

Meeting: CALNE AREA BOARD
Place: Calne Town Hall, The Strand, Calne SN11 0EN
Date: Tuesday 4 February 2014
Time: 6.30 pm

FUNDING APPLICATION FORMS

Relating to item 11 on the agenda for the above meeting

ID: 495 – Lansdowne Hall

1. Which type of grant are you applying for?

Digital Literacy Grant

2. Amount of funding required?

£0 - £500

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

Lansdowne Hall Digital Projector project

6. Project summary:

To provide a short throw digital projector to be mounted specifically in one meeting room, so it is ready to use but safe at the same time. This room is used for many meetings and it is hoped in future for Children's Film Club run by a group of villagers in a not for profit way. It will also be available for the Parish Council and Management Committee to use at their meetings. We are also hoping to encourage a digital Literacy Group to start in the Hall which would be able to use this kit for demonstrations of software etc. The Hall is used during the Derry Hill and Studley Fete and this room is sometimes use for children's digital games on this occasion.

7. Which Area Board are you applying to?

Calne

Electoral Division

Calne Rural

8. What is the Post Code of where the project is taking place?

SN11 9QY

9. Please tell us which theme(s) your project supports:

Children & Young People

Arts, crafts and culture

Economy, enterprise and jobs

Festivals, pageants, fetes and fayres

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit

Safer communities

Technology & Digital literacy

If Other (please specify) LOCAL GOVERNMENT

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

12/2012

Total Income:

£31146

Total Expenditure:

£38217

Surplus/Deficit for the year:

£7071

Free reserves currently held:

(money not committed to other projects/operating costs)

£26032

Why can't you fund this project from your reserves:

The Village hall is a physically large building, and busy one, so sufficient funds have to be kept to meet unexpected building repairs etc. I.e. it is a contingency fund.

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost		£498.29		
Total required from Area Board		£498.29		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Short throw projector	461.39			
Projector mount	24.90			
Cables	12.00			
Total	£498.29			£0

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

No

12. If so, which Area Boards?

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

WHO: Meetings of various clubs and societies, including NCT, Neighbourhood Planning, Parish Council, Hall Management Committee, Youth Club, Children's Film club, Digital Literacy classes. Villages Fete. HOW: Most meetings struggle to set up their own digital displays in time for their meeting and often do without. With permanent digital enhancement

available, meetings will be able to benefit from good visual displays and better communication as a result. It will encourage other groups to start as the facility is already there to encourage volunteers to get started with a new project.

14. How will you monitor this?

The creation of new opportunities for new clubs such as Children's film club and Digital Literacy Classes.

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

The Hall will cover the replacement bulbs and any other upkeep.

16. If this application forms part of a larger project (eg. building of new village hall), please state what this project is and approximately how much the overall project will cost.

N/A

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

ID: 449 Calne Springs Forward/Calne Town Team

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

Calne Springs Forward: Town Team Market

6. Project summary:

Purchase of additional gazebos for the monthly market in the Calne, Phelps Parade. This market is targeted towards the promotion of local independent business; stalls are provided at low-cost to generate interest in the town centre, and offer an attraction for residents and visitors. Stalls are varied and include fairtrade goods, crafts, organic and farm foods, as well as a range of more traditional market wares. The Town Team is committed to a growing range of initiatives to reinvigorate the town centre and enhance the day and night-time economies. Any monies raised are reinvested back into the community.

7. Which Area Board are you applying to?

Calne

Electoral Division

Calne Central

8. What is the Post Code of where the project is taking place?

SN11 0HA

9. Please tell us which theme(s) your project supports:

Economy, enterprise and jobs

Food, farming and local markets

Inclusion, diversity and community spirit

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

Total Income:

£

Total Expenditure:

£

Surplus/Deficit for the year:

£

Free reserves currently held:

(money not committed to other projects/operating costs)

£

Why can't you fund this project from your reserves:

We are a small community group and do not have annual accounts or it is our first year:
yes

10b. Project Finance:

Total Project cost		£2274		
Total required from Area Board		£1137		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Gazebo Pro-50 x6	2274	Calne Town Council		1137
Total	£2274			£1137

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

No

12. If so, which Area Boards?

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

The monthly Saturday market has been running for 9 months under the auspices of Calne Springs Community Interest Company (CIC) and was previously run as a joint initiative between Calne Town Council and Calne 'Town Team'. There is a varied attendance of stallholders, but usually 8/9, with some of them providing their own gazebos. As the market has grown there is more demand for space and stalls, currently limited by the number of gazebos available. This project is already shown to benefit a number of groups and has the potential to do much more with the correct amount and quality of equipment: - The community will benefit from the increased sense of 'event' in the town centre and will have greater reason to come into the town centre at weekends. - Small independent business from across the community area will benefit from greater exposure in the town and more opportunities to have a regular High Street presence. - Consumers will benefit from having an even wider retail offer on the High Street at these monthly markets - Businesses located in the town centre will benefit from the additional footfall attracted by the markets, especially as the

offer and range is increased - The reputation of Calne as an area that is proactive and community-led will grow, attracting increased visitor numbers.

14. How will you monitor this?

- Record visitor numbers - Monitor range of businesses attracted - Ensure variety in the range of stalls available, and opportunities for smaller, start-up businesses

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

The market is planned to be a long-term feature of the town centre. This funding will enable the extension of market. The maintenance and storage of the gazebos will be arranged by the Calne Springs CIC in partnership with the Town Council. The Town Council supports the market with set-up, advertising and storage.

16. If this application forms part of a larger project (eg. building of new village hall), please state what this project is and approximately how much the overall project will cost.

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

yes I will make available on request evidence of ownership of buildings/land

yes I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

ID: 345 Cherhill Village Hall

1. Which type of grant are you applying for?

Digital Literacy Grant

2. Amount of funding required?

£0 - £500

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

Cherhill Village Hall digital legacy

6. Project summary:

Cherhill Village Hall is connected to broadband internet and have a roll up permanent screen attached to the ceiling but do not have the means to project computer images. The Village Hall serves a large number of groups and classes (Scouts, Cubs, Beavers, Cherhill Day Centre, an Art class, Cherhill Gardening Club, Cherhill Toddlers, Cherhill Village Theatre, Cherhill W I and Cherhill Parish Council) who have speakers and would benefit from being able to use a digital projector cOnnected to a laptop.

7. Which Area Board are you applying to?

Calne

Electoral Division

Calne Rural

8. What is the Post Code of where the project is taking place?

SN11 8XP

9. Please tell us which theme(s) your project supports:

Children & Young People

Arts, crafts and culture

Festivals, pageants, fetes and fayres

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit

Safer communities

Sport, play and recreation

Technology & Digital literacy

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts: 12/2012

Total Income:

£9924.00

Total Expenditure:

£10247.00

Surplus/Deficit for the year:

£-323.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£3500.00

Why can't you fund this project from your reserves:

The Village Hall was constructed in 1976/8 is currently carrying out external improvements and replacing old tables and china as well as making internal and external improvements and refurbishment. The additional capital IT items will enable the Village Hall to be let for educational purposes and widen the groups who might hire the hall in the future.

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost		£499.00		
Total required from Area Board		£499.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
£417.00	£82. vat			
Total	£0			£0

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

No

12. If so, which Area Boards?

Calne

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

Cherhill Village Hall Digital I T legacy to will enable all groups that hire the hall to use modern technology facilities to display items on the internet using the installed broadband as well as display pre prepared Powerpoint presentations etc. The broadband and use of the enhanced facilities will be free for all hall users.

14. How will you monitor this?

The Village Hall Management Committee will monitor usage of the enhanced I T facilities.

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

The Village Hall Management Committee will continue funding the project.

16. If this application forms part of a larger project (eg. building of new village hall), please state what this project is and approximately how much the overall project will cost.

Not applicable

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

yes I will make available on request evidence of ownership of buildings/land

yes I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

ID: 489 Portemarsh Working Group

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

3. Are you applying on behalf of a Parish Council?

Yes

4. If yes, please state why this project cannot be funded from the Parish Precept

Calne Town Council applying on behalf of the Portemarsh Industrial Estate Business Working Group who have raised this as an issue. Town Council will provide match funding.

5. Project title?

Portemarsh Industrial Estate Improvement Project

6. Project summary:

Design and installation of signage on Portemarsh Industrial Estate. The Estate which encompasses over 32 hectares, is home to over 100 businesses covering a wide variety of sectors. Businesses on the estate have raised a lack of signage as a key issue and would like this improved to raise awareness and improve visibility of their respective businesses. The signage will also improve the functionality of the industrial estate and its appearance/attractiveness.

7. Which Area Board are you applying to?

Calne

Electoral Division

Calne North

8. What is the Post Code of where the project is taking place?

SN11

9. Please tell us which theme(s) your project supports:

Economy, enterprise and jobs

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

03/2013

Total Income:

£392035.00

Total Expenditure:

£1418697.00

Surplus/Deficit for the year:

£1336.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£435308.00

Why can't you fund this project from your reserves:

Applying on behalf of the Portemarsh Industrial Estate Business Working Group who have raised this as an issue. Town Council will provide match funding.

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost		£2755		
Total required from Area Board		£1337.50		
Expenditure		Income	Tick if income	
(Itemised	£	(Itemised	confirmed	£
expenditure)		income)		
3 x new signs				
1200mm x				
2400mm	2055			
carrying				
graphics to face				
in				
Fitting	400			
Artwork	300			
Total	£2755			£0

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

No

12. If so, which Area Boards?

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

On the 10th October 2013 a workshop was organised involving businesses from Portemarsh Industrial Estate, Calne Town Council, Wiltshire Council, Calne Chamber of Commerce and other key stakeholders. The purpose of the meeting was to discuss issues experienced on the Industrial Estate, and to look at possible solutions. A number of key issues were raised at this workshop, including for example; security, signage, environmental health issues, encroaching residential developments etc. The consensus from those attending the workshop was that the

best way forward to address these issues was to form a site working group to raise concerns and take action on addressing them. The first working group meeting was held on the 11th November 2013 and one of the resolutions was to enhance signage on the industrial estate to improve awareness and visibility of businesses and areas of the estate. This is intended to raise the profile of businesses on the estate and help improve the functionality of this important employment site. Clear signs would be erected at key areas on the site giving directions to estate areas. New signage will also improve the appearance and attractiveness of the industrial estate.

14. How will you monitor this?

A business working group has been set up to communicate and address issues on the industrial estate. Wiltshire Council and the Town Council form part of the working group

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

n/a

16. If this application forms part of a larger project (eg. building of new village hall), please state what this project is and approximately how much the overall project will cost.

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

ID: 506 Calne Twinning Association

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

N/A

5. Project title?

Calne Twinning Association Banners

6. Project summary:

Proposal 2 banners and 4 smaller flags to be purchased by Calne Twinning Association to promote the association and to attract new members. Cost £258.98 ex VAT (£310.78 including VAT).

7. Which Area Board are you applying to?

Calne

Electoral Division

Calne Chilvester and Abberd

8. What is the Post Code of where the project is taking place?

SN11 0LF

9. Please tell us which theme(s) your project supports:

Arts, crafts and culture

Economy, enterprise and jobs

Festivals, pageants, fetes and fayres

Inclusion, diversity and community spirit

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

11/2013

Total Income:

£6511.01

Total Expenditure: £5,073.23

**Surplus/Deficit for the year:
£1,437.78**

**Free reserves currently held:
(money not committed to other projects/operating costs)
£0**

Why can't you fund this project from 1.

The costs of the visit into Calne rises year on year. We require between £3k - £4k per visit. (2012 visit cost £2,980 - say £3,000). We fund raise as much as possible but this income does not cover all our costs, see 2 above.

your reserves:

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost		£310.78		
Total required from Area Board		£310.78		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Sail flag	101.99			
Sail flag	101.99			
Mini flag	21			
Mini flag	21			
Mini flag	21			
Mini flag	21			
Carry Case	11.40			
Carriage	11.40			
Total	£310.78			£0

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

No

12. If so, which Area Boards?

Calne

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

Background Twinning is a concept where towns from geographically and politically distinct areas are linked with the goal of fostering human contact and cultural links. Town twinning

started after the Second World War as a way of building strong links and friendships with communities in other countries to avoid another war, and create a stronger more unified Europe. Twinning not only allows local governments to work closely together, but also helps people from different cultures and backgrounds understand each other. The Calne and District Twinning Association was founded in 1970 when Calne became linked with Charlieu, France. Since then Calne has become twinned with Caln Township, Pennsylvania, USA in 1982 and with Eningen-unter-Achalm, Germany in 1988. The Association encourages cultural activities (such as music, singing, theatre and dance), social exchanges, especially between families and groups and sporting activities, with the involvement of clubs and societies to encourage exchanges through sport. These are all of benefit to the wider community. Unfortunately the membership of the Association has dwindled in recent years. The Association encourages trade and tourism to the town and supports local businesses and events. Without the Twinning Association we would lose this. The flags would help to promote the Association with the aim being to recruit new members and become involved with a wider audience. Local schools have already been approached and invited to join in the Association's activities and social media is being used to promote activities. The Association attends community events such as the Winter Festival and Summer Festival and Carnival with a stall and information on Twinning. The proposal is to purchase some flags to help raise Calne Twinning Association's profile at functions and to catch the eye of potential new members so they might visit the stand and see what we have to offer. Costing 2 x Sail flags £84.99 each 4 x mini-flags £17.50 each 1 x carry case £9.50 Carriage £9.50 Total £258.98 ex VAT (£310.78 including VAT) Solutions 1. Do nothing i.e. The Association continues without the banners BENEFITS – No cost. DISADVANTAGES - Membership will continue to decline with the eventual loss of the Association meaning the loss of tourism from our twin towns & lack of support for local events such as the Town Criers competition which was very well supported last year by the Association. 2. Produce own marketing material. BENEFITS – leaflets etc. can be quickly produced at home. DISADVANTAGES – Cost, material may look unprofessional/homemade and not project the right image, printed leaflets not eye-catching enough and fail to attract people to stall. 3. Purchase the banners/flags. BENEFITS Projects a professional image, eye catching, attracts new members DISADVANTAGES – Cost. Preserving the Calne Twinning Association with benefit the wider community of Calne.

14. How will you monitor this?

We will monitor membership numbers and also number of visitors/expressions of interest at events.

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

N/A - it is a one-off capital cost.

16. If this application forms part of a larger project (eg. building of new village hall), please state what this project is and approximately how much the overall project will cost.

N/A

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Project/Business Plan:

yes I will make available on request a **project or business plan** (including estimates) for projects where the **total project cost** (as declared in the financial section above) exceeds £50,000 (tick only when total project cost exceeds £50,000).

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

yes I will make available on request evidence of ownership of buildings/land

yes I will make available on request the relevant planning permission for the project.

yes I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.



Area Board Projects and Councillor Led Initiatives Application Form 2013/2014

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**

1. Contact Details

Area Board Name	Calne Area Board		
Your Name	Cllr Tony Trotman		
Contact number	01249 816062	e-mail	tony.trotman@wiltshire.gov.uk

2. The project

Project Title/Name	BUS SHELTER AT CHILVESTER CALNE		
Please tell us about the project /activity you want to organise/deliver and why?	<p><i>The neccessity for a bus shelter with resting bar has been required for many years for the use of residents of all ages from the adjacent Lansdowne Park housing area. A base and space was allocated some years ago when the development was built, but lacked the shelter required.</i></p> <p><i>This bus stop for the 55 route from Chippenham and Swindon towards the centre of Calne is used to connect to other services.</i></p> <p><i>The issue has been referred to the CATG group but, with competing priorities, it has not to date been successful in being implemented. Feedback from discussions held at the last CATG meeting suggest that this group recognise this as an aspirational project and would support the initiative</i></p> <p><i>The Town Council has informally agreed that it is prepared to commit to undertake maintenance of a shelter if it is installed by the Area Board.I await to receive written confirmation.</i></p>		
Where is this project taking place?	on the A4 outside Springfield School towards Calne Centre.		
When will the project take place?	To be started by 31 st March 2014		

What evidence is there that this project/activity needs to take place/be funded by the area board?	This project has been the subject of issues reported on the Area Board system and has also been reported as a concern to the Town Council, and local Wiltshire Councillor by members of the community.		
How will the local community benefit?	The local community of all ages will benefit to be able to shelter from adverse weather whilst waiting for bus pick up and drop off times. It will also encourage greater use of public transport and reduction of car use.		
Does this project link to a current Community Issue? (if so, please give reference number as well as a brief description)	Yes - 3211 - request for bus shelter		
Does this project link to the Community Plan or local priorities? (if so, please provide details)	Yes, encouraging increased use of public transport		
What is the desired outcome/s of this project? The desired outcome will provide shelter for residents and others who wish to use public transport to Calne Centre and for continued journeys out of the area.			
Who will be responsible for managing this project? The project would be implemented by Wiltshire Council contractors, Calne Town Council have provisionally agreed to provide future maintenance.			
3. Funding			
What will be the total cost of the project?	£ 5,000		
How much funding are you applying for?	£ 5,000		
If you are expecting to receive any other funding for your project, please give details	Source of Funding	Amount Applied For	Amount Received
Please give the name of the organisation and bank account name (but not the number) your grant will be paid in to. (N.B. We cannot pay money into an individual's bank account)			
4. Declaration – I confirm that...			

The information on this form is correct and that any grant received will be spent on the activities specified

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

Name: Cllr Tony Trotman

Date: 17/01/2014

Position in organisation: WC Calne Chilvester/Abberd division

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

