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Section 4



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	Cycle Devizes		
Contact name	Margaret Nightingale		
Contact address	107 Broadleas Park, Devizes, SN10 5JF		
Contact number	01380 724187	e-mail	margaretan@tiscali.co.uk
Organisation type	Not for profit organisation <input checked="" type="checkbox"/> Parish/town council Other, please specify		

2. Your project

Project Title/Name	National Bike Week on The Green (Devizes)
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<p>What is your project about and what does it aim to achieve?</p> <p><i>Important: This section is limited to 600 characters only (inclusive of spaces).</i></p>	<p>National Bike Week http://www.bikeweek.org.uk/ promotes cycling across the country and encourages local towns to participate around the country. Thanks to the launch of the new Cycle Devizes! community group, Devizes will be able to join in for the first time. The event will be held on The Green to celebrate the new shared cycle path across The Green as part of the developing Devizes Cycle Network. June is an excellent month to encourage cycling throughout the summer months for work, school, shopping and leisure. There will be stalls, information and support to encourage cycling for all ages and abilities in the Devizes Area with the opportunity to take part in taster rides with trained bike leaders and related activities.</p>	
<p>In which community area does your project take place? (Please give name – see section 3)</p>	<p>Devizes Community Area</p>	
<p>I/we have discussed our project with the town/parish council?</p>	<p><u>Yes</u> No</p>	<p>Date 15th January 2013</p>
<p>I/we have discussed our project with our Wiltshire councillor?</p>	<p><u>Yes</u> No</p>	<p>Date 14th January 2013</p>

Where will your project take place?	The Green , Devizes	
When will your project take place?	Saturday 15th June 2013	
How did you discover there was a need for your project (<i>please provide evidence</i>) 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>	Through consultation at the October taster event organised by DCAP which created an unprecedented number of expressions of interest: in excess of 100 active local cyclists are on our mailing list . Other evidence: the Devizes Transport Strategy adopted by Wiltshire Council in October 2012 gives the highest priority to cycling in Devizes. Cycling has the potential to improve health and reduce local journeys by car for the benefit of all Devizes residents and visitors. Our facebook page now has 85 members discussing matters such as suitable routes for cyclists, road dangers, cycle behaviour and keen interest to see cycling promoted across the community area.	
How many people will benefit from your project?	Up to 17,000	
How does your project demonstrate a direct link to the local community plan for your area? (see www.wiltshire.gov.uk/areabords) or priorities of your area board) Please provide a reference/page no.	Cycling is a priority for the Community Plan's transport strategy 2011 All Local Transport Plan 3 objectives	
Any other information about your project. (Limited to a 1000 characters)		
<ol style="list-style-type: none"> 1. Cycling is a vital mode of access for households without a car during the day to work and essential services in and around town. 2. cycling projects are critical to reducing reliance on carbon based fuel 3. Improvements to Devizes cycle infrastructure are in development by WC Highways to make cycling safer, more convenient and attractive such as the toucan crossing on Nursted Road in November 2012. This event will give people the chance to try out cycling in a supported environment and celebrate ongoing improvements. 4. Cycle Devizes! supports the new AQMA Steering Group emerging Action Plan and will support Bikeability training and Bike IT Plus initiatives for schools and the community. 5. DCAP will support Cycle Devizes during its first months in formation. 6.This event will consolidate DCAP's past research and build on its achievements to secure cycling as a credible mode of transport. 		
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	No

Could your project be funded from your reserves?	Yes	No																									
Is your project urgent (having to be completed in this financial year? <i>If you answer YES please provide evidence elsewhere on the application form</i>)	Yes	No																									
3. Management																											
<p>How many people are involved in the management of your group/organisation? Of these, how many are:</p> <table> <tr> <td>Over 50 years</td> <td>Male</td> <td>5</td> <td>Female</td> <td>2</td> </tr> <tr> <td>25 – 50 years</td> <td>Male</td> <td>2</td> <td>Female</td> <td>1</td> </tr> <tr> <td>Under 25 years</td> <td>Male</td> <td></td> <td>Female</td> <td></td> </tr> <tr> <td>Disabled People</td> <td>Male</td> <td></td> <td>Female</td> <td></td> </tr> <tr> <td>Black and Minority Ethnic people</td> <td>Male</td> <td></td> <td>Female</td> <td></td> </tr> </table>			Over 50 years	Male	5	Female	2	25 – 50 years	Male	2	Female	1	Under 25 years	Male		Female		Disabled People	Male		Female		Black and Minority Ethnic people	Male		Female	
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<p>If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?</p> <p>This event will offer further cycle rides, links to training for coaches/ leaders, and regular events for the community members of the Devizes Area. Members plan to hold fundraising events for future promotional events.</p>																											
<p>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?</p> <p>The event will be highly visible. The number of participants at the event. Wiltshire Council will be monitoring cycling take up for the Devizes Transport Strategy</p>																											
Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?	Yes	Date contacted CIB	No																								
	DCAP																										
Have you or do you intend to apply for a grant from another area board within this financial year? <i>If yes, please state which one(s).</i>	Yes	No																									

Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?	Yes	No
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4. Information relating to your last annual accounts (if applicable) Cycle Devizes is a new project.

Year ending:	Month:	Year:
A - Total income:	£	
B - Minus total expenditure:	£	
Surplus/deficit for year: (A minus B)	£	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£	

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	
activities	£1,500	Own fundraising/reserves	c	£
Print & Publicity	£220	NHS Wiltshire	c	£1000
Display & stationery	£150	Parish/town council	p	£300
Refreshment	£200			£
	£	Trusts/foundations		£
Support costs	£350	TH Whites	c	£300
St Johns Ambulance	£50	In kind		£
Marketing	£250	Coop funds	c	£500
Event costs	£300			
Website	£150	Other	c	£
Support kit eg First aid	£ 30	Organisations & stalls	p	£200
Insurance	£ 100			£
Total Project Expenditure	£ 3300	Total Project Income		£ 2300
Total project income B		£ 2300		
Total project expenditure A		£ 3300		

Project shortfall A – B	£
Grant sought from Wiltshire Council Area Board	£ 1,000
Bank Details	
Please give the name of the organisations' bank account e.g. Barclays	Barclays, Devizes
Please give the name of the organisations' bank account e.g. Chippenham Scouts	Devizes Community Area Partnership

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: Margaret Nightingale	Date: 15th January 2013
Position in organisation: Project lead for event	
Please return your completed application to the appropriate Area Board Locality Team (see section 3)	