

Reference no
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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 Town Team		
Contact name			
Contact address			
Contact number			
Organisation type	Community Interest Company Not for profit organisation		

2. Your project

Project Title/Name	Dickensian Market		
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>	<p>The Dickensian Market in partnership with Trowbridge Museum and forming part of the two week Dickensian Trail is scheduled to take place in Fore Street on December 15th 2012. It is hoped that the market will become an annual Christmas fixture that the museum and town can build on, attracting increased visitor numbers and footfall into the town.</p> <p>The organisers are planning an authentic event that will be equally community led as well as commercially, which will provide a memorable day out for all the family.</p>		
In which community area does your project take place? (Please give name – see section 3)	Trowbridge		
I/we have discussed our project with the town/parish council?	Yes	Date	21/06/12
I/we have discussed our project with our Wiltshire councillor?	Yes	Date	21/06/12

Where will your project take place?	Fore Street, Trowbridge
When will your project take place?	December 15th 2012
How did you discover there was a need for your project (<i>please provide evidence</i>) and how will your project benefit your local community? <i>Important: Please do not type/write in paragraphs – This section is limited to 700 characters only (inclusive of spaces)</i>	In January of this year The Trowbridge County Town Initiative requested that a Christmas market be held in Fore Street to attract more people into the town and to offer a family experience for Christmas shoppers. This is an ideal project to highlight some of the talented local artisans in the area and invite local groups to be represented on the day.
How many people will benefit from your project?	Numbers are difficult to estimate without a baseline. Though the Town Team will be carrying out footfall counts on the day so that correct figures can be measured next year.
How does your project demonstrate a direct link to the local community plan for your area? (see www.wiltshire.gov.uk/areabords) or priorities of your area board) Please provide a reference/page no.	P.1 – Economy, Tourism and employment: Establishing a market to be held at Christmas in the town centre shall provide a tourist and visitor attraction in addition to boosting the local economy and providing job opportunities. P.4 – BA14 Culture: The Dickensian Market will offer space to budding arts and craftspeople in addition to offering performance space for a range of cultural mediums. P.6 – Environment: In the past year a large number of shops have closed in the Fore Street area and it is hoped that the Christmas market will bring some regeneration opportunities into the town. P.7 Education: The market offer shall provide environmental and other educational activities. P.8 – Health and Social Care: A sense of community and pride are known to have a great impact on health.
Any other information about your project. (Limited to a 1000 characters)	
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?	No
Could your project be funded from your reserves?	No
Is your project urgent (having to be completed in this financial year)? <i>If you answer YES please provide evidence elsewhere on the application form</i>	Yes
3. Management	

<p>How many people are involved in the management of your group/organisation? 10 Of these, how many are:</p> <p>Over 50 years Male</p> <p>25 – 50 years Male Female</p> <p>Under 25 years</p> <p>Disabled People</p> <p>Black and Minority Ethnic people Male</p>				
<p>If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?</p>				
<p>Once the initial marketing material has been gathered and the Christmas Market has got some baseline data on attendees etc, it is hoped that the market will be sponsored by local businesses and groups.</p>				
<p>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 Town Team shall be collecting benchmarking information on key performance indicators on the day of the Christmas market and providing comparison data for non-event days.</p>				
<p>Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?</p>		<p>Yes Date contacted CIB 23/07/12</p>		
<p>To whom have you applied for funding for this project (<i>other than Wiltshire Council</i>)? <i>Please list with amount applied for and whether you have been successful</i></p>	<p>Name of Funder</p>		<p>Amount Applied For</p>	<p>Amount Received</p>
	<p>Private Sponsorship</p>		<p>£1,000</p>	<p>Unknown</p>
	<p> </p>		<p> </p>	<p> </p>
	<p> </p>		<p> </p>	<p> </p>
<p>Have you or do you intend to apply for a grant from another area board within this financial year? <i>If yes, please state which one(s).</i></p>		<p>Yes Trowbridge (Re; Weekly Market)</p>		

Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?	No
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4. Information relating to your last annual accounts (if applicable) N/A

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 – 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)		
Marquee hire	£300.00	P/C	
Marketing Artwork	£150.00	Own fundraising/reserves	P £1,000.00
Marketing material	£450.00		£
Chestnut seller	£600.00	Parish/town council	£
Lighting	£200.00		£
Decorations	£150.00	Trusts/foundations	£
PA Hire	£150.00		£
	£	In kind	£
	£		£
	£		
	£	Other	£
	£		£
Total Project Expenditure	£2,000.00	Total Project Income	£1,000.00
Total project income B	£1,000.00		

- ✓ 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: 26/07/12

Position in organisation: Town Team Lead

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

Total project expenditure A	£2,000.00
Project shortfall A – B	£1,000.00
Grant sought from Wiltshire Council Area Board	£1,000.00
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...