



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

Name of organisation	Baydon Firework Committee		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation - Yes <input type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify – Community Group		

2. Your project

Project Title/Name	Road safety and pedestrian safety for event		
What is your project about and what does it aim to achieve? <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	Each year we hold a village bonfire and it is the one time in the year when the whole of the village come together in one place. We do not charge an admission fee for anyone and only ask for donations for what people can afford. As a committee we are passionate about Social Inclusion (elderly / disabled / low income families etc) and feel the whole of the village should be able to enjoy this annual event. We are all trained and use professional standard fireworks and as a chartered safety practitioner myself, then we ensure a very safe environment for all who attend. We have found in recent years that the evening is proving very successful and we need to be able to invest in road safety signs / bollards / lighting for the entrance to the field and hi- vis jackets for the marshals. However as we rely entirely on donations we don't have the funds to afford these. This would be a one off application and would allow us to continue to hold the event. We give many hours of our time to organise this event and start the planning each year in April, but believe it is a worthwhile project for the whole village to enjoy and really does create a fantastic atmosphere which builds relationships within the village community and creates a community spirit that would be missed if we were unable to hold the event.		
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Marlborough		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date 15 th August 2011	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date 16 th August 2011	No <input type="checkbox"/>

Where will your project take place?	Cricket Field – Ermin St Baydon
When will your project take place?	Saturday 5 th November 2011 (but will need to purchase the items before this date)
<p>How did you discover there was a need for your project (please provide evidence) and how will your project benefit your local community?</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>Our de-brief meeting after last year's event highlighted the need for a better and safer control of pedestrians along the unlit road leading out of the village. Our risk assessment also highlighted this as an area needing improvement and our Emergency Evacuation Plan (EAP) of the site would benefit from having this in place.</p> <p>As stated in the previous section as a committee we are passionate about Social Inclusion (elderly / disabled / low income families etc) and feel the whole of the village should be able to enjoy this annual event.</p> <p>We bring together all areas of the village that would not normally meet / socialise and it also builds a feeling that we are a village that does care about everyone as this is done by village people for village people and in previous years the committee have contributed financially themselves to ensure the event can be held.</p> <p>There are 5 committee members and we give up many hours of our time to ensure this event is a success, however if we are unable to purchase the safety equipment now required we feel that we may not be able to hold the event in the future if the risks to pedestrian safety cannot be managed safely by having the appropriate equipment.</p>
How many people will benefit from your project?	500+ (last year's attendance was in excess of 620)
<p>How does your project demonstrate a direct link to the local community plan for your area?</p> <p>www.wiltshire.gov.uk/areaboards</p> <p>Please provide a reference/page no.</p>	<p>8.5 Encourage Community Events and create a sense of pride and wellbeing</p> <p>Marlborough Community Plan Page 21 (8.5)</p>

To be completed ONLY where town/parish councils are making an application

Is your project one which parish/town councils have powers to raise local taxes to fund?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Could your project be funded from your reserves?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your project urgent (having to be completed in this financial year? If you answer YES please provide evidence elsewhere on the application form)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Any other information about your project.

This is a one off application for funding for our road safety equipment and all other costs are covered each year by the committee ensuring that fundraising starts from around September time and then contributions on the night of the event.

We wish to ensure that this once a year event that benefits the whole village and brings the village together continues for many years to come and we would hope to be able build a reserve of half our annual outgoings (around £650) over the next few years to ensure the future of the event and we would envisage this to be done through further fundraising by the committee members.

We have spoken with the Chair of Baydon Parish Council (Mr Tony Prior) and he is very supportive of our offer to share the equipment such as the generator with other groups in the village should we be successful with this application.

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

This will be the 10th year the village have run the event and we fund each year through self funding as we use the funds raised leading up to the night / hoped to raise through donations on the night to cover the cost of the fireworks

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?

The feedback through the village magazine (Baydon Scene) is always a good indication and also the feedback from the Parish Council and villagers themselves is always positive. It can also be seen in the other village groups as the sense of community is high on the agenda following this 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*)?

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

Name of Funder

Amount Applied For

Amount Received

N/A

Have you or do you intend to apply for a grant from another area board within this financial year?

If yes, please state which one(s).

Yes

No

Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?

Yes

No

4. Information relating to your last annual accounts (if applicable)		
Year ending: 2010	Month: Dec	Year: 2010
A - Total income:	£1439.69	
B - Minus total expenditure:	£1301.00	
Surplus/deficit for year: (A minus B)	£138.69	
Free reserves currently held:	£346.39	

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	
1 x Generator required @ £374.18	£374	Own fundraising/reserves	P	£
5x Hi-Viz jackets required @ £25.01	£125			£
4 x Traffic Cones Pack @ 29.99	£120	Parish/town council		£
1 x Barrier Pack @ £159.99	£160			£
4 x Tripod lighting @£34.99	£140	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£			£
	£			£
	£			£
	£			£
Total Project Expenditure	£919	Total Project Income		
Total project income B		£0.00		
Total project expenditure A		£919		
Project shortfall A – B		£919		
Grant sought from Wiltshire Council Area Board		£919		
Bank Details				
Please give the name of the organisations' bank account e.g. Barclays				
Please give the title name of the organisations' bank account e.g. current		Baydon Fireworks		

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)

Yes - Written quotes including the one(s) you are going to use

Yes Latest inspected/audited accounts or annual report or Income/expenditure budget for current financial year

N/A Terms of reference/constitution/group rules

N/A 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. Declaration (on behalf of organisation or group) – I confirm that...

Yes - I have read the funding criteria

Yes - 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.

Yes - If an award is received, I will complete and return an evaluation sheet.

Yes - That any other form of licence or approval for this project has been received prior to submission of this application.

Yes - 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)

Yes - That acknowledgement will be given of Wiltshire Council support in any publicity, printed or website material.

Yes - I give permission for press and media coverage by Wiltshire Council in relation to this project.

Name:

Position in organisation:

Date:

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