



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	Marlborough Community Choir		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify community choir		

2. Your project

Project Title/Name	Marlborough Christmasfest		
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>	We want to hold a free evening of Christmas music for the people of Marlborough and surrounding area, featuring local talent and supporting local causes. There are other events happening at that time of year, but many people find it difficult to afford the tickets. We want this to be a celebration for local people by local people, and raise money for important local charities: Home-Start Kennett and the Jubilee Centre.		
In which community area does your project take place? (<i>Please give name – see section 3</i>)	Marlborough		
I/we have discussed our project with the town/parish council?	Yes <input type="checkbox"/>	Date	No <input checked="" type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input type="checkbox"/>	Date	No <input checked="" type="checkbox"/>

Where will your project take place?	Marlborough Town Hall
When will your project take place?	18 Dec 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 700 characters only (inclusive of spaces)</i>	Particularly during this time of economic crisis, people find it difficult to afford what is a very uplifting seasonal experience. We want to have a free evening of entertainment open to everyone, including those suffering hardship, especially those with children and the elderly. A free concert, featuring multiple groups, will be a showcase for local talent and a powerful 'feel-good' event. We will have a voluntary retiring collection for 2 local charities: Home-Start Kennet and the Jubilee Centre. We will make half the tickets available to the charities to distribute, and the rest will be first-come.
How many people will benefit from your project?	200+
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.	From the Marlborough plan: Encourage community events which create a sense of pride and well-being. pg 21 item 8.5
Any other information about your project. (Limited to a 1000 characters) Local independent businesses will also benefit from this venture, including the St Peter's café (catering) and Print Image (publicity). Note that Marlborough Community Choir is only the sponsor for this event. The group will earn nothing from it.	
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"/>

3. Management

How many people are involved in the management of your group/organisation?

Of these, how many are:

Over 50 years

Male

Female

25 – 50 years

Male

Female

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?

N/A

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?

1) Feedback from audience members on the night 2) Feedback from musicians and 3) reports from the charities of how the donations have helped them 4) encourage more people to increase their well-being through singing.

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

Budgens Community Giveaway

up to £1000

decision27/9

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: Dec	Year: 2011
A - Total income:	£6441	
B - Minus total expenditure:	£6513	
Surplus/deficit for year: (A minus B)	£-72	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£0	

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	
Sound and lighting	£600	Own fundraising/reserves		£
Food and drink	£60			£
Printed publicity	£171	Parish/town council		£
Leaflet distribution	£15			£
Decorations	£30	Trusts/foundations		£
Town Hall hire	£75			£
	£	In kind		£
	£			£
	£			
	£	Other		£
	£			£
Total Project Expenditure	£951	Total Project Income		£
Total project income B		£0		
Total project expenditure A		£951		
Project shortfall A – B		£951		
Grant sought from Wiltshire Council Area Board		£951		
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:

Position in organisation: Leader, Marlborough Community Choir

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