



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	Mere Historical Society		
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)	S.W.Wiltshire
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>	To label and catalogue the contents of Mere Historical Society's archive (est. 2500 items) using Excel, and converting it to the MODES cataloguing programme (used by Mere Museum).
Where will your project take place?	Mere
When will your project take place?	Summer 2011 (provided funds are raised)
How many people will benefit from your project?	Everyone interested in Mere's history
How does your project demonstrate a direct link to the community plan for your area?  Please provide a reference/page no.	'Building stronger, more resilient communities is the established vision for Wiltshire... supporting the thriving voluntary and community  pp .4 and 10 of draft

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

'2. Reducing disadvantage and inequalities'...

...by making the rich historical heritage of Mere more easily available to the people of Mere, whatever their age, race or gender.

**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)**

**Cataloguing the MHS archive is the final stage of a long-term project to make available to residents of Mere and beyond the archive assembled by Mere Historian Michael Tighe during the 18-year course of his research into the town's history.**

**Any other information about your project.**

The first stage of the project, the provision of a suitable and secure room to house the archive was made possible by a donation from the late Michael Tighe (given anonymously during his lifetime). The penultimate stage of this project, the purchase of storage materials for the archive, was facilitated by a S.W.Wiltshire Community Grant (£997) in 2010. The cataloguing work will be undertaken by a qualified and experienced cataloguer who is based in Corsham. The preliminary numbering of the items and the labelling of the archival pockets and boxes containing them will be done by volunteers from the Historical Society. It is hoped that the catalogue will be made available to members of the public through the computers in Mere Library.

### 3 - Management

**How many people are involved in the management of your group/organisation? 9**

**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="5"/>
<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 and 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?**

We expect to meet what are anticipated to be minor maintenance and continuance expenses from Society funds

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

It would delay or even prevent the completion of this project.

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

We shall judge the impact of the project by the extent to which the archive is used.

**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)?**

We are in the process of applying to one or more of the following fund-awarding organisations for the balance required:

The Galanthus Trust  
The David Webster Charitable Trust  
(no response received )

**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.**

only if matching funds not found

**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:** December

**Year:** 2010

**A - Total income:**

£4801.50

**B - Minus total expenditure:**

£4682.60

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

£118.90

**Free reserves held:**

£2701.81

<b>5 - Financial information</b>				
<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	
		<b>Own fundraising/reserves</b>	C	£300
cataloguing - total costs	£2,407			£
data conversion	£180	<b>Parish/town council</b>		£
printed archival sleeve labels	£161			£
	£	<b>Trusts/foundations</b>	P	£1,224
	£	i.e.applied for		£
	£	<b>In kind</b>		£
	£			£
	£	<b>Other</b>		£
	£			£
	£			£
	£			£
	£			£
<b>Total Project Expenditure</b>	<b>£2,748</b>	<b>Total Project Income</b>		<b>£1,524</b>
<b>Total project income B</b>		<b>£1,524</b>		
<b>Total project expenditure A</b>		<b>£2,748</b>		
<b>Project shortfall A – B</b>		<b>£1,224</b>		
<b>Award sought from Wiltshire Council Area Board</b>		<b>£1,224</b>		
<b>Bank Details</b>				
<b>Please give the name of the organisations' bank account e.g. Barclays</b>		LloydsTSB		
<b>Please give the title name of the organisations' bank account e.g. current</b>		current		
<b>6 – Supporting information – Please enclose the following documentation</b>				
<b>Enclosed (please tick)</b>				
<input checked="" type="checkbox"/> Written quotes including the one you are going to use <input checked="" type="checkbox"/> Latest inspected/audited accounts or annual report <input 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				
<b>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.</b>				

