



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	Devizes Outdoor Celebratory Arts (DOCA)		
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	Carnival Arts Engagement Project		
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>	We will expand a community outreach project offering Devizes people opportunities to learn new skills in carnival arts. Artist-led workshops will provide training in contemporary carnival costume design, bringing hundreds of people into a rewarding, socially beneficial and community strengthening activity.		
In which community area does your project take place? (<i>Please give name – see section 3</i>)	Devizes		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date 12.11.12	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input type="checkbox"/>	Date	No <input checked="" type="checkbox"/>

Where will your project take place?	Devizes
When will your project take place?	April to September
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>	Our experience with community events, like Carnival and Xmas Lantern Parade, demonstrates a demand for opportunities that help people to take part in them. Many people lack opportunities to be creative and to participate in activities like this, particularly those living in rural areas. Participating in a well organized, community activity like this can be a rewarding experience - youth organisations and others frequently contact us wanting to take part. There is evidence from here and elsewhere that involvement in community arts activities like this, improves confidence and aids community cohesion and well-being. We wish to extend the offer of workshop training to a wider group, include .
How many people will benefit from your project?	Directly, around 250
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.	Provide participation opportunities promoting sense of belonging and civic pride. 13
Any other information about your project. (Limited to a 1000 characters) We expect to engage up to 250 children and their families in the making of costumes to take part in the Carnival in August. Schools and other community organisations that we anticipate taking part include: Wansdyke School, The Trinity School, Southbroom Schools, Nursted School, Five Lanes School, Dauntseys Aided Primary School, Devizes & District Guides (see attached applications from these groups)	
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 checked="" type="checkbox"/>
Could your project be funded from your reserves?	Yes <input type="checkbox"/> No <input checked="" 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

Female

25 – 50 years

Male

Female

Under 25 years

Male

Female

Disabled People

Male

Female

Black and Minority Ethnic people

Male

Female

If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

New application to Area Board and other funders

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 monitor success by recording feedback from participants: individuals and community group leaders.

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

Co-op Members Trust

1000

pending

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

Business sponsors

575

575

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: 2012	Month: October	Year: 2012
A - Total income:	£111,383	
B - Minus total expenditure:	£98,656	
Surplus/deficit for year: (A minus B)	£12,727	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£0	

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	
Workshop artists' fees	£3,750	Own fundraising/reserves		£350
Materials	£650			£
	£	Parish/town council		£
	£			£
Project Publicity	£75	Trusts/foundations		£1,000
Venues hire	£350			£
	£	In kind		£
	£	Business sponsorships		£575
	£			
	£	Other		£
	£			£
Total Project Expenditure	£4,825	Total Project Income		£1,925
Total project income B		£1,925		
Total project expenditure A		£4,825		
Project shortfall A – B		£2,900		
Grant sought from Wiltshire Council Area Board		£2,900		
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: 02/01/2013

Position in organisation: Artistic Director

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