



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	Melksham & District Guides		
Contact name	Teresa Strange		
Contact address			
Contact number		e-mail	strangebuttons@hotmail.com
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	Improvements and maintenance to the Guide HQ		
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>Footpath: This is in a bad state of repair and is a priority as a main access route for all who visit and use the HQ. It has been assessed by a builder who has advised that the whole path should be resurfaced rather than patched.</p> <p>Windows: Most, if not all, of the windows need replacing or repairing. The Lions have written to various window companies to see if they could assist with this. A carpenter has also assessed. Whilst writing this application a carpenter has come forward to provide labour - following appeal in Melksham News (8/11/12). Quote to follow for materials.</p>		
In which community area does your project take place? (<i>Please give name – see section 3</i>)	Melksham		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date 11/11/12	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date 09/11/12	No <input type="checkbox"/>

Where will your project take place?	Guide HQ, next to King George V park (entrance to Waitrose car pk)
When will your project take place?	January 2013 - December 2013
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>	External paintwork: The Lions are assisting with this element of the project. The Lions have contacted manufacturers (Ronseal, Cuprinol) to see if they could assist and in return use the HQ building as an example of their product / demonstration area. Discounts have been secured with local suppliers (Leekes) and the group have applied to the B&Q corporate waste disposal scheme in operation for local community groups. Floors inside the building – sanding and re-treating: This has not been identified as a priority but would aid the ability to promote and use the facilities as a good community space for letting out, to provide income for ongoing maintenance of the building in the future.
How many people will benefit from your project?	100 children
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.	Melksham Community Area Action Plan July 2012 Children & Young People page 7. 2) Provide recreational activities/spaces for young people.
Any other information about your project. (Limited to a 1000 characters) New flooring in toilets (2 sets) and kitchen - identified H&S risk. Lions providing this. New cooker and cutlery: The gas cooker is now about 6 years old (previously donated by Amber) and is now not working well and needs replacing. New cutlery is also required for use by the young people, for fundraising events and also when let out. Replacement Shed: The Lions are providing a new replacement shed which is now on site pending a base to be laid. The old shed was removed on Saturday 20th October, with the Lions providing both the skip and manpower (along with parents). False ceiling and insulation: There is much heat loss out of the roof, and future plans include putting in a false ceiling and insulation to limit this and to make the HQ a more pleasant building to use – and let – as well as cutting down on heating bills HQ and external space is used Mon, Tues, Weds evenings by Guide group as well as events (some District wide) but available to the community for hire too.	
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"/>	Female	<input type="text" value="4"/>
25 – 50 years	Male	<input type="text"/>	Female	<input type="text" value="8"/>
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?

Subscriptions. Commision from volunteer run guide shop.Fundraising events including Melksham Christmas Fayre (24th November 2012), May Fayre planned for next year, with cookery book by children for sale. Commision - Phoenix cards. Hall hire.

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 increased use; and safer use; of the Guide HQ by both the Guide Group and the wider community ; this will be monitored. The improved condition of the HQ, to allow manageable self funded maintenance in the future.

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

Yes

Date contacted CIB 29/02/12

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
Melksham Without Parish Countil		£250
Melksham Town Council		£700
Melksham Lions - mtrls not money		£500
Santander Foundation (comm grant	£1000	pending

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)

Year ending: 31	Month: December	Year: 2011
A - Total income:	£6,160.55	
B - Minus total expenditure:	£6,961.69	
Surplus/deficit for year: (A minus B)	£801.14 LOSS	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£2,705.86	

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	
Footpath	£600	Own fundraising/reserves		£1,123
Windows	£2,000			£
External paint	£125	Parish/town council	c	£250
In kind paint/spray	£250		c	£700
Hire floor sander	£60	Trusts/foundations		£
Floor varnish	£90	Santander Foundation	P	£1,000
Labour floor	£300	In kind	c	£250
New flooring wc/kitch	£350			£
Shed	£248			
Shed base reuse slabs	£250	Other		£
Cooker cutlery	£550	Melksham Lions		£500
Total Project Expenditure	£4,823	Total Project Income		£3,823
Total project income B		£3,823		
Total project expenditure A		£4,823		
Project shortfall A – B		£1,000		
Grant sought from Wiltshire Council Area Board		£1,000		
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: Teresa Strange

Date: 14/11/2012

Position in organisation: Secretary, Fundraising Comm, M&D Guides

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