



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	Malmesbury & the Villages Community Area Partnership
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	
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Malmesbury & surrounding villages
Does your town/parish council know about your project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
What is your project? Important: This section is limited to 300 characters only (inclusive of spaces).	Publicity & communication materials This is above and beyond our running costs (which WC support) and will enable MVCAP to work jointly with the Area Board and the wider community.
Where will your project take place?	Malmesbury & the Villages
When will your project take place?	2011 & continuing
How many people will benefit from your project?	Average of 500 - 1,000
How does your project demonstrate a direct link to the community plan for your area? Please provide a reference/page no.	It will help MVCAP work with the Area Board to engage with the wider community & in the development of local projects & initiatives. Whole document

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

The project will help in the building of 'The Big Society', raising awareness of who we are, what we do & how we can work together. It will also assist MVCAP in enabling improved information giving and in the development of local consultation .

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)

Recent events and projects, have shown that MVCAP need to publicise their work and the benefits of developing community projects and initiatives. Recent consultations have demonstrated that people engage with organisations that they know are professional. Having a range of publicity materials will enable MVCAP to communicate with a variety of individuals and community organisations. It is hoped that the impact will be greater community involvement and a stronger community voice. During the year MVCAP has undertaken local information & consultations including Community Speedwatch, Street Lighting, Community Safety Forums, Transport Events, etc and in attending local community events such as Petticoat Lane, Sherston Hurling, Late Night Shopping etc all of which is helping to engage and interact with a range of local people. We require a large banner to display the Partnerships identity at events we organise. At present it is confusing for attendees of our multi agency events to have a clear identity for follow ups. The table top roll up banners and tablecloth are required for the Partnerships identity at the meet and greet point. This problem arose at the recent Transport event.

Any other information about your project.

MVCAP has recently upgraded their website and is building the number of local partner groups and organisations; as well as undertaking small fundraising for local groups at community events. Publicity materials will also help in this area too.

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="5"/>	Female	<input type="text" value="1"/>
25 – 50 years	Male	<input type="text" value="1"/>	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 is intended to continue after the Wiltshire Council funding runs out, how will you continue to fund it?

MVCAP will look to undertake local fundraising.

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

It would reduce MVCAP's ability to communicate and engage with the wider community.

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

Greater awareness in the community of MVCAP
Number of projects and initiatives being successfully developed
Increased attendances at our events - E&D data collected as well as evaluation forms
Impact assessment against yearly Action Plan

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)?

No-one

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: 2010

Month: March

Year: 2010

A - Total income:

£8265

B - Minus total expenditure:

£6815

Surplus/deficit for year: (A minus B)

£1450

Free reserves held:

£7138

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	
Vinyl Table Top	£160	Own fundraising/reserves		£
MVCAP Banner	£110			£
Roll up Banners	£120	Parish/town council		£
VAT@20%	£78			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£	Other		£
	£			£
	£			£
	£			£
	£			£
Total Project Expenditure	£468	Total Project Income		£0
Total project income B		£0		
Total project expenditure A		£468		
Project shortfall A – B		£468		
Award sought from Wiltshire Council Area Board		£468		
Bank Details				
Please give the name of the organisations' bank account e.g. Barclays		Lloyds TSB		
Please give the title name of the organisations' bank account e.g. current		M & V CAP		
6 – Supporting information – Please enclose the following documentation				
Enclosed (please tick)				
<input checked="" 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?

A range of publicity materials would enable Steering Group members to attend a number of community events. MVCAP is already working in partnership with a number of local groups including e.g. The Area Board, The Cartmell Bus, Children's Centre, Police,, Town & Parish Council, etc

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

MVCAP is an inclusive organisation and anyone living or working in Malmesbury & the Villages area is a member. MVCAP will use a range of ways to engage with the community.

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) Disability, Older Persons

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: 28/11/2010

Position in organisation: Communication Team

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