](#)

### 1. Your organisation or group

Name of organisation	Trowbridge Initiative		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input checked="" type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify		

### 2. Your project

Project Title/Name	Supporting Tourism in Trowbridge		
What is your project about and what does it aim to achieve?  <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	TI recognise that Trow will change dramatically in 2013 with completion of leisure dev at St Stephens & of foot/cycle from Paxcroft to town. Trow must make the most of these opportunities in a coordinated way. We are doing this via project to produce one-off publicity in conjunc with other orgs. We will produce a tourism leaflet available to accomm providers & tourist businesses & 2 <sup>nd</sup> leaflet provides info on businesses & facilities in town, delivered to all households. Incl map to reflect new devs & partnership with V W allows info to be spread to a wide audience and facilitate updates		
In which community area does your project take place? <i>(Please give name – see section 3)</i>	Trowbridge		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date 21/11/13	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date	No <input type="checkbox"/>

<b>Where will your project take place?</b>	Trowbridge
<b>When will your project take place?</b>	2013
<b>How did you discover there was a need for your project (please provide evidence) and how will your project benefit your local community?</b>  <i>Important: Please do not type/write in paragraphs – This section is limited to 700 characters only (inclusive of spaces)</i>	Businesses identified a need to provide information to visitors and residents through Town Team meetings of business representatives. Sales offices of the six house builders in the town identified the need for additional information about Town Centre facilities. New facilities are opening up in 2013 and new links to Paxcroft Mead which will improve accessibility. We need to make the most of these opportunities.
<b>How many people will benefit from your project?</b>	30,000
<b>How does your project demonstrate a direct link to the local community plan for your area? (see <a href="http://www.wiltshire.gov.uk/areaboards">www.wiltshire.gov.uk/areaboards</a>) or priorities of your area board) Please provide a reference/page no.</b>	1. Economy, including Tourism and Employment - Encouraging more people to spend their free time and money in Trowbridge  Progress report p5
<b>Any other information about your project. (Limited to a 1000 characters)</b>	
<b>To be completed ONLY where town/parish councils are making an application</b>	
<b>Is your project one which parish/town councils have powers to raise local taxes to fund?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Could your project be funded from your reserves?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Is your project urgent (having to be completed in this financial year? If you answer YES please provide evidence elsewhere on the application form)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

### 3. Management

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

Of these, how many are:

Over 50 years

Male

Female

25 – 50 years

Male

Female

Under 25 years

Male

Female

Disabled People

Male

Female

Black and Minority Ethnic people

Male

Female

If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

N/A

How will you know whether your project has made a difference in the community? What information will be collected to enable you to know that the project has made a positive impact on your community and met the local need?

Footfall and visitor numbers, including success of new weekly market and opening of new facilities including cinema.

Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?

Yes

Date contacted CIB

No

To whom have you applied for funding for this project (*other than Wiltshire Council*)?

Name of Funder

Amount Applied For

Amount Received

F o TIC

4500

4500

Business

1500

1500

Trow TC

525

525

*Please list with amount applied for and whether you have been successful*

Have you or do you intend to apply for a grant from another area board within this financial year?

Yes

No

*If yes, please state which one(s).*

Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?

Yes

No

**4. Information relating to your last annual accounts (if applicable)**

<b>Year ending:</b> 30th	<b>Month:</b> Sept	<b>Year:</b> 2012
<b>A - Total income:</b>	£1,100	
<b>B - Minus total expenditure:</b>	£466.45	
<b>Surplus/deficit for year: (A minus B)</b>	£633.55	
<b>Free reserves currently held (i.e. money not committed to other projects/operating costs)</b>	£1,533	

**5. Financial information – If you can claim back V.A.T. please exclude VAT from the figures you provide us. If you have to pay the V.A.T then please include V.A.T. in the figures you provide us.**

<b>Project Costs A</b> Please provide a <u>full</u> breakdown e.g. equipment, installation etc.		<b>Project Income B</b> Please list all sources of funding for this project, as provisional (P) or confirmed (C)		
			<b>P/C</b>	
Printing Tourist Map	£3,186	<b>Own fundraising/reserves</b>	C	£200
Printing Business Map	£3,186			£
Distribution	£1,718	<b>Parish/town council</b>	C	£450
Visit Wiltshire	£1,385			£
Brown signs	£2,050	<b>Trusts/foundations</b>		£
	£	Friends of TIC	P	£4,500
	£	<b>In kind</b>		£
	£			£
	£	<b>Other</b>		£
	£	Business sponsor		£1,375
<b>Total Project Expenditure</b>	<b>£11,525</b>	<b>Total Project Income</b>		<b>£6,525</b>
<b>Total project income B</b>		£6,525		
<b>Total project expenditure A</b>		£11,525		
<b>Project shortfall A – B</b>		£5,000		
<b>Grant sought from Wiltshire Council Area Board</b>		£5,000		
<b>Bank Details</b>				
<b>Please give the name of the organisations' bank account e.g. Barclays</b>				
<b>Please give the name of the organisations' bank account e.g. Chippenham Scouts</b>				

**6. Supporting information – Please enclose all the following documentation as failure to do so may lead to a delay in your application being considered**

**Enclosed (please tick)**

- All written quotes including the one(s) you are going to use
- Latest inspected/audited accounts or annual report or Income/expenditure budget for current financial year
- Terms of reference/constitution/group rules
- Evidence of ownership/lease of buildings and/or land

**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.**

**7. Declaration (on behalf of organisation or group) – I confirm that...**

- This application meets all the funding criteria
- 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 a grant is received, I will provide copies of all receipts and invoices associated with the grant and provide information and photographs to demonstrate how the grant was spent.
- That any other form of licence or approval for this project has been received prior to submission of this grant application.
- That the necessary policies and procedures will be in place prior to the commencement of the project outlined in this application.
- Child Protection     Safeguarding Adults
- 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, printed or website material.
- I give permission for press and media coverage by Wiltshire Council in relation to this project.

**Name:**

**Date:** 28/11/2012

**Position in organisation:** Chairman

**Please return your completed application to the appropriate Area Board Locality Team ([see section 3](#))**

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## Area Board Projects and Councillor Led Initiatives Application Form 2012/2013

**To be completed by the Wiltshire Councillor leading on the project**

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

<b>1. Contact Details</b>	
<b>Area Board Name</b>	Trowbridge Area Board
<b>Your Name</b>	
<b>Contact number</b>	<b>e-mail</b>
<b>2. The project</b>	
<b>Project Title/Name</b>	Defibrillator
<b>Please tell us about the project /activity you want to organise/deliver and why?</b>  <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	<p>You only have minutes to save lives. A community defibrillator meets the needs of all users and the local ambulance service and is life saving.</p> <p>Defibrillators are a 'must have' for all public places with a high footfall. It would be accessible to the wider area - the town centre.</p> <p>Defibrillators are vital in any cardiac arrests. Over 80% of cardiac arrests that occur outside of hospitals are fatal.</p> <p>The Community Public accesses defibrillators - Automated External Defibrillator would be owned and maintained by the local community. They are designed to be used by anyone</p>
<b>Where is this project taking place?</b>	Trowbridge . The Park - The Civic Centre
<b>When will the project take place?</b>	March 2013 (when training and funding are in place)
<b>What evidence is there that this project/activity needs to take place/be funded by the area board?</b>	There is strong evidence that the immediacy of action in a cardiac arrest - in the minutes before the Ambulance service arrives saves lives. In Trowbridge there were 16 fatal heart attacks (2008-9)

<b>How will the local community benefit?</b>	The whole community/the surrounding parishes and visitors to Trowbridge will benefit by facility - the saving of lives		
<b>Does this project link to a current Community Issue?</b> (if so, please give reference number as well as a brief description)	Yes - no defibrillator available		
<b>Does this project link to the Community Plan or local priorities?</b> (if so, please provide details)	Local ambulance Service Red Cross '		
<b>What is the desired outcome/s of this project?</b> To provide a community based defibrillator placed outside the Civic Centre with access for the community to use to save lives			
<b>Who will be responsible for managing this project?</b> The Town Clerk with the advice and support of Richard Schofield ( Community Heartbeat) and local ambulance service			
<b>3. Funding</b>			
<b>What will be the total cost of the project?</b>	£ 2100		
<b>How much funding are you applying for?</b>	£ 2100		
<b>If you are expecting to receive any other funding for your project, please give details</b>	<b>Source of Funding</b>	<b>Amount Applied For</b>	<b>Amount Received</b>
	x	xx	x
	x	x	x
	x	x	x
<b>Please give the name of the organisation and bank account name (but not the number) your grant will be paid in to.</b> (N.B. We cannot pay money into an individual's bank account)			
<b>4. Declaration – I confirm that...</b>			
<input checked="" type="checkbox"/> <b>The information on this form is correct and that any grant received will be spent on the activities specified</b>  <input checked="" type="checkbox"/> <b>Any form of licence, insurance or other approval for this project will be in place before the start of the project outlined in this application</b>			
<b>Name:</b>  <b>Position in organisation:</b> Wiltshire Councillor			<b>Date:</b> 04/12/2012
<b>Please return your completed application to the appropriate Area Board Locality Team (<a href="#">see section 3</a>)</b>			