



Reference No

Log No

For Office Use

## 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	Cotswold Water Park Trust		
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 Registered Charity		

### 2 - Your Project

In which Community Area does your project take place? (Please give name – see section 3 of the grants pack)	Malmesbury
Does your Town/Parish Council know about your project?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
What is your project? <b>IMPORTANT: This section is limited to 300 characters only (inclusive of spaces).</b>	Cotswold Water Park Willow Lantern Pageant 2011: This application is to help develop community engagement in the pageant in Wiltshire, through a series of community workshops especially for young people. The workshops will produce original, large scale willow lanterns in the form of CWP wildlife
Where will your project take place?	Pochard Lakes CWP; workshops in Oaksey, Ashton Keynes, Crudwell and Minety
When will your project take place?	10-25 February 2011
How many people will benefit from your project?	400 of which c100 are from Wiltshire
How does your project demonstrate a direct link to the Community Plan for your area?  Please provide a reference/page no.	Awareness of wildlife/Support Primary Schools/more opportunities for young people to get involved in community/Inclusive local social & cultural  P11, P12,P18,P26

**What is the link between your project and other local priorities?** e.g. Priorities set by your Area Board and Parish Plans.

P9: Valuing Wildlife; P10: Concerns for the Environment; P11: Something to bridge the income divide- all have access to this project irrespective of income; P12: Increasing awareness of preserving the countryside through improved knowledge of wildlife discovered whilst making willow lantern forms

**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)

There is no community festival/event in the Cotswold Water Park that brings together all CWP communities - hence the idea for the pageant. It has been enthusiastically received by all ages (one older person recalls a 'lights' parade in Ashton Keynes in the early part of the 20thC, and requested by local communities. We have had tremendous feedback, hence aiming to hold it again. Benefits include young people working together creatively, developing knowledge of local environment and wildlife through constructing wildlife forms from willow, uplifting community spirit by participation in a night time event at a 'low' time of the year (spring equinox celebration) & developing volunteering. All feedback from youth staff and families reports a sense of achievement and raising self esteem amongst involved youngsters, and health and wellbeing enhanced through creative collaborative workshops activities and the circular lakeside parade at the pageant itself

**Any other information about your project.**

2011 is the third year of the pageant. Held at Pochard Lakes it achieves a wonderful sense of excitement and pride because of the quality and variety of the lanterns - unique lanterns in the forms of huge bats, mammoth, glow worms, dragonflies etc. The process of the project is: Training for workshop leaders/Participating Groups, Schedule of workshops and parade plan agreed January/Groups that have participated before get less specialist support than new groups/Pageant press releases sent out February/Week of the Pageant: Induction for Volunteers including H&S training/Risk assessment of site/traffic arrangements confirmed/Pageant February 25<sup>th</sup> 2011 - groups assemble with lanterns, erect and light up lanterns and parade to music. Over time the pageant is achieving sustainability. As experience is gained the pageant becomes less dependent on external grants and attracts more volunteers (c50). There is need for support for new groups, materials, H&S, professional supervision on night

### 3 - Management

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

**Of these, how many are:**

<b>Over 50 years</b>	<b>Male</b>	<input type="text" value="4"/>	<b>Female</b>	<input type="text" value="1"/>
<b>25 – 50 years</b>	<b>Male</b>	<input type="text"/>	<b>Female</b>	<input type="text"/>
<b>Under 25 years</b>	<b>Male</b>	<input type="text"/>	<b>Female</b>	<input type="text"/>
<b>Disabled People</b>	<b>Male</b>	<input type="text"/>	<b>Female</b>	<input type="text"/>
<b>Black &amp; Minority Ethnic people</b>	<b>Male</b>	<input type="text"/>	<b>Female</b>	<input type="text"/>

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

The funding required to sustain the Willow Lantern Pageant decreases year on year as we learn from our experience and build our band of volunteer support. Some costs are necessary to maintain the highest quality product - original willow lanterns require materials, willow, glue, paper, lights, and support from workshop leaders. Health and safety items necessary for a public event at night in a lakeside setting, St.Johns Ambulance, and professional supervision of volunteers are ongoing costs.

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

We would not be able to run the Malmesbury area workshops in Ashton Keynes (Brownies, and Primary School), Oaksey (Youth Club and Primary School), Crudwell (Scouts and Youth Club) and possibly in Minety ( no details yet) and the Wiltshire community participation would be reduced

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

It is fully evaluated each year by anecdotal feedback, questionnaires and professional comment (generally Youth Staff). We receive unsolicited emails from participant family members that are 100% positive, plus positive media coverage. We improve our performance because of this. We know the project is loved by young people and makes a significant difference to the quality of their lives "because we all work together".. "because it's fun".. "because "I've never done anything like this before".

**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)?**

Big Lottery Community Wildlife Fund

**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:** 2009

**Month:** July

**Year:** 2009

**A - Total Income:**

£362069

**B - Minus Total Expenditure:**

£400967

**Surplus/Deficit for year: (A minus B)**

£38898

**Free Reserves held:**

£2603

## 5 - Financial Information

<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
Training Workshop Leaders	£500	<b>Own Fundraising/Reserves</b>	C	£2,000
Gloucestershire workshops	£1,000			£
Wiltshire Workshops	£600	<b>Parish/Town Council</b>		£
Willow	£400			£
Lights	£100	<b>Trusts/Foundations</b>		£
Tissue,Paper,Glue	£100			£
Transport of lanterns (Van Hire)	£200	<b>In Kind</b>		£
Transport of groups	£250	CWP Staff and Youth Staff Venue	C	£
Professional pageantsupervision	£500	<b>Other</b>		£
Safety lights, Ambulance, etc	£200	Glos Youth	P	£500
Music	£50	Business Sponsor	P	£500
Support for volunteers	£120	Sale of packs	P	£100
	£			£
<b>TOTAL PROJECT EXPENDITURE</b>	<b>£4,020</b>	<b>TOTAL PROJECT INCOME</b>		<b>£3,100</b>
<b>Total Project Income B</b>		£3,100		
<b>Total Project Expenditure A</b>		£4,020		
<b>Project Shortfall A – B</b>		£920		
<b>Award sought from Wiltshire Council Area Board</b>		£900		
<b>BANK DETAILS</b>				
<b>Please give the name of the organisations' Bank Account e.g. Barclays</b>		Lloyds TSB Cirencester		
<b>Please give the title name of the organisations' Bank Account e.g. current</b>		CWP Society		

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

**Enclosed (please tick)**

- Written quotes including the one you are going to use
- Latest inspected/audited accounts or Annual Report
- Income & expenditure budget for current financial year
- Project budget (if applicable)
- 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 - 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?**

Our project reaches out to young people irrespective of ability, gender, reigion,income, race.We like to work with cubs,scouts,brownies, NEATS. We support all the youg people by excellent workshops; to reduce disadvantage can arrange transport.We have the highest standards of pageant H&S

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

This event is the only community festival of its kind in the CWP bringing CWP communities together .It inspires young and old - some have recalled similar events in the early 20thC, and young people enthusiastic because it's a uique project in which they "work together"

**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:** 30/11/2010

**Position in organisation:** Project Officer

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