

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	TROWBRIDGE SEA CADET UNIT (T.S. ACHILLES)		
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	PURCHASE of REPLACEMENT MINIBUS		
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>	A replacement minibus is vital for the Sea Cadets to be transported safely to outdoor recreational pursuits of sailing, boat pulling and canoeing - as well as to aid participation in training & development sessions, competitions and events. These activities encourage self confidence & team spirit. They lead young people towards responsible adulthood by encouraging high standards of conduct.		
In which community area does your project take place? (Please give name - see section 3)	TROWBRIDGE		
Have we discussed our project with the town/parish council?	Yes <input type="checkbox"/>	Date	No <input checked="" type="checkbox"/>
Have we discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date	No <input type="checkbox"/>

Where will your project take place?	Minibus to be housed at T.S Achilles Trowbridge	
When will your project take place?	As soon as all funds become available	
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>Present minibus is no longer suitable, as soon it will not meet safety requirements.</p> <p>The Sea Cadets are trained to develop a pride in themselves and their surroundings. We also plan to share the minibus with other local community groups through to WAVESS project (Wilt's Community Transport Development) as well as with Veterans Associations (White Ensign Assoc. & Bath & District Royal Marines Assoc. West Wilts branch).</p>	
How many people will benefit from your project?	35+	
How does your project demonstrate a direct link to the local community plan for your area (see www.wiltshire.gov.uk/areaboard) or priorities of your area board?	The project addresses the TROWBRIDGE COMMUNITY PLAN Priority 5 (Sports & Active Leisure), and Priority 7 (Education and Lifelong Learning)	
Please provide a reference/page no.		
Any other information about your project. (Limited to a 1000 characters)		
<p>We have a number of cadets from estates in Trowbridge officially categorised as having a high level of deprivation & poverty. These outdoor pursuits help cadets to aspire to develop greater self confidence and to improve their physical & mental well-being.</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 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"/>

4. Information relating to your last annual accounts (if applicable)			
Year ending:	Month: MARCH	Year: 2012	
A - Total income:	£ 7158		
B - Minus total expenditure:	£ 11,625		
Surplus/deficit for year: (A minus B)	£ 4467		
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£ 2000		
5. Financial information – If you can claim back V.A.T. please exclude 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	
See attached quotes	£ 15,000	C	£ 2000
	£	C	£ 2500
Road Fund + Insurance	£ 1000	C	£ 500
	£		£
	£	P	£ 5000
	£		£
	£		£
	£		£
	£	P	£ 1000
	£		£
Total Project Expenditure	£ 16,000	Total Project Income	£ 11,000
Total project income B	£ 11,000		
Total project expenditure A	£ 16,000		
Project shortfall A – B	£ 5,000		
Grant sought from Wiltshire Council Area Board	£ 5000		
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			

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="6"/>	Female	<input type="text" value="2"/>
25 – 50 years	Male	<input type="text" value="6"/>	Female	<input type="text" value="6"/>
Under 25 years	Male	<input type="text" value="4"/>	Female	<input type="text" value="0"/>
Disabled People	Male	<input type="text" value="no info"/>	Female	<input type="text"/>
Black and Minority Ethnic people	Male	<input type="text" value="1"/>	Female	<input type="text" value="0"/>

If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?
Maintenance of the van will be funded via regular fundraising activities (eg bag packing, sponsored walks etc). Grants/donations are given by groups interested in Sea Cadets (eg. White Ensign) We will also fundraise for any future expenditure re the minibus.

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?

Responses from the Sea Cadets to Commanding Officers about the benefits to them of taking part.

Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?

Yes Date contacted CIB 28-06-2012 No

To whom have you applied for funding for this project (other than Wiltshire Council)?

Name of Funder	Amount Applied For	Amount Received
TROWBRIDGE TOWN COUNCIL	£1000	£500
WILTS COMMUNITY TRANSPORT FUND	£5000	not known yet

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

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 See: *www.sccheadquarters.com/UNIT.../Sea-cadet-unit-constitution*
- 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: *[Signature]*

Date:

Position in organisation: *[Signature]*

25 July 2012,

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

