



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 Initiative		
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	Supporting Tourism in Trowbridge		
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>	TI recognise that Trow will change dramatically in 2013 with completion of leisure dev at St Stephens & of foot/cycle from Paxcroft to town. Trow must make the most of these opportunities in a coordinated way. We are doing this via project to produce one-off publicity in conjunc with other orgs. We will produce a tourism leaflet available to accomm providers & tourist businesses & 2 nd leaflet provides info on businesses & facilities in town, delivered to all households. Incl map to reflect new devs & partnership with V W allows info to be spread to a wide audience and facilitate updates		
In which community area does your project take place? (<i>Please give name – see section 3</i>)	Trowbridge		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date 21/11/13	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date	No <input type="checkbox"/>

Where will your project take place?	Trowbridge
When will your project take place?	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>	Businesses identified a need to provide information to visitors and residents through Town Team meetings of business representatives. Sales offices of the six house builders in the town identified the need for additional information about Town Centre facilities. New facilities are opening up in 2013 and new links to Paxcroft Mead which will improve accessibility. We need to make the most of these opportunities.
How many people will benefit from your project?	30,000
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.	1. Economy, including Tourism and Employment - Encouraging more people to spend their free time and money in Trowbridge Progress report p5
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?	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="8"/>	Female	<input type="text" value="2"/>
25 – 50 years	Male	<input type="text" value="3"/>	Female	<input type="text" value="3"/>
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?
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?

Footfall and visitor numbers, including success of new weekly market and opening of new facilities including cinema.

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*)?

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

Name of Funder	Amount Applied For	Amount Received
F o TIC	4500	4500
Business	1500	1500
Trow TC	525	525

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: 30th	Month: Sept	Year: 2012
A - Total income:	£1,100	
B - Minus total expenditure:	£466.45	
Surplus/deficit for year: (A minus B)	£633.55	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£1,533	

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	
Printing Tourist Map	£3,186	Own fundraising/reserves	C	£200
Printing Business Map	£3,186			£
Distribution	£1,718	Parish/town council	C	£450
Visit Wiltshire	£1,385			£
Brown signs	£2,050	Trusts/foundations		£
	£	Friends of TIC	P	£4,500
	£	In kind		£
	£			£
	£	Other		£
	£	Business sponsor		£1,375
Total Project Expenditure	£11,525	Total Project Income		£6,525
Total project income B		£6,525		
Total project expenditure A		£11,525		
Project shortfall A – B		£5,000		
Grant sought from Wiltshire Council Area Board		£5,000		
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:

Date: 28/11/2012

Position in organisation: Chairman

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