



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	BISHOPSTONE VILLAGE HALL		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input 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)	SOUTH WEST COMMUNITY AREA
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).	FITTING OUT KITCHEN AND SERVERY OF REBUILT EXTENSION TO THE HALL
Where will your project take place?	AT BISHOPSTONE VILLAGE HALL
When will your project take place?	AS SOON AS TOTAL FUNDING IS AVAILABLE
How many people will benefit from your project?	1000+
How does your project demonstrate a direct link to the community plan for your area?  Please provide a reference/page no.	FOUR RIVERS COMMUNITY AREA PLAN. WE AWAIT WILCAP COMMUNITY PLAN.  PLUS STRATEGY FOR 2004-14 - WILTSHIRE COUNCIL'S STRATEGY BOARD  OUR BUSINESS PLAN

4, 9, 12 AND 14

**What is the link between your project and other local priorities?** e.g. Priorities set by your area board and parish plans.  
SEE ABOVE AND OUR PARISH PLAN IS CURRENTLY IN PREPARATION. THE VILLAGE HALL'S INPUT TO THAT PLAN IS ATTACHED AS SUPPORT DOCUMENTATION

**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)**  
**A MAJOR SURVEY IN 2007/8 (61% RESPONSE), A SURVEY ON PLANS AND DESIGN IN 2009 (50% RESPONSE), PLUS CONSULTATION WITH LOCAL CLUBS AND SOCIETIES WHO USE, OR WANT TO USE, THE HALL. THE PLANNED REBUILD IS A MAJOR TOPIC OF DISCUSSION IN THE VILLAGE AND THERE ARE MONTHLY UPDATES ON THE PROJECT, INVITING FEEDBACK, IN THE PARISH MAGAZINE.**

**Any other information about your project.**

We believe, given the proper facilities, that usage of the hall can easily exceed 15,000 man-hours per year. (We consider man-hour usage to be a very effective measure as it combines the attendance level with the duration of event, whereas hourly usage gives no indication of the number of attendees.)

It should be understood that it is NOT possible to use the hall for many of the above activities at the moment due to environmental health issues which prohibit food preparation, access issues which prevent use of the kitchen and servery facilities by the disabled and a total lack of storage space for large pieces of equipment.

The new build therefore needs to be fitted out and equipped properly to ensure we meet the statutory environmental health standards and access requirements.

### 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="4"/>
25 – 50 years	Male	<input type="text"/>	Female	<input type="text" value="1"/>
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?**

The Hall is financially stable and viable. The project is designed to be financially sustainable. Evidence for this comes from the first two phases of our project, where making the hall warm and welcoming led to a great increase in attendance at all events and hence in the profitability of the hall. Improvements will lead to increased rental and hiring, especially when the hall has modern facilities for group catering and a layout that encourages usage for private events.

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

We would have to increase our drawdown loan facility with ACRE, which we are trying to avoid. We would prefer to use any loan to cover contingencies rather than fund this part of Phase 3 of the project.

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

Metrics to measure our performance against our Business Plan.  
Other funders require stringent reviews of progress as do course providers e.g. Wiltshire College and WEA.  
Monitoring attendance and obtaining feedback from hirers, users, clubs and societies through post event evaluation (PEVAL)  
Requests for feedback from both participants and non-participants.

**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 specific requests for funding for the fitting out have been made.

**Have you been successful?**

Yes  No

<p><b>Have you or do you intend to apply for a grant from another area board within this financial year?</b></p> <p>If yes, please state which ones.</p>	<p>Yes <input type="checkbox"/>                      No <input checked="" type="checkbox"/></p>	
<p><b>Are you in receipt or anticipating other funding from Wiltshire Council for this project?</b></p>	<p>Yes <input checked="" type="checkbox"/>                      No <input type="checkbox"/></p>	
<p><b>4 - Information relating to your last annual accounts (if applicable)</b></p>		
<p><b>Year ending:</b></p>	<p><b>Month:</b> March</p>	<p><b>Year:</b> 2010</p>
<p><b>A - Total income:</b></p>	<p>£9,739</p>	
<p><b>B - Minus total expenditure:</b></p>	<p>£5,373, incl £1,819 for repairs</p>	
<p><b>Surplus/deficit for year: (A minus B)</b></p>	<p>£4.366</p>	
<p><b>Free reserves held:</b></p>	<p>£20,715</p>	

## 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	
Kitchen Fittings	£3,274	Own fundraising/reserves	(C)	£4,517
Kitchen Equipment	£5,144			£
Hot Water System	£617	Parish/town council		£
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£	Other		£
	£		(P)	£
	£		(P)	£
	£			£
	£			£
<b>Total Project Expenditure</b>	<b>£9,035</b>	<b>Total Project Income</b>		<b>£4,517</b>

<b>Total project income B</b>	<b>£4,517</b>
<b>Total project expenditure A</b>	<b>£9,035</b>
<b>Project shortfall A – B</b>	<b>£4,517</b>
<b>Award sought from Wiltshire Council Area Board</b>	<b>£4,517</b>
<b>Bank Details</b>	
<b>Please give the name of the organisations' bank account e.g. Barclays</b>	Lloyds TSB Bank plc
<b>Please give the title name of the organisations' bank account e.g. current</b>	Bishopstone Village Hall Management Committee

## 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 and 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?**

Bishopstone has poor access to services. The population has an above average proportion of elderly or disadvantaged or those needing care, see National Census 2001. Improving access to services and engaging more of our mixed age population in community activity are key outcomes of our project.

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

By providing a community focal point, by ensuring access to services, events, educational classes and entertainment in a fully functional facility, by promoting social inclusion and improving the rural environment by reducing isolation thereby creating a strong sustainable 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) Elderly, young mothers, single people

**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) 01/07/2009
- 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:** 21/01/2011

**Position in organisation:**

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