



## 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	Sheep Street Baptist Church		
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	Lunch at One		
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>	The project is Lunch at One and its aim is to provide a nourishing meal for older people in the community at a reasonable price. We promote a luncheon club atmosphere, where people can arrive before the meal to chat, we aim to reduce the isolation that many people experience and to support them where we see a need. Run by volunteers two of our team, Joan and Tony Sedgewick received a civic award for their work. At present we provide a three course meal twice a month for around 50 people for £2.50, we believe that this number will rise, and we need new chairs.		
In which community area does your project take place? (Please give name – <a href="#">see section 3</a> )	Devizes Area		
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"/>

<b>Where will your project take place?</b>	Sheep street Baptist Hall
<b>When will your project take place?</b>	Is already ongoing
<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 700 characters only (inclusive of spaces)</i>	At present the chairs that we use for the lunches are old, dirty and very hard, so that most people need a cushion to sit on to be comfortable. We do provide cushions, but feel that they are not hygienic and could pose a risk when in use. If we had padded seats there would be no necessity for the cushions also the chairs would be more welcoming. Lunch at One does not have the funds to buy the chairs, but a benefactor has offered to pay up to one half of the cost.
<b>How many people will benefit from your project?</b>	200 people approximately
<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/areaboards">www.wiltshire.gov.uk/areaboards</a>) or priorities of your area board) Please provide a reference/page no.</b>	It promotes the well-being of elderly people in the community and helps to reduce isolation.
<b>Any other information about your project. (Limited to a 1000 characters)</b> We get lots of positive feed-back from the people at Lunch at One, they often say how much they enjoyed the meal, and they don't know how we do it for the price we charge. Besides being used for Lunch at One, various non-profit groups in the community also use the chairs, including The Blind Association, Devizes Chamber Choir, Devizes Musical Theatre, U3A Folk Dancers, The Tots Group, and The Girls' Brigade. The Lunch at One does not have its own Bank Account, but the funds are held independently within the Church Accounts.	
<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" value="2"/>	Female	<input type="text" value="4"/>
25 – 50 years	Male	<input type="text"/>	Female	<input type="text"/>
Under 25 years	Male	<input type="text"/>	Female	<input type="text"/>
Disabled People	Male	<input type="text"/>	Female	<input type="text" value="1"/>
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 ongoing, and has been for over twenty years.

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?

If the Lunch Club is a comfortable place to be, more people will come. Some of the volunteers are not young themselves and find the stacking of the current chairs very tiring, the folding chairs and the storage trolleys will enable them to volunteer for longer. We will get feed-back from the guests at Lunch at One and also from the other groups that will use the chairs.

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

Yes

Date contacted CIB 24.10.12

No

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

*Please list with amount applied for and whether you have been successful*

Name of Funder	Amount Applied For	Amount Received

Have you or do you intend to apply for a grant from another area board within this financial year?

*If yes, please state which one(s).*

Yes

No

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)**

<b>Year ending:</b> 31 <sup>st</sup>	<b>Month:</b> December	<b>Year:</b> 2011
<b>A - Total income:</b>	£2063	
<b>B - Minus total expenditure:</b>	£1521	
<b>Surplus/deficit for year: (A minus B)</b>	£542	
<b>Free reserves currently held (i.e. money not committed to other projects/operating costs)</b>	£400	

**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.**

<b>Project Costs A</b> Please provide a <u>full</u> breakdown e.g. equipment, installation etc.		<b>Project Income B</b> Please list all sources of funding for this project, as provisional (P) or confirmed (C)		
			P/C	
Chairs	£2,400	Own fundraising/reserves		£
Trucks	£650			£
	£	Parish/town council		£
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£			
	£	Other		£
	£	Donation	C	£1,500
<b>Total Project Expenditure</b>	<b>£3,050</b>	<b>Total Project Income</b>		<b>£1,500</b>
<b>Total project income B</b>		£1,500		
<b>Total project expenditure A</b>		£3,050		
<b>Project shortfall A – B</b>		£1,550		
<b>Grant sought from Wiltshire Council Area Board</b>		£1,525		
<b>Bank Details</b>				
<b>Please give the name of the organisations' bank account e.g. Barclays</b>				
<b>Please give the name of the organisations' bank account e.g. Chippenham Scouts</b>				

**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:** 08/11/2012

**Position in organisation:**

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