



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	Pitton Village Hall		
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	Marquees for Pitton Village Hall		
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>	Pitton Village Hall is used to host many local community events. The main example is the Pitton Carnival, which is held once per year. The Carnival includes many stalls and the marquees and gazebos are required to house these stalls. Other users of the Hall include; the Theatre Club; the Social Club; the Art Club, the Pittonque Club and many others. A number of these clubs hold outside activities and when the weather is inclement, protection is a requirement - hence the need for marquees and gazebos. These varied societies and clubs provide facilities for all ages and all ethnic groups.		
In which community area does your project take place? (<i>Please give name – see section 3</i>)	Southern Wiltshire		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date 24/10/12	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/> <input type="checkbox"/>	Date November	No

Where will your project take place?	Pitton Village Hall and field
When will your project take place?	Continuously throughout the year
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>	For the Pitton Carnival we were able to borrow a tent from the Army. However, that facility was withdrawn for the 2012 Carnival. This event was held on 14 th July 2012, when there was a lot of rain. We did manage to find something suitable, but without a permanent replacement we will have great difficulties in the future. Without this tent we cannot provide the required number of stalls for the Carnival. It also becomes difficult for other village societies and clubs to hold their outside events when the weather is inclement. There are others in the community who use the Hall and the availability of cover from these tents is imperative to allow such events to be accommodated in all weathers.
How many people will benefit from your project?	300
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.	Maintaining local facilities (including village halls) - Southern Wiltshire Community Plan 2004-2009. Page 20
Any other information about your project. (Limited to a 1000 characters) The main activity addressed for this project is the annual Pitton Carnival, which has been held for many years. The Carnival includes stalls set up in the field for purchases (bric a brac etc.) and for games. These stalls are suitable for people of all ages. The Carnival attracts people from Pitton and other communities around Pitton. The Carnival is seen as a major event to bring villagers together in a true community spirit. The Hall is also used for many other club activities and for parties, weddings and other social gatherings. Parish Council Meetings are also held in the Hall. Outside the Hall is the playing field, which provides an excellent facility for children to play games and for people to walk their dogs. The playing field includes a pittonque terrain, tennis court and basketball area. Many of these club hold activities outside the Hall, which requires the use of marquees and gazebos - especially if the weather is inclement (which appears to be happening more and more).	
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	<input type="text" value="12"/>	Female	<input type="text" value="2"/>
25 – 50 years	Male	<input type="text" value="1"/>	Female	<input type="text" value="1"/>
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 funding will cover the initial purchase of a marquee and a gazebo.

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?

We will include a feedback form at the next Carnival to assess the impact of the new marquee.

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

Parish Council

£100

NIL

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: December	Year: 2011
A - Total income:	£13787	
B - Minus total expenditure:	£10734	
Surplus/deficit for year: (A minus B)	£3053	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£17783 (£15k for heating system)	

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	
Marquee	£750	Own fundraising/reserves	C	£100
Tie down kit	£56			£
2 x light sets	£100	Parish/town council		£0
Gazebo	£115			£
	£	Trusts/foundations		£0
	£			£
	£	In kind		£0
	£			£
	£			
	£	Other		£0
	£			£
Total Project Expenditure	£1,021	Total Project Income		£100
Total project income B		£100		
Total project expenditure A		£1,021		
Project shortfall A – B		£921		
Grant sought from Wiltshire Council Area Board		£921		
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: 06/11/2012

Position in organisation:

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