



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	Wilton Windmill Society		
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	Wilton Windmill Education Programme		
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>	New facilities at Wilton Windmill means that the Society will be able to extend and improve education services to primary and secondary schools in diverse areas such as geography, history, food and nutrition, art, engineering, sustainable food production. To achieve this we plan to create education materials (electronic and hard copy), as well as a dvd. There will be a secure area of the website for the teachers to access materials. A pc and screen will be required in the shepherd hut for the school visits. Some materials (costume and artefacts) will also be needed.		
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Pewsey		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date	No <input type="checkbox"/>

Where will your project take place?	Wilton Windmill, Wilton, Near Marlborough, SN8 3SW
When will your project take place?	December 2012
<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 1000 characters only (inclusive of spaces)</i></p>	<p>The Wilton Windmill Society already runs a number of school visits at the windmill every year as well as going out to schools. However, content tends to be ad-hoc and because we don't have any materials, there is a lot of benefit for the children that is not currently realised. Also teachers don't have materials for further classroom study. We know from experience that seeing the windmill and bringing it to life makes an enormous difference to how much the children learn and generates an enthusiasm for heritage that is not possible in the classroom. It is also useful for the teachers if the education can be targetted to a subject area in the curriculum and so the materials will be designed with this in mind. In 2012 we will be installing a new shepherd hut at the windmill which provides us with a new opportunity to run sessions with children and teachers. The training will be available to all schools in Wiltshire. This will provide opportunities for volunteers from the surrounding area</p>
How many people will benefit from your project?	300+ in yrs 1 & 2 (30 grps 10 chldrn)
<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>Education - support primary & secondary schools Culture - provide insight into the history of the windmill & local area Countryside & Env- all aspects</p> <p>20, 21, 24, 32</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.

Urgency -We would like to showcase the education materials at the official opening of the new shepherd hut and so they need to be ready for spring 2012 when the new hut will be installed. There is a lot of detailed work to be done and as it is being done entirely by volunteers the elapsed time to get the materials completed needs to be realistic. The new hut is providing the Wilton Windmill Society an opportunity to extend its services to the community. With the new seating area in the hut, children can visit and sit in a warm, safe area whilst the teaching staff and volunteers bring the windmill to life. Different aspects of the windmill can be used dependent on the need of the teacher - for example art, social history, sustainable food production, geography, etc. The team who are putting the education programme together are all volunteers (members and friends of the society) and include 2 teachers and 1 retired teacher. Reserves are currently high but will be used for the new hut.

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="2"/>	Female	<input type="text" value="2"/>
25 – 50 years	Male	<input type="text" value="1"/>	Female	<input type="text" value="2"/>
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?
No on-going costs

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?

- Number of school visits
- Feedback on school visits
- Number of volunteers taking part
- Feedback from volunteers

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)?

Name of Funder

Amount Applied For

Amount Received

None

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

<p>Have you or do you intend to apply for a grant from another area board within this financial year?</p> <p><i>If yes, please state which one(s).</i></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>	
<p>Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>	

4. Information relating to your last annual accounts (if applicable)		
Year ending: 2010	Month: December	Year: 2010
A - Total income:	£10035.68	
B - Minus total expenditure:	£10378.37	
Surplus/deficit for year: (A minus B)	£(342.69)	
Free reserves currently held:	£28823	

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	
PC, screen, software	£1,500	Own fundraising/reserves	C	£1,600
Produce materials, printing, dvd	£1,000			£
Secure website for school access	£720	Parish/town council		£
Costumes, artefacts	£100			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£	Other		£
	£			£
	£			£
	£			£
Total Project Expenditure	£3,320	Total Project Income		£1,600

Total project income B	£1,600
Total project expenditure A	£3,320
Project shortfall A – B	£1,720
Grant sought from Wiltshire Council Area Board	£1,720
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: 25/11/2011

Position in organisation:

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