

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	COOMBE BISSETT PARISH COUNCIL		
Contact name	Mrs Clare King (Clerk to the Parish Council)		
Contact address			
Contact number		e-mail	
Organisation type	Coombe Bissett Parish Council acting on behalf of local historical interest group. This method of application was suggested by SWWAB.		
2. Your project			
Project Title/Name	CHALKE VALLEY HISTORICAL PHOTOGRAPHIC ARCHIVE		
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 villages of Bishopstone and Coombe Bissett hold nearly 1000 photographs and slides taken over the last 120 years, many rescued from potential destruction. They are fragile and the intention is to scan them professionally so they can be secured digitally on a HDD for the future and be made available to future generations, local interest groups and for historical research. Digitised photos or links can then be added to the village websites in the valley from Berwick St John to Nunton, the area of coverage of the photos, thereby making them available to the wider general public.		
In which community area does your project take place? <i>(Please give name – see section 3 of the grants pack)</i>	South. The majority of photos are held by Coombe Bissett, though they cover the whole of the Chalke Valley.		
I/we have discussed our project with the town/parish council?	Yes	Date	November 2011
I/we have discussed our project with our Wiltshire councillor?	Yes	Date	September 2011

Where will your project take place?	Coombe Bissett and Bishopstone but all the Chalke Valley will have access to the scanned photos.
When will your project take place?	As soon as funding is available.
How did you discover there was a need for your project (<i>please provide evidence</i>) 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>	700+ slides were taken by the Dorset Camera Group and used in a video called the "Hidden Valley". The originals were due to be disposed of as rubbish but were acquired by the applicants. Another 280 photos and negatives were saved by enthusiasts in Bishopstone as part of their Millennium Collection over 10+ years ago. There is a very urgent need to digitise these deteriorating slides and negatives to make them available to future generations. This will form a data base of photos for local historical research and interest. Such is our concern for this material that photographs and negatives are stored in different locations in case of fire or flood.
How many people will benefit from your project?	At least 1300 within the villages, more if local schools and library study sections are included. The digitised photos can also be made available through the village websites, thereby creating an international distribution.
How does your project demonstrate a direct link to the local community plan for your area? www.wiltshire.gov.uk/areaboards Please provide a reference/page no.	The Wiltshire Community Plan is a draft consultative document at present. Though there is no direct reference to historical archiving it is surely of educational importance for future generations.
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?	No
Could your project be funded from your reserves?	No
Is your project urgent (having to be completed in this financial year? <i>If you answer YES please provide evidence elsewhere on the application form</i>)	Yes, see above for potential deterioration of the material concerned.
Any other information about your project. Because the photos have been gathered unofficially by enthusiasts, we sought advice from the Area Boards as to how we should apply for the funding to carry out the digitisation process. Their clear advice was to put our application forward in the name of the local Parish Council, which we are doing. Our cover letter gives further detail. The case for the project is being led by a small group of local villagers.	
3. Management	
How many people are involved in the management of your group/organisation? Of these, how many are:	
Over 50 years	3 Male 3 Female
25 – 50 years	Male 1 Female
Under 25 years	Male Female
Disabled People	Male Female
Black and Minority Ethnic people	Male Female
If your project is intended to continue after the Wiltshire Council funding runs out, how will you continue to fund it? Once complete no further funding will be required for this project. The local websites are already funded.	

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?

Follow up discussions with local schools, historical societies and heritage organisations plus feedback from the websites.

Have you contacted Charities Information Bureau for help with your application/ to seek other funding?	No		
To whom have you applied for funding for this project (<i>other than Wiltshire Council</i>)? <i>Please <u>list</u> with amount applied for and whether you have been successful</i>	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? <i>If yes, please state which one(s).</i>	No		
Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?	No		

4. Information relating to your last annual accounts (if applicable)				
Year ending:	Month: March	Year: 2011		
A - Total income:	£ 27582			
B - Minus total expenditure:	£ 35392			
Surplus/deficit for year: (A minus B)	£ 11794			
Free reserves currently held:	£ 5988			
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		
Digitisation of photos and storage on HDD.	£476.69	Own fundraising/reserves	C	£ nil
Postage - recorded delivery	£ 25.00			£
	£	Parish/town council	C	£ nil
	£			£
	£	Trusts/foundations	C	£ nil
	£			£
	£	In kind	C	£ nil
	£			£
	£	Other		£ nil
	£			£
	£			£
	£			£
Total Project Expenditure	£ 501.69	Total Project Income		£ nil
Total project income B	£ nil			
Total project expenditure A	£ 501.69			
Project shortfall A – B	£ 501.69			
Grant sought from Wiltshire Council Area Board	£ 500.00			
Bank Details	XXXXXXX			
Please give the name of the organisations' bank account e.g. Barclays	Coombe Bissett Parish Council			
Please give the title name of the organisations' bank account e.g. current	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: Clare King

Date: 11/11/11

Position in organisation: Parish Clerk

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