



Community Area Grant Application Form 2010/2011

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
We strongly advise that you contact your Community Area Manager before completing your application.

1 - Your organisation or group			
Name of organisation	Burbage News		
Contact name			
Contact address			
Contact number	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">e-mail</td> </tr> </table>		e-mail
	e-mail		
Organisation type	Not for profit organisation <input checked="" type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify		
2 – Your project			
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Burbage (Parish)		
Does your town/parish council know about your project?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
What is your project? Important: This section is limited to 300 characters only (inclusive of spaces).	Reinventing the Burbage News. This newsletter has been a bi-monthly publication for a number of years. It has been edited by volunteers and published free on 2 sheets of A4 paper by All Saints Church. Our aim is to produce a free monthly A5 edition and expand the content, unifying local newsletters		
Where will your project take place?	Burbage (Parish)		
When will your project take place?	ASAP		
How many people will benefit from your project?	Appox 760 Burbage premises & online		
How does your project demonstrate a direct link to the community plan for your area? Please provide a reference/page no.	Better communication structure and increased awareness of any and all issues and events.		

What is the link between your project and other local priorities? e.g. Priorities set by your area board and parish plans.

There is a need for a quality local newsletter to ensure confidence in the presentation and publication. Other local information facilities are being drawn together to present a unified approach to improving public awareness including a local village website and online newsletter and church magazine

How did you discover there was a need for your project and how will your project benefit your local community?

Important: Please do not type in paragraphs – This section is limited to 1200 characters only (inclusive of spaces)

The bi-monthly Burbage News has been running in its old format for quite a few years. The other local newsletter is a monthly church magazine which sells at 30p per issue and has one-third distribution. Several approaches have been made in the past (by the church) to amalgamate both publications but have not been successful. Due to a recent change in BN editor, a new format (A5 colour booklet) is being launched. This will remain free and enjoy full distribution by a team of volunteers (already mostly in place). This will also be monthly and will openly look for advertising revenue, sponsorship, grants, donations and other contributions to fund publication. We (the editors) have approached the church and are currently in talks with the Good News Paper about combining. The current outlook is extremely positive. Our actions, activities and ideals have been put forward in test publications to the village and have received a strong and favourable show of support. This will be of benefit as the church will enjoy a greater readership and everyone has the opportunity to let everyone in Burbage know about events, news, information and ideas. We will also advise of all relevant contacts

Any other information about your project.

Part of our aim is to actively promote matters of interest to the community and to occasionally offer fun and enjoyable fund-raising events.

Our first project is to rejuvenate the Neighbourhood Watch scheme and to this end, we have arranged with Wiltshire NPT a meeting on 22nd November at the village hall, for all Burbage residents to get more information about NHW and join the scheme. It is free to attend.

Another community issue to be promoted for early 2011 is the distribution of seeds to create a nectar corridor for bees and insects through the village. Seeds are being donated to Burbage News by Sutton Seeds and Thompson & Morgan.

3 - Management

How many people are involved in the management of your group/organisation? 2

Of these, how many are:

Over 50 years	Male	<input type="text" value="1"/>	Female	<input type="text"/>
25 – 50 years	Male	<input type="text" value="1"/>	Female	<input type="text"/>
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 is intended to continue after the Wiltshire Council funding runs out, how will you continue to fund it?

Advertising, donations, other grants and fund raising events

If you were not awarded the full amount requested, what would be the impact on your project?

Startup costs would have to be found from other sources if possible.

How will you know whether your project has made a difference in the community?

The feedback received already on the test publications has been extremely positive within the Burbage community.

Have you contacted Charities Information Bureau for help with your application/ to seek funding?

Yes

No

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

Only prospective advertisers

Have you been successful?

Yes

No

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 ones.

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

Yes

No

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

Year ending:

Month:

Year:

A - Total income:

£

B - Minus total expenditure:

£

Surplus/deficit for year: (A minus B)

£

Free reserves held:

£

5 - Financial information				
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	
Annual Printing Costs	£6,500	Own fundraising/reserves	P	£2,500
	£		C	£2,000
	£	Parish/town council		£
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£	Other		£0
	£	Possible Church contribution	P	£1,000
	£	This application startup costs	P	£1,000
	£			£
	£			£
Total Project Expenditure	£6,500	Total Project Income		£6,500
Total project income B		£6,500		
Total project expenditure A		£6,500		
Project shortfall A – B		£0		
Award sought from Wiltshire Council Area Board		£1,000		
Bank Details				
Please give the name of the organisations' bank account e.g. Barclays				
Please give the title name of the organisations' bank account e.g. current				
6 – Supporting information – Please enclose the following documentation				
Enclosed (please tick)				
<input type="checkbox"/> Written quotes including the one you are going to use <input type="checkbox"/> Latest inspected/audited accounts or annual report <input checked="" type="checkbox"/> Income and expenditure budget for current financial year <input type="checkbox"/> Project budget (if applicable) <input checked="" type="checkbox"/> Terms of reference/constitution/group rules <input type="checkbox"/> 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 - Equalities and Inclusion – Wiltshire Council is committed to ensuring that its work through the Area Boards benefits all sections of our community and promotes equality and inclusion. To assist us in assessing how your application aims to meet our commitment to equality and inclusion, please provide a brief answer to the following:

a) How does your project work to either (a) promote equality and access to services/facilities, and/or (b) reduce disadvantage?

By being a community magazine, parishioners will have access to all village events, services and news such as Marlborough Talking Newspaper for the Blind or Partially Blind.

b) How does your project work to promote inclusion, participation and good community relations?

All village groups are allowed to promote themselves through articles in the magazine that they have submitted. All community events appear in the diary section.

c) Is your project targeted at a specific group? If yes, please tick any of the following which apply

- Under 25's Over 50's
- Mostly or all men/boys Mostly or all women/girls
- Specific minority ethnic groups (please state which groups)
- Specific faith groups (please state which groups)
- People/families on low income
- Other disadvantaged groups (please state which groups)

8 - Declaration (on behalf of organisation or group) – I confirm that...

- I have read 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 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, printed or website material.
- I give permission for press and media coverage by Wiltshire Council in relation to this project.

Name:

Date: 06/10/2010

Position in organisation:

Please return your completed application to the appropriate Area Board Locality Team