Wiltshire Council
Where everybody matters

Reference no

Log no

For office use

Community Area Grant Application Form
2012/2013

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

To fund projects up to £1,000 without the need for matched funding
To fund up to 50% of projects costs of projects over £1,000
Maximum Grant £5,000

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	Enford Camera Club
Contact name	
Contact address	
Contact number	**e-mail**
Organisation type	Not for profit organisation ☒ Parish/town council ☐ Other, please specify

2. Your project

Project Title/Name	Purchase of a Portable Computer
What is your project about and what does it aim to achieve? *Important: This section is limited to 600 characters only (inclusive of spaces).*	Enford Camera Club are applying for the purchase of a portable computer suitable for showing and storing digital photos at our monthly meetings and other events. For the past 2½ years we have been using a borrowed computer (from the chairman's work business) which unfortunately was stolen in May this year. We are now using a second-hand borrowed computer which is only available on a temporary basis. A dedicated portable computer will allow all digital photos and presentations to be stored and presented by any member of the camera club.
In which community area does your project take place? (*Please give name – see section 3*	Tidworth Area
I/we have discussed our project with the town/parish council?	Yes ☒ Date Informally only No ☐
I/we have discussed our project with our Wiltshire councillor?	Yes ☒ Date Informally only No ☐

Where will your project take place?	Enford Village Hall and other places in the locality.
When will your project take place?	As soon as possible
How did you discover there was a need for your project (*please provide evidence*) and how will your project benefit your local community? ***Important: Please do not type/write in paragraphs – This section is limited to 800 characters only (inclusive of spaces)***	An integral part of the members' enjoyment of the Camera Club is the sharing and displaying of members' photographs. In the 2 ½ years that the camera club has been running, we have collected over 4000 photos, published 2 photo calendars and produced several photo exhibitions including one at the Diamond Jubilee celebrations at Salisbury Cathedral. None of this would be possible without a portable computer. Up until now we have been using a borrowed computer which is now unavailable. The Club's constitution encourages a policy of inclusiveness. There is no club entrance fee, no annual membership fee and the minimal monthly subscriptions cover only running costs. In consequence we have very little excess funds. Therefore we are applying for funding for the purchase of a portable computer.
How many people will benefit from your project?	There are approximately 30 members with an average of 15 attendees each month. Our presentations and exhibitions are enjoyed by hundreds of people in the Tidworth area and beyond.
How does your project demonstrate a direct link to the local community plan for your area (see www.wiltshire.gov.uk/areaboards) or priorities of your area board? **Please provide a reference/page no.**	Support the existence of multi-use community centres/village halls/meeting places throughout the Community Area. Housing and the Built Environment / Page 11.

Any other information about your project. (Limited to a 1000 characters)
Enford Camera Club support many other community groups in the Tidworth Area. Over the past year we have helped the Enford Gardening Club put on a talk on Gardening in the Falkland Islands, put on a photo presentation for the Area Board at the Diamond Jubilee celebrations at Salisbury, published a photo calendar and produced a Diamond Jubilee presentation for the Enford Community celebrations. We are currently helping to produce a set of postcards for a local post-office. All of these activities required the use of a portable computer.
The portable computer selected is a Dell XPS15. We are aware that the prices of computers vary from day to day and that special offers may not be available at the time of purchase. Therefore our specification is a portable computer with 500+GB HDD, 6 to 8 GB Memory, Intel i5 or i7 processor, 15 inch screen, 1GB Graphics card. If successful in our application, we will select the best specification for up to the total sum granted.

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 ☐	No ☐
Could your project be funded from your reserves?	Yes ☐	No ☐

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 ☐	No ☐

3. Management

How many people are involved in the management of your group/organisation?
Of these, how many are:

Over 50 years	Male 5	Female 5
25 – 50 years	Male 6	Female 2
Under 25 years	Male	Female
Disabled People	Male	Female
Black and Minority Ethnic people	Male	Female

If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?
This application is for funding to purchase capital equipment. There are no ongoing running costs for the Camera Club.

How will you know whether your project has made a difference in the community? What information 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 camera club will be able to monitor the effectiveness of this project by monitoring the attendance at meetings, and the amount of times the Camera Club are asked to help other community groups.

Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?	Yes ☐ Date contacted CIB		No ☒

To whom have you applied for funding for this project (*other than Wiltshire Council*)?	Name of Funder	Amount Applied For	Amount Received
Please list with amount applied for and whether you have been successful			

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:** September	**Year:** 2011
A - Total income:	£255.85	
B - Minus total expenditure:	£119.09	
Surplus/deficit for year: (A minus B)	£136.76	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£61.76 (£75 reserved for printing costs for Summer exhibition)	

5. Financial information – *If you can claim back V.A.T. please <u>exclude</u> VAT from the figures you provide us. If you have to pay the V.A.T then please include V.A.T. in the figures you provide us.*

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	
Dell XPS 15 (Code N00X5M35)	£989	Own fundraising/reserves		£
	£			£
	£	Parish/town council		£
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£			
	£	Other		£
	£			£
Total Project Expenditure	£989	**Total Project Income**		£0

Total project income B	£0
Total project expenditure A	£989
Project shortfall A – B	£989
Grant sought from Wiltshire Council Area Board	£989
Bank Details	
Please give the name of the organisations' bank account e.g. Barclays	
Please give the name of the organisations' bank account e.g. Chippenham Scouts	

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)

☒   All 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...

☒ This application meets all 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 a grant is received, I will provide copies of all receipts and invoices associated with the grant and provide information and photographs to demonstrate how the grant was spent.

☒ That any other form of licence or approval for this project has been received prior to submission of this grant 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: 10/6/12
Position in organisation: (	

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