



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	Wilts & Berks Canal Trust,		
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	To replace the signs for the 'Lost Waterway of Melksham' walk.		
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>	About 15 years ago, the Trust prepared for public information a leaflet, 'The Lost Waterway of Melksham,' showing where walkers could see evidence of the historic Wilts & Berks Canal that ran through Melksham. We also set up directional signs, with Council permission, at various points along the route to enable walkers to follow the route more easily. These signs have faded badly over the years and some are missing. The project is to replace these signs with new signs. The aim is to improve the experience of those who may wish to follow the route or identify where the canal ran.		
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Melksham		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/> <input type="checkbox"/>	Date 9 Sept 2011	No
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/> <input type="checkbox"/>	Date 7 Sept 2011	No

Where will your project take place?	Through several streets and footpaths in Melksham
When will your project take place?	As soon as funds are secured.
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>	There has been a surge of interest in the Wilts & Berks Canal since the plans for the proposed new route through Melksham and the Melksham TIC asked for more information about the Canal in Melksham. This led the Canal Trust to reprint the walks leaflet that was originally issued some 15 years ago, showing the original, lost route. At this time a check was made on the walk and it was noticed that some of the signs were missing and the rest badly faded. A picture of a sign currently in place is enclosed showing its faded nature. It is hoped that the new signs will enhance the enjoyment of the walk and will also enable non-walkers to see where the canal ran, in conjunction with the leaflet.
How many people will benefit from your project?	24000 plus - anyone interested.
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.	The project provides the opportunity for all to learn a little of the history of Melksham whilst enjoying outdoor exercise, improving wellbeing. 2, 7, 14, 19 (from PDF)
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. The leaflet itself was publicised in the Melksham Independent News and the Wiltshire Times, together with the fact that it is available in the Melksham TIC and to download from the Melksham Calne & Chippenham Branch of the Canal Trust website. Similar publicity will be given in the local press when the signs are set up. As to schools, we are in the process of setting up a line of contact with all of the local schools with a view to arranging appropriate (depending upon ages of the pupils) means of conveying the history of the canal through Melksham and of plans to re-establish the canal into Melksham.	

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="15"/>	Female	<input type="text" value="3"/>
25 – 50 years	Male	<input type="text" value="10"/>	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?

N/A

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 forms that were funded last year are displayed at the Tourist Information Centre in Melksham for interested visitors to the Centre to take, free of charge. A survey form will be put into these asking for views on the improved signage. Also, the Trust attends local functions in Melksham where similar surveys will be carried out.

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

Yes Date Various 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
Melksham Town Council	£350	£200

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

Malmesbury (for another project)

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:	Month: March	Year: 2011
A - Total income:	£153,157	
B - Minus total expenditure:	£160,670	
Surplus/deficit for year: (A minus B)	£-7513	
Free reserves currently held:	£30914	

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	
Sign production	£754	Own fundraising/reserves	C	£205
Fixings	£115			£
Delivery	£33	Parish/town council	C	£200
	£			£
	£	Trusts/foundations		£
	£			£
Installation - Volunteer labour	£90	In kind	C	£90
	£			£
	£	Other		£
	£			£
	£			£
	£			£
Total Project Expenditure	£992	Total Project Income		£495

Total project income B	£992
Total project expenditure A	£495
Project shortfall A – B	£497
Grant sought from Wiltshire Council Area Board	£497
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	

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: 31/10/2011

Position in organisation:

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