



## 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	KENNET FRIENDS		
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 Registered Charity number 1033902		

### 2. Your project

Project Title/Name	Kitchen improvement		
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>	Kennet Friends rent the Scout Hall in Ludgershall for their day centre for adults with mental health problems and/or physical disabilities. The small single sink and the inadequate cooker in the kitchen make preparing lunches and washing the dishes for up to 30 people difficult. Our project is to replace the single sink with a double one and later to replace the cooker. This would make meal preparation and washing up simpler, thus enabling staff and volunteers to spend more time with our vulnerable members undertaking life enhancing activities. Other hall users would also benefit		
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Tidworth		
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 checked="" type="checkbox"/>	Date 29/11/11	No <input type="checkbox"/>

<b>Where will your project take place?</b>	The Scout Hall, Crown Lane Ludgershall
<b>When will your project take place?</b>	When we have raised sufficient money.
<b>How did you discover there was a need for your project (please provide evidence) and how will your project benefit your local community?</b>  <b>Important: Please do not type/write in paragraphs – This section is limited to 1000 characters only (inclusive of spaces)</b>	Kennet Friends moved to the Scout Hall in January 2009 because the old St James' church rooms were being demolished. The Scout Hall kitchen had just been refurbished but this equipment was found to be inadequate for our needs. A double sink would mean that crockery could be rinsed as well as being put in water containing detergent. A larger cooker would give room for more portions of food to be cooked. We now have the agreement (attached) of the Hall Committee to make these changes. Other local groups also use the Hall and will benefit from improved facilities. The present project is to replace the sink unit.
<b>How many people will benefit from your project?</b>	We have up to 30 people per session
<b>How does your project demonstrate a direct link to the local community plan for your area?</b> <a href="http://www.wiltshire.gov.uk/areboards">www.wiltshire.gov.uk/areboards</a>  Please provide a reference/page no.	
<b>To be completed ONLY where town/parish councils are making an application</b>	
<b>Is your project one which parish/town councils have powers to raise local taxes to fund?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Could your project be funded from your reserves?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Is your project urgent (having to be completed in this financial year? If you answer YES please provide evidence elsewhere on the application form)</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Any other information about your project.</b> Our Chairman, Mrs Bridget Selwyn discussed the project with Councillor Charles Howard. Fundraising for cooker replacement to be started in January 2012 The sink is seen as a greater priority.	

### 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="1"/>	Female	<input type="text" value="9"/>
25 – 50 years	Male	<input type="text"/>	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="3"/>
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?

Not applicable

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 fact that preparation and clearing up after meals is easier and quicker.

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

Yes

Date

12/12/11

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

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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: 31	Month: March	Year: 2011
A - Total income:	£70,599	
B - Minus total expenditure:	£51,864	
Surplus/deficit for year: (A minus B)	£18,735	
Free reserves currently held:	£5,000 approximately	

**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	
Replacement of sink	£783	Own fundraising/reserves		£
	£			£
	£	Parish/town council		£
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£	Other		£
	£			£
	£			£
	£			£
<b>Total Project Expenditure</b>	<b>£783</b>	<b>Total Project Income</b>		<b>£</b>
<b>Total project income B</b>		<b>£</b>		
<b>Total project expenditure A</b>		<b>£783</b>		
<b>Project shortfall A – B</b>		<b>£783</b>		
<b>Grant sought from Wiltshire Council Area Board</b>		<b>£783</b>		
<b>Bank Details</b>				
<b>Please give the name of the organisations' bank account e.g. Barclays</b>		Nationwide		
<b>Please give the title name of the organisations' bank account e.g. current</b>		Business Investor		

**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:** 22/12/2011

**Position in organisation:**

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