



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	Devizes Town Council		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input type="checkbox"/> Parish/town council <input checked="" type="checkbox"/> Other, please specify		

2. Your project

Project Title/Name	Two Way Radios for Community use		
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>	Voluntary organisations within the Devizes Area Board area have a strong tradition of delivering a wide variety of large scale events, which promote community cohesion as well as providing good quality entertainment. Having access to effective communications is an essential element to minimising risk at public events and therefore with the support of the Area Board, the Town Council is proposing to purchase 24 two-way radios, which can be used during events organised by voluntary groups. Should the Area Board support this application, these radios will become an important community resource		
In which community area does your project take place? <i>(Please give name – see section 3)</i>	Devizes		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date Oct 2012	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?	Two-way radios will be available to voluntary groups who are organising community events.
When will your project take place?	By the end of August 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 800 characters only (inclusive of spaces)</i>	<p>Over a number of years, Devizes Town Council has partnered with the Devizes Outdoor Celebratory Arts group and other voluntary organisations who co-ordinate and deliver a number of events which attract large numbers of people.</p> <p>Devizes Town Council believes that the purchase of two-way radios, which can be used at public events, will become a valuable community resource. The availability of low cost communication will provide in-kind support for many voluntary groups, reducing the burden on the event budget.</p> <p>For many people, attending large community events is the only opportunity they have to engage with the arts and public performances, therefore their success is essential to providing a healthy community where citizens are able to engage and share experiences with one another.</p>
How many people will benefit from your project?	It is difficult to quantify.
How does your project demonstrate a direct link to the local community plan for your area (see www.wiltshire.gov.uk/areboards) or priorities of your area board? Please provide a reference/page no.	Tourist destinations and a place where leisure and sport is enjoyed by people
Any other information about your project. (Limited to a 1000 characters)	
<p>What is clear from the work Devizes Town Council has undertaken with various groups is that one regular expense incurred is the hire of two-way radios to provide effective communications between marshals. Radios are an essential mechanism to manage traffic movements, crowd control and disseminate emergency information.</p> <p>Risk management is a significant part of organising any event and having access to equipment, which will help to mitigate danger will support organisations. The hire of two-way radios is costly, and therefore access to a local resource, will provide a much valued sustainable non cash support.</p> <p>The co-ordination and the monitoring of the radios condition will be undertaken by the Town Council and therefore will require no further financial assistance. There will be a very small hire fee to use the equipment for the purpose of providing ongoing maintenance, which we hope will ensure the longevity of the project.</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 checked="" type="checkbox"/> No <input 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 checked="" type="checkbox"/>

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"/>	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"/>
Black and Minority Ethnic people	Male	<input type="text"/>	Female	<input type="text"/>

If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?
This is a one off capital grant. A small hire fee will be used to maintain the radio's.

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 success of the project will be based on how often the radios are requested. We already believe that through requests we have received for this type of community resource there is a real need and therefore we are confident the project will be very successful.

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

Devizes Town Council

800.00

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?

Yes

No

If yes, please state which one(s).

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:	£			
B - Minus total expenditure:	£			
Surplus/deficit for year: (A minus B)	£			
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£			
5. Financial information – <i>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.</i>				
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	
12 Two Way Radios with batteries	£1,600	Own fundraising/reserves		£
	£			£
	£	Parish/town council		£800
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£			
	£	Other		£
	£			£
	£			£
Total Project Expenditure	£1,600	Total Project Income		£800
Total project income B		£800		
Total project expenditure A		£1,600		
Project shortfall A – B		£800		
Grant sought from Wiltshire Council Area Board		£800		
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: 03/07/2012

Position in organisation:

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