



## 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	Berwick St John Parish 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	Refurbishment of Children's Playground Equipment		
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>	The village has always provided a safe and secure play area for young children and the Parish Council wish to continue this commitment to the young and their families. To provide an up to date safe playground equipment that complies with all the latest necessary health and safety requirements for the years ahead.		
In which community area does your project take place? (Please give name – <a href="#">see section 3</a> )	South West Area Board		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date 5 February 2013	
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date 6 February 2013	

<b>Where will your project take place?</b>	At the playground area next to Berwick St John Village Hall	
<b>When will your project take place?</b>	As soon as funds allow	
<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>	The annual Playground Inspection Report for the current playground equipment showed a need for the refurbishment and replacement of some items of the equipment to bring them in line with the latest guidelines for health and safety. It was decided that as the replacement of any of the items of equipment is so costly, and due to the need to replace the surface (as written in the annual inspection) it seemed appropriate to look at refurbishing the entire playground to avoid wasting funds and having to make yet more changes in just a few years time.	
<b>How many people will benefit from your project?</b>	The entire community	
<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/areaboard">www.wiltshire.gov.uk/areaboard</a>) or priorities of your area board) Please provide a reference/page no.</b>	Offering essential leisure amenities in a very rural community	
<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 type="checkbox"/>	No <input checked="" 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"/>

### 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="4"/>	Female	<input type="text" value="1"/>
25 – 50 years	Male	<input type="text" value="1"/>	Female	<input type="text" value="1"/>
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?

The funds would be used to acquire the new playground equipment. The community, and the Parish Council along with the Village Hall Management Committee would undertake to maintain and upkeep it in the years ahead.

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?

The benefits that this will bring to the children of the Parish and their families will be evident on the faces of all those visiting the playground. As this would be such a significant project in this rural community the thoughts of those living in the village would be recorded in the Parish Magazine, for all to share.

The playground is an essential part of the children of the village life.

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

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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:	Month: April	Year: 2012
A - Total income:	£4270	
B - Minus total expenditure:	£4595	
Surplus/deficit for year: (A minus B)	£-325	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£8852.84	

**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	
Wickstead Play Equipme	£12,256	Own fundraising/reserves		£10,000
see attached breakdown	£			£
	£	Parish/town council		£
R J Marks Ltd	£3,460			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£	Other		£
	£	R2 Unallocated Funds		£481
<b>Total Project Expenditure</b>	<b>£15,716</b>	<b>Total Project Income</b>		<b>£10,481</b>

<b>Total project income B</b>	£10,481
<b>Total project expenditure A</b>	£15,716
<b>Project shortfall A – B</b>	£5,235
<b>Grant sought from Wiltshire Council Area Board</b>	£5,000
<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)                      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:** 12/02/2013

**Position in organisation:**

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