



## Community Area Grant Application Form 2011/2012

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

**For larger projects we strongly advise you to contact Charities Information Bureau three months before you approach the area board. (See Section 2 for contact details)**

**Please contact your Community Area Manager before completing your application  
(See Section 3 for contact details)**

### 1. Your organisation or group

<b>Name of organisation</b>	Friends of Mere School (PTA)		
<b>Contact name</b>			
<b>Contact address</b>			
<b>Contact number</b>		<b>e-mail</b>	
<b>Organisation type</b>	<b>Not for profit organisation</b> <input checked="" type="checkbox"/>	<b>Parish/town council</b> <input type="checkbox"/>	
	<b>Other, please specify</b>		

### 2. Your project

<b>Project Title/Name</b>	Mere and District Halloween and Firework Festival 2011		
<b>What is your project about and what does it aim to achieve?</b>  <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	Involving the community of Mere and District in a Halloween and firework festival, appealing to all generations. To include a spectacular professional firework display, illuminated lantern parade, fancy dress, competitions, stalls and family activities, which will develop into an annual event that will become self funding after its first year. We plan to involve local pre-schools and schools, children's centre and local clubs and societies, bringing together different parts of our community, giving local people the chance to volunteer, work together, try new activities, learn new skills and play a more active role in our community.		
<b>In which community area does your project take place? (Please give name – see section 3 of the grants pack)</b>	Mere and District		
<b>I/we have discussed our project with the town/parish council?</b>	<b>Yes</b> <input checked="" type="checkbox"/>	<b>Date</b> 4 April 2011	<b>No</b> <input type="checkbox"/>
<b>I/we have discussed our project with our Wiltshire councillor?</b>	<b>Yes</b> <input checked="" type="checkbox"/>	<b>Date</b> 4 May 2011	<b>No</b> <input type="checkbox"/>

<b>Where will your project take place?</b>	Duchy Manor Grounds, Mere
<b>When will your project take place?</b>	31 October 2011
<p><b>How did you discover there was a need for your project (please provide evidence) and how will your project benefit your local community?</b></p> <p><i>Important: Please do not type/write in paragraphs – This section is limited to 1200 characters only (inclusive of spaces)</i></p>	<p>There has not been an organised firework display in Mere for over 10 years. A survey of Mere school parents indicated a strong desire for more affordable, social events to take place encouraging a greater liaison between school and community. The annually updated Mosaic Public sector Information ranks Mere school as 25<sup>th</sup> out of 168 in terms of families in the lowest percentile for affluence. This information helps identify where there may be a risk of underachievement and where work needs to be done to narrow gaps in performance and reduce inequalities. We believe that this will be mirrored in other local schools. The local Community Plan states that there are not enough facilities for young people, the area needs more trade and commercial activity, fuel poverty is an issue and there is still a fear of crime and antisocial behaviour. It is anticipated that the festival will bring people into Mere, enable local businesses to advertise, draw in trade and enable all ages to celebrate Halloween and firework night in a cost effective but controlled, safe environment, using a community space which is easily accessible to all in our community.</p>
<b>How many people will benefit from your project?</b>	We anticipate 600 to 1,000 in year one but there is potential for 5000
<p><b>How does your project demonstrate a direct link to the local community plan for your area?</b></p> <p><a href="http://www.wiltshire.gov.uk/areaboards">www.wiltshire.gov.uk/areaboards</a></p> <p><b>Please provide a reference/page no.</b></p>	<p>Mere and District Community Plan 2004 – 2009</p> <p>Culture and lack of facilities for young people (pg 24) –We will be providing an opportunity to experience something new and different (there has been no organised firework display in Mere for at least 10 years). We will offer an opportunity for children’s play and to develop new skills through art activities, creative writing, poetry writing and lantern making via a series of workshops leading up to the event.</p> <p>More trade commercial activity and employment (pg 25 and 27) - We will provide opportunities for developing new skills through volunteering (eg firework operatives, event organisation, marshalling, costume making and catering services)</p> <p>Fuel poverty and affordable housing (pgs 18 and 27)– an event such as this, within walking or short driving distance, will make it accessible and available to all, even those on low incomes.</p> <p>By attending this event the community will be also be made aware of the sporting facilities that are available at the Duchy Manor Grounds (pg 24)</p>
<b>To be completed ONLY where town/parish councils are making an application</b>	
<b>Is your project one which parish/town councils have powers to raise local taxes to fund?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Could your project be funded from your reserves?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Is your project urgent (having to be completed in this financial year? If you answer YES please provide evidence elsewhere on the application form)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Any other information about your project.**

We intend to restrict parking on site and encourage walking to the event or use of the nearby car parks in Mere. Entry will be via tickets which will be sold at a reduced price before the event (we are considering £10 for a family ticket to include 2 adults and 3 children). Any profit will be ring fenced by the PTA for next years' event so that it will become a self funding project. We will invite local businesses to advertise in the programmes and posters and will ask the Mere Social Club if they would like to open after the display to take advantage of the large number of people who will be on site. We are inviting the Children's Centre to open as a "quiet zone" for younger children, where there will be face painting, a fancy dress "shop" and story telling. We will be inviting all children's organisations and families in the area to join the illuminated lantern parade which will be judged. We will be informing nearby residents and businesses of the event, mindful of their close proximity and will be advertising in Mere Matters (already in May's edition), local radio, the Blackmore Vale and via posters and flyers to ensure as wide an attendance as possible. We have a parent who is an experienced firework technician who is donating his expertise and time to design, risk assess and fire the show.

**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"/>	<b>Female</b>	<input type="text"/>
<b>25 – 50 years</b>	<b>Male</b>	<input type="text" value="2"/>	<b>Female</b>	<input type="text" value="6"/>
<b>Under 25 years</b>	<b>Male</b>	<input type="text"/>	<b>Female</b>	<input type="text" value="2"/>
<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?**

The project will be self funding via ticket sales after year one, but for this first year we need funding to help pay for the fireworks. The reputation set by a high quality display and event will ensure increasing attendance year on year.

**How will you know whether your project has made a difference in the community? What evidence will be collected to enable you to know that the project has made a positive impact on your community and met the local need?**

A questionnaire will be sent out to every parent at the local schools and through Mere Matters asking for feedback. Marshalls will also be tasked with seeking feedback on the night of the event.

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

Yes

Date

No

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

**Name of Funder**

**Amount Applied For**

**Amount Received**

**Please *list* with amount applied for and whether you have been successful**


<p><b>Have you or do you intend to apply for a grant from another area board within this financial year?</b></p> <p><i>If yes, please state which one(s).</i></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>	
<p><b>Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?</b></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>	

4. Information relating to your last annual accounts (if applicable)		
Year ending: 31 March 2011	Month: April	Year: 2011
A - Total income:	£4,104.43	
B - Minus total expenditure:	£5,485.00	
Surplus/deficit for year: (A minus B)	£1,380.57 deficit	
Free reserves currently held:	£360.98	

**5. Financial information – If you can claim back V.A.T. please exclude from figures given below**

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	
Fireworks and flambes (including insurance)	£3000	Own fundraising/reserves		£
PA system	£180			£
Printing costs (tickets, flyers, posters)	£180	Parish/town council		£
Fencing/hazard tape/stakes	£120			£
Vizzi vests	£60	Trusts/foundations		£
Torches/lighting/	£90			£
Cleaning equipment/materials	£18	In kind Firework technicians costs	c	£600
Craft materials	£120			£
Refreshments	£144	Other Ticket sales, sponsorship and income generated on night	p	£2250
Raffle tickets and sundry items for stalls	£60			£
	£			£
	£			£
<b>Total Project Expenditure</b>	<b>£3972.00</b>	<b>Total Project Income</b>		<b>£2850</b>

<b>Total project income B</b>	£2850
<b>Total project expenditure A</b>	£3972
<b>Project shortfall A – B</b>	£1,122
<b>Grant sought from Wiltshire Council Area Board</b>	£1,000
<b>Bank Details</b>	<b>30-93-45 Acc: 0531783</b>
<b>Please give the name of the organisations' bank account e.g. Barclays</b>	Lloyds

**Please give the title name of the organisations'  
bank account e.g. current**

Friends of Mere School

**6. Supporting information – Please enclose all the following documentation as failure to do so may lead to a delay in your application being considered**

**Enclosed (please tick)**

- Written quotes including the one(s) you are going to use
- Latest inspected/audited accounts or annual report or Income/expenditure budget for current financial year  
Terms of reference/constitution/group rules **(constitution currently being updated, to be forwarded)**
- Evidence of ownership/lease of buildings and/or land **(Parish 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. 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  Safeguarding Adults
  - 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:** 17.05.11

**Position in organisation:**

**Please return your completed application to the appropriate Area Board Locality Team (see section 3)**