



## 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

<b>Name of organisation</b>	Ashton Keynes Pre School		
<b>Contact name</b>			
<b>Contact address</b>			
<b>Contact number</b>		<b>e-mail</b>	
<b>Organisation type</b>	Not for profit organisation <input checked="" type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify		

### 2. Your project

<b>Project Title/Name</b>	Renovation of the preschool outdoor space		
<b>What is your project about and what does it aim to achieve?</b>  <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	We want to revamp the outdoor area of the village pre school in Ashton Keynes. We have plans to create a more natural space which will be a much richer learning environment for the children. It will better meet the outdoor curriculum needs of the pre school children and enhance the facility for the whole community. We have already put in raised decking, a bark area and a bird feeding/music area. Now we would like to complete the area by replacing the flooring. We have chosen a natural finish which will fit in with the rest of the area.		
<b>In which community area does your project take place? (Please give name – see section 3)</b>	Malmesbury (we are in Ashton Keynes)		
<b>I/we have discussed our project with the town/parish council?</b>	Yes <input checked="" type="checkbox"/>	<b>Date</b> 2011	No <input type="checkbox"/>
<b>I/we have discussed our project with our Wiltshire councillor?</b>	Yes <input checked="" type="checkbox"/>	<b>Date</b> 19/09/11	No <input type="checkbox"/>

<b>Where will your project take place?</b>	Ashton Keynes Village Hall
<b>When will your project take place?</b>	Autumn 2012, depending on funding
<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>  <i>Important: Please do not type/write in paragraphs – This section is limited to 800 characters only (inclusive of spaces)</i>	The annual questionnaire to pre school parents shows that the outdoor space is the least popular aspect of the pre school. This has been the case over many years now. Other users of the hall have made a complaint to the village hall manager about the space, feeling it lets the community down. Pre school staff and parent helpers have fed back frequently that the learning is limited by the lack of flexibility and natural stimulation currently on offer in the outdoor space. Play advisors from the Council have advised that we could make much more of the space to improve childrens' learning if we could invest in these planned improvements
<b>How many people will benefit from your project?</b>	20-40 pre school children every year
<b>How does your project demonstrate a direct link to the local community plan for your area (see <a href="http://www.wiltshire.gov.uk/areaboard">www.wiltshire.gov.uk/areaboard</a>) or priorities of your area board?</b>  Please provide a reference/page no.	Addresses concern to support early years, toddler groups and pre-schools in villages and also improving village hall facilities  12 and 18
<b>Any other information about your project. (Limited to a 1000 characters)</b>	
<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 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 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" value="8"/>
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?  
The project is self contained, there are no ongoing costs

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?

A questionnaire to parents each year. In the past the outdoor space has always been the least popular feature of the pre school; this could change after the project. Feedback from other hall users - through questionnaires, and inviting comments/ feedback through the local newsletter

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?

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: 2011	Month: aug	Year: 2011	
A - Total income:	£66,855		
B - Minus total expenditure:	£58,293		
Surplus/deficit for year: (A minus B)	£8,562		
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£4,392		
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
Puncture existing for dainage	£	Own fundraising/reserves	£2,316
Supply and install timber edging	£		£
Supply and install Tiger mulch	£3,860	Parish/town council	£
VAT	£772		£
	£	Trusts/foundations	£
	£		£
	£	In kind	£
	£		£
	£		
	£	Other	£
	£		£
	£		£
<b>Total Project Expenditure</b>	<b>£4,632</b>	<b>Total Project Income</b>	<b>£2,316</b>
<b>Total project income B</b>		£2,316	
<b>Total project expenditure A</b>		£4,632	
<b>Project shortfall A – B</b>		£2,316	
<b>Grant sought from Wiltshire Council Area Board</b>		£2,316	
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) n/a
- 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:** 19/07/2012

**Position in organisation:** Chair

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