



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	Melksham Comic Con		
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	Melksham Comic Con		
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>	Melksham Comic Con is a local convention to celebrate the arts in their 21 st Century form i.e. television, cinema and modern literature. We aim to showcase the creative industries and opportunities within them.		
In which community area does your project take place? <i>(Please give name – see section 3 of the grants pack)</i>	Melksham		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date	September/October 2011
I/we have discussed our project with our Wiltshire councillor?	Yes <input type="checkbox"/>	Date	No <input type="checkbox"/>

Where will your project take place?	Melksham Assembly Hall
When will your project take place?	Saturday 26 th May 2012
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>	Shoppers in Melksham have expressed an interest in supporting a new, modern event tailored for the current generation of Melksham. Fundraising via donations from members of the public are already proving popular – showing us that the people of Melksham are in support of such an event. Evidence in the recent Community Plan shows us that there is a want and need for more events for young people. Melksham Comic Con will benefit the community by raising the town's profile on a national scale, as well as contributing to the local economy. It will also give residents and visitors the opportunity to choose to use our town over others. The event itself will have positive cultural impact on those who attend.
How many people will benefit from your project?	all attendees and town investors
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 plan shows a need for cultural activities and events unique to Melksham, as well as increasing our pride and identity.
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 checked="" type="checkbox"/>
Could your project be funded from your reserves?	Yes <input type="checkbox"/> No <input checked="" 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. This project is intended to be an annual event to benefit the town culturally and economically, as well as the surrounding villages and towns. After the first year we aim to be financially self-sufficient, but for the first year we require additional funding to give us a starting point. This type of event is usually hosted by larger towns, normally cities. By holding such an event in Melksham, we are showing other towns that we can be just as desirable as other places in the country, and being small doesn't always mean being "less"!	

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

Wiltshire Council funding will help launch the first event - money raised from ticket sales and exhibitor pitches will go towards funding all future events.

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?

Feedback forms will be handed out to all attendees on the day, as well as communicating with local businesses after the event to record the impact it had.

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

Yes Date Nov 2011 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	£1500	£500

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:	Month:	Year:
A - Total income:	£New org	
B - Minus total expenditure:	£	
Surplus/deficit for year: (A minus B)	£	
Free reserves currently held:	£	

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	
Venue Cost	£500	Own fundraising/reserves	c	£100
Website	£120			£
Guest Travel Expenses	£800	Parish/town council	C	£500
Contingency Funds	£500			£
Car Park (Park & Ride) Cost	£100	Trusts/foundations		£
Advertising - T-Shirt Print x20	£200			£
Advertising - Posters x10	£200	In kind		£
Advertising - Bus. Cards x250	£80			£
Advertising - Flyers x5000	£140	Other		£
	£	Exhibitor Pitches	c	£230
	£	Ticket Sales to date	c	£25
	£	Adverts, exhibitor, ticket sales	P	£465
Total Project Expenditure	£2,640	Total Project Income		£1,320

Total project income B	£1,320
Total project expenditure A	£2,640
Project shortfall A – B	£1,320
Grant sought from Wiltshire Council Area Board	£1,320
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: 12/01/2012

Position in organisation:

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