



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	St Edmunds Community Association		
Contact name			
Contact address			
Contact number	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"></td> <td style="width: 30%; text-align: center;">e-mail</td> </tr> </table>		e-mail
	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	Milford Street Bridge Project - Education Packs		
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>	Our project is to create Education Packs for primary and secondary schools in the Salisbury City area. The aim is to create an on-going legacy from the first phase of the Milford Street Bridge Project, by providing schools with a pack of resources free of charge. This will enhance the teaching of local history, and give a sustained life to the project archive.		
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	City		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/> Date 16/12/11 No <input type="checkbox"/>		
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/> Date 30/3/12 No <input type="checkbox"/>		

Where will your project take place?	Salisbury City
When will your project take place?	Starting Sept 2012, completion Feb 2013
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>	The idea for the Education Packs came from the Education and Outreach officer at Salisbury Museum who feels it is really important that this work is disseminated. A selection of local primary schools (Salisbury only) have been contacted to see if this would be of use. Overwhelmingly they have said yes as there are few resources which are specifically about the city: "This sounds fantastic and it would be really good to have some support packs for dance and history links, particularly for primary schools." (LH, teacher, by e-mail). The benefit will be that children will have an increased knowledge of their local area, and the information, particularly the oral history, gained will have a wider and longer reach.
How many people will benefit from your project?	Approx 3000, & similar yearly
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 opportunities for a) young people to get involved in culture b) healthy living (walking history trails) a) 20 b) 9
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 Education packs will ensure a lasting legacy for the Milford Street Bridge Project, which was partly funded by a previous grant from the Area Board. If the packs are not created it is unlikely that local children will gain access to the wonderful oral histories; fascinating research and fantastic photos that we have gained through the project. We really want all the local schools to benefit in the same way that St Martins Primary School did, whose headteacher said the project was "...a wonderful learning experience for our children" and that "It is wonderful to have a local link like this with the children gaining an understanding of local history, geography and people's lives". Each pack will contain an oral history CD; resource sheets; walking trails and a box of handling objects.	

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="4"/>	Female	<input type="text" value="3"/>
25 – 50 years	Male	<input type="text"/>	Female	<input type="text" value="1"/>
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?

Questionnaires will be sent to schools after two terms to gauge the usefulness of the education packs. We will ask for feedback from pupils as well as teachers.

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*)?

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

Name of Funder

Amount Applied For

Amount Received

Awards for All

£8100

0 - unsuccessful

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: 2011	Month: 04	Year: 2011
A - Total income:	£11924	
B - Minus total expenditure:	£22922	
Surplus/deficit for year: (A minus B)	£-10998	
Free reserves currently held:	£928	

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	
Professional fees	£3,500	Own fundraising/reserves	C	£75
Oral Historian	£400			£
Dance/Movement Practitioner	£400	Parish/town council		£
Design Work - layout etc	£2000			£
Printing on card for 25 packs	£438	Trusts/foundations		£
Box of handling objects per pack	£500	Sarum St Michael Educational Trs	P	£3,094
Project Co-ordination	£1,200	In kind		£
	£	Freelance Education Specialist	C	£700
	£	Other		£
	£	Salisbury & Stonehenge Tours	C	£250
	£	Parklife	P	£100
	£			£
Total Project Expenditure	£8,438	Total Project Income		£4,219

Total project income B	£4,219
Total project expenditure A	£8,438
Project shortfall A – B	£4,219
Grant sought from Wiltshire Council Area Board	£4,219
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: 05/04/2012

Position in organisation: Project Co-ordinator

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