

## 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

<b>Name of organisation</b>	Derry Hill and Studley Village Hall Trust		
<b>Contact name</b>			
<b>Contact address</b>			
<b>Contact number</b>		<b>e-mail</b>	
<b>Organisation type</b>	<input checked="" type="checkbox"/> <b>Not for profit organisation</b> <input type="checkbox"/> <b>Parish/town council</b> Other, please specify		

### 2. Your project

<b>Project Title/Name</b>	Lansdowne Hall Kitchen Refurbishment		
<b>What is your project about and what does it aim to achieve?</b> <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	Our project involves the complete refurbishment of the Hall's kitchen, including the fitting of new appliances and storage cupboards with the aim of using as much of the available space as possible. The current kitchen has been in use for over 12 years and is showing its age and needs updating. The aim is to install modern appliances whereby making it much more user friendly and easier to clean in line with health and safety requirements.		
<b>which community area does your project take place? (Please give name – see section 3)</b>	Calne Area Board		
<b>I/we have discussed our project with the town/parish council?</b>	<u>Yes</u>	<b>Date</b>	<u>No</u>
<b>I/we have discussed our project with our Wiltshire councillor?</b>	<u>Yes</u>	<b>Date</b> 27/11/2012	<b>No</b>

Where will your project take place?	The Lansdowne Hall, Derry Hill	
When will your project take place?	During the 2013 school holiday period	
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 800 characters only (inclusive of spaces)</i>	<p>We have been aware for some time that the kitchen was in need of modernisation and was showing signs of deterioration due to its heavy usage. Coupled with these thoughts we have received observations from some of our users and attach two letters in support of this project.</p> <p>Our Hall is probable amongst the busier halls in the County regularly being used by groups such as The Dayspring Church, the Over 60's lunch club, the Parish Council, adult and youth badminton, mums and tots, Rub A Dub preschool group, Art Club, Women's Institute, NCT classes, various dance classes, yoga, palliates and a Youth Club. In addition to this the Hall is in constant demand for casual letting's including numerous birthday parties, a meeting place for local organisations, charity events and the odd wedding reception.</p>	
How many people will benefit from your project?	All who hire the Hall and need use of the kitchen which could run into 1000s	
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.	Links to aspiration to have more community facilities in the town and villages.	
<b>Any other information about your project. (Limited to a 1000 characters)</b>		
<p>We started to think about this project about this time last year and formed a working group of 4 members to take it forward. We have held a number of meetings and put together a specification and an invitation to potential contractors to quote for the work. A copy of the invitation and specification is enclosed for your information. Three contractors have shown an interest in the project and have sent in quotations. Before quoting all three visited the kitchen and discussed in detail our requirements and then submitted their costed proposals.</p> <p>By far the most reasonable quote came from Centreline Designs and Developments Ltd, in fact they were more reasonable than K4 kitchens even before taking into account the provision of appliances which they suggested we might like to obtain ourselves from a catering equipment auction house. Subject to obtaining the necessary funding we will be approaching Centreline to do the work. They were the first of the three to visit the kitchen and during subsequent visits by the other two our ideas changed enhancing slightly from the proposals discussed with Centreline. We have briefly discussed these changes with them and whilst they may increase their quote it would not be to any great extent. I have not entered a figure for 'In Kind' under section 5 as this would reduce the cost of the project but members have voluntarily given up a lot of their time in preparing this project and based upon your figure of £50 per day for general volunteers would put an estimated figure of £500 to cover our efforts.</p>		
<b>To be completed ONLY where town/parish councils are making an application</b>		
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

<b>3. Management</b>				
<p>How many people are involved in the management of your group/organisation? <b>9</b>  Of these, how many are:</p>				
Over 50 years	Male	3	Female 1	
25 – 50 years	Male	5	Female	
Under 25 years	Male		Female	
Disabled People	Male		Female	
Black and Minority Ethnic people	Male		Female	
<p><b>If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?</b>  We anticipate that any funding from the Wiltshire Council will be added to our own contribution and grants from other sources to a level sufficient to cover the cost of the project. Once completed the maintenance of the project will form part of our day to day running costs.</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>  By the collection of positive feedback from our users who have benefited from the refurbished kitchen. Also we hope to see an increase in enquiries / bookings from new users seeking to use the improved facilities.</p>				
<p><b>Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?</b></p>	Yes	Date contacted CIB		
		No		
		Name of Funder	Amount Applied For	Amount Received
<p><b>Have you or do you intend to apply for a grant from another area board within this financial year?</b>   <i>If yes, please state which one(s).</i></p>	Yes	<u>No</u>		
<p><b>Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?</b></p>	Yes	No		

#### 4. Information relating to your last annual accounts (if applicable)

Year ending:	Month: December	Year: 2011
A - Total income:	£ 33,087	
B - Minus total expenditure:	£ £37,852 (includes £8,620 depreciation)	
Surplus/deficit for year: (A minus B)	£ £4,764 (deficit) or £3,855 (surplus before depreciation)	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£ 2,850	

#### 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	
Appliances	£ 3,940	Own fundraising/reserves	P	£ 2,850
Floor Tiling	£1,050			£
Installation and supply of Units	£8,900	Parish/town council		£
Contingency to cover minor adjustments when finalising the specification with the successful contractor	£1,050			£
	£	Trusts/foundations		£
	£	In kind See attached note at para 2		£
	£	Other Viridor Credits	P	£ 7,000
	£	Fete Committee Donation	P	£ 150
	£			£
<b>Total Project Expenditure</b>	<b>£ 14,940</b>	<b>Total Project Income</b>		<b>£ 10,000</b>

<b>Total project income B</b>	£ 10,000
<b>Total project expenditure A</b>	£ 14,940
<b>Project shortfall A – B</b>	£ 4,940
<b>Grant sought from Wiltshire Council Area Board</b>	£ 4,940
<b>Bank Details</b>	
<b>Please give the name of the organisations' bank account e.g. Barclays</b>	National Westminster Bank plc, 30 High Street Chippenham SN15 3HB
<b>Please give the name of the organisations' bank account e.g. Chippenham Scouts</b>	Lansdowne Hall, Account No: 10282238 Sort Code 52 21 30

**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**

**Position in organisation: Secretary**

**30 Nov 2012:**

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