



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	Wiltshire Wood Recycling		
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

Project Title/Name	Workshop environment improvement by fitting Dust Extraction		
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>	The aim of the project is to fit a dust extraction unit to the newly created workshop. The company provides work experience placements for students and volunteers. The unit will provide a safe working environment for all concerned.		
In which community area does your project take place? <i>(Please give name – see section 3 of the grants pack)</i>	Chippenham and villages		
I/we have discussed our project with the town/parish council?	Yes <input type="checkbox"/>	Date	No <input checked="" type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input type="checkbox"/>	Date	No <input checked="" type="checkbox"/>

Where will your project take place?	Wiltshire Wood Recycling site, Castle Combe
When will your project take place?	once we have secured funding
How did you discover there was a need for your project (please provide evidence) and how will your project benefit your local community? <i>Important: Please do not type/write in paragraphs – This section is limited to 1000 characters only (inclusive of spaces)</i>	2 The company started over five years ago with two people committed to recycling. They worked with no pay and the support of the few volunteers. Through persistence and despite the economic down turn the company has grown. The aims were always to save wood from landfill and offer work placements to a variety of local people. Due to an increase in wood recycling and orders for bespoke items made from the recycled wood there was a need for a new larger workshop. Volunteers supported by staff have created a new, improved workshop where our carpenters can work and volunteers can learn new skills. The control of the dust is a requirement under Health and Safety regulations and it is essential that we safeguard the health and safety of volunteers and staff using power tools in the workshop and therefore we need to fit a proper dust extraction unit to achieve this. The recycling of waste wood and work placements will benefit the local community.
How many people will benefit from your project?	10 paid staff and 19 volunteers.
How does your project demonstrate a direct link to the local community plan for your area? www.wiltshire.gov.uk/areboards Please provide a reference/page no.	Recycling and support to health 4.3 and 6.11, 6.12
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. WWR's current success is a reflection of it's involvement with the community who are our main customers. Our Community interests are: 1. Diverting Wood From Landfill and offering it for sale to the general public at affordable prices. 2. Poviding Volunteering and Training Opportunities for ALL members of the public including long term unemployed, individuals on Community Service Orders, disafected students, work experience, return to work schemes, people with learning dificulties or mental health issues, retired persons.3 Providing Employment For Local People. The business has grown and developed over the 5 years it has been trading and now offers part time employment to 9 local people working variable hours' 4. Sharing Information. Directors have made themselves available to local schools and groups through out North Wilts by attending their environmental events. We have also given recycling presentatiouns to groups and schools and donated wood to schools and local groups.	

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="3"/>	Female	<input type="text"/>
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?

Company funds and fundraising.

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?

Monthly newsletters are provided to all customers and workers. Numbers of volunteer placements are reported to members regularly and at the AGM.

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

C.B.L Not yet completed

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: November	Year: 09 -10
A - Total income:	£79,000	
B - Minus total expenditure:	£81,700	
Surplus/deficit for year: (A minus B)	£-2,700	
Free reserves currently held:	£no free reserves or deposits	

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	
total costs of instalation	£1,476	Own fundraising/reserves		£
vat	£369			£
	£	Parish/town council		£
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£	Other	P	£
	£	Borough Lands Charity		£923
	£			£
	£			£
Total Project Expenditure	£1,845	Total Project Income		£922

Total project income B	£0
Total project expenditure A	£1,845
Project shortfall A – B	£1,845
Grant sought from Wiltshire Council Area Board	£922
Bank Details	
Please give the name of the organisations' bank account e.g. Barclays	Co-operative Bank
Please give the title name of the organisations' bank account e.g. current	Wiltshire Wood Recycling current account

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
- 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...

- 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:

Position in organisation:

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