



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	Bowerchalke Village Hall (Registered Charity No: 305467)		
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)	Southwest Wiltshire 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).	A refurbishment and upgrading project at the Village Hall, comprising: (1) Installation of new doors to improve heat insulation and security. (2) Installation of stage lighting and purchase of modular stage equipment.
Where will your project take place?	Bowerchalke Village Hall
When will your project take place?	Jan-Feb 2012
How many people will benefit from your project?	450
How does your project demonstrate a direct link to the community plan for your area? Please provide a reference/page no.	We do not yet have a formal Community Plan, but the Parish Council and Village Hall Committee agree this project is a key objective for early 2012.

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

This project will directly support the following local priorities: a busier and more varied programme of community activities, open to all, at the Village Hall; and thereby promote creativity, learning and practical skills development among all age groups.

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)

The Village Hall is our only remaining community facility. All residents acknowledge the need to maintain and invest it in. (1) The recent replacement of the heating system, wholly funded from our own resources, and a subsequent survey, have highlighted the need to improve the building's heat insulation. The existing, poorly fitting, flimsy doors are the main problem and require replacement. (2) Recent entertainment events have confirmed the need for us to have our own stage lighting and modular stage equipment, rather than continue with the unsatisfactory approach of trying to hire them from elsewhere. We consider these improvements to be an important and necessary investment, of immediate and direct benefit to the whole community.

Any other information about your project.

Having examined 2 quotations for each part of the project, we assess:

(1) The bid from Spire Glass Ltd to represent the best option for the replacement doors. We also feel that despite the extra cost involved, we must choose the green colour, because of the need for the new doors to 'go with' the existing external appearance and internal décor of the hall.

(2) The bid from Stagecraft Ltd to offer the best value for the stage lighting and modular stage equipment. The hall is too small for a permanent stage to be a realistic option.

3 - Management

How many people are involved in the management of your group/organisation? 10

Of these, how many are:

Over 50 years	Male	<input type="text" value="3"/>	Female	<input type="text" value="5"/>
25 – 50 years	Male	<input type="text" value="2"/>	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" value="1"/>
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?

N/A; this is a single phase project that requires one funding allocation. Once implemented, this project will help reduce heating costs and increase revenue. It does not involve any routine maintenance expenditure.

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

Depending upon the amount awarded, we would still hope and aim to complete the project by additional fund-raising within our community, if necessary re-scheduling the work over a longer period.

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

We will receive direct feedback from our residents, whom we consult on a regular basis. As their comments about draughts and the need to improve heat retention, as well as the need for our own lighting and stage equipment, have helped us define the project requirement, we are confident that its completion will make a big difference to them.

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 one. We aim to provide the balance from our own resources. The Parish Council will be asked to support our next project in April 2012.

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.

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:

£8,562.62 (£1310.51 from reserve)

B - Minus total expenditure:

£6,513.59

Surplus/deficit for year: (A minus B)

£2,013.03 (surplus)

Free reserves held:

£4,581.20 (on 31 December 2010)

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
New door for Bisset Room	£843	Own fundraising/reserves	P £3,932
New main entrance door	£1,070		£
Green colour increment	£382	Parish/town council	£
VAT (on above)	£459		£
	£	Trusts/foundations	£
Stage lights (incl labour, VAT)	£2,343		£
	£	In kind	£
Modular stage equipment (incl VAT)	£2,766		£
	£	Other	£
	£		£
	£		£
	£		£
	£		£
Total Project Expenditure	£7,863	Total Project Income	£3,932
Total project income B		£3,932	
Total project expenditure A		£7,863	
Project shortfall A – B		£3,931	
Award sought from Wiltshire Council Area Board		£3,931	
Bank Details			
Please give the name of the organisations' bank account e.g. Barclays		Lloyds TSB	
Please give the title name of the organisations' bank account e.g. current		Current	

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?

This project will support a wider range of low-cost and no-cost village activities open to all residents. By improving heat retention and enhancing the scope for entertainment, it will be of particular benefit to our elderly and disabled members, who regularly attend our functions and events.

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

This project will encourage wider participation and attendance at hall events from the whole community. We welcome and 'induct' new and temporary residents and encourage them to involve themselves from the outset.

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)

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)
- 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: 27/10/2011

Position in organisation:

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