

## 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	Ludgershall Town Council		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input type="checkbox"/> Parish/town council <input checked="" type="checkbox"/> Other, please specify		

### 2. Your project

Project Title/Name	Community Information One Stop Shop & Town Council Office		
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>	A shop in High Street offering a community one stop shop for information about Town Council & Wiltshire Council services, tourism, other local authorities, local transport, free Wi-Fi and general information. The aim is to enhance the vitality and viability of the area by increasing the range of services and facilities available to the public by just dropping in. Communication with the local community will be enhanced and will make the Town Council more transparent. Office space will be offered to the police, TCAP, TCAB, social housing providers & Wiltshire Council officers.		
In which community area does your project take place? <i>(Please give name – see section 3)</i>	Tidworth		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/> <input type="checkbox"/>	Date October 2012	No
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/> <input type="checkbox"/>	Date October 2012	No

<b>Where will your project take place?</b>	22 High Street, Ludgershall	
<b>When will your project take place?</b>	Monday - Friday varied hours	
<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>	By consultation with the general public	
<b>How many people will benefit from your project?</b>	All the local & surrounding communiti	
<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>	Enabling Ludgershall Town Council to pass on information about Town Council, Wiltshire Council, TCAB, TCAP etc.  Page 4	
<b>Any other information about your project. (Limited to a 1000 characters)</b>		
<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 checked="" type="checkbox"/>	No <input type="checkbox"/>
<b>Could your project be funded from your reserves?</b>	Yes <input checked="" 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 checked="" type="checkbox"/>

<b>3. Management</b>			
<p><b>How many people are involved in the management of your group/organisation?</b> Of these, how many are:</p>			
Over 50 years	Male	<input type="text" value="11"/>	Female <input type="text" value="1"/>
25 – 50 years	Male	<input type="text"/>	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"/>
<p><b>If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?</b> Annual precept</p>			
<p><b>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?</b> A footfall survey will be carried out</p>			
<p><b>Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?</b></p>	<p>Yes <input type="checkbox"/>      Date contacted CIB      No <input checked="" type="checkbox"/></p>		
<p><b>To whom have you applied for funding for this project (<i>other than Wiltshire Council</i>)?</b></p> <p><i>Please list with amount applied for and whether you have been successful</i></p>	<b>Name of Funder</b>	<b>Amount Applied For</b>	<b>Amount Received</b>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
<p><b>Have you or do you intend to apply for a grant from another area board within this financial year?</b></p> <p><i>If yes, please state which one(s).</i></p>	<p>Yes <input type="checkbox"/>      No <input checked="" type="checkbox"/></p>		
<p><b>Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?</b></p>	<p>Yes <input type="checkbox"/>      No <input checked="" type="checkbox"/></p>		

4. Information relating to your last annual accounts (if applicable)		
Year ending: 31	Month: March	Year: 2012
A - Total income:	£ 105,168	
B - Minus total expenditure:	£ 78,417	
Surplus/deficit for year: (A minus B)	£ 26,751	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£ 72,600	

**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	
Decorating	£300	Own fundraising/reserves		£
Floor coverings	£150			£
Blinds for shop front	£600	Parish/town council		£2,500
Heaters	£600			£
Broadband/Wi-Fi	£200	Trusts/foundations		£
Furniture	£800			£
Security Alarm	£300	In kind		£
Fire Extinguisher	£150			£
IT equipment	£1,600			
Screens	£500	Other		£
	£			£
<b>Total Project Expenditure</b>	<b>£5,000</b>	<b>Total Project Income</b>		<b>£</b>

Total project income B	£2,500
Total project expenditure A	£5,000
Project shortfall A – B	£2,500
Grant sought from Wiltshire Council Area Board	£2500
<b>Bank Details</b>	
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) 18/12/2012 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:** 19/12/2012

**Position in organisation:**

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

