



Reference no

Item 13

Log no

For office use

Community Area Grant Application Form 2010/2011

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

We strongly advise that you contact your Community Area Manager before completing your application.

1 - Your organisation or group

Name of organisation	Wessex Community Action		
Contact name	Debrah Biggs		
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

In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Southern Wiltshire
Does your town/parish council know about your project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
What is your project? Important: This section is limited to 300 characters only (inclusive of spaces).	This is an innovative project to address the rapidly increasing need for volunteers by creating & managing a bank of local people who would be CRB checked & trained & available to undertake appropriate voluntary work for organisations. This work could be on an ad-hoc basis for a few hours upwards.
Where will your project take place?	Across the Southern Wiltshire area
When will your project take place?	September 2010 to August 2011
How many people will benefit from your project?	Target of 500 across South Wiltshire
How does your project demonstrate a direct link to the community plan for your area? Please provide a reference/page no.	This project links directly with the Local Agreement for Wiltshire. Page 4

What is the link between your project and other local priorities? e.g. Priorities set by your area board and parish plans.

This project links directly with the Local Agreement for Wiltshire & its aims to build a strong and vibrant voluntary sector. It will enable local people to become involved in community activities & will help to break down the perceived barriers to volunteering such as the fear of over-commitment.

How did you discover there was a need for your project and how will your project benefit your local community?

Important: Please do not type in paragraphs – This section is limited to 1200 characters only (inclusive of spaces)

Wessex Community Action has a varied membership made up of a wide range of organisations. We receive repeated requests for volunteers for long & short term commitments or for specific days or events when there might be a need for more than usual numbers of volunteers or when their regular volunteers are unable to help. The need for this kind of short term, emergency volunteering has always been difficult to meet because of the requirement for volunteers to have CRB checks if working with young or vulnerable people. E.g. many people enquire about volunteering on Christmas Day but are prevented from doing so because of this. The Volunteer Bank is an innovative solution to matching the increasing need for volunteers who are CRB cleared & who are required for short term events and the people who are only able to commit a limited amount of time on an irregular basis. WCA would hold details of the volunteers & would recruit, CRB check & respond to requests from local organisations & groups; there are no other known examples of such a service in or around Wiltshire. After a time many people might decide to help out regularly, improving community cohesion and a sense of belonging.

Any other information about your project.

This project is very much in line with the drive to get increasing numbers of people engaged in voluntary work & supporting community activity and it relates very closely with the 'Big Society' thinking, giving people and communities more power and responsibility. It also contributes to reducing public expenditure. WCA is well placed & has the skills & experience to launch this initiative, & is able to engage the active participation of public, voluntary and private organisations & individuals due to our wide range of contacts locally, regionally and nationally. Alongside developing this "bank" of adult volunteers we will be encouraging organisations to use the skills of young people undertaking the Duke of Edinburgh scheme. There is a huge demand for such volunteer placements but organisations often feel wary about taking them due to insurance & CRB vetting issues. WCA would like to build the confidence of those organisations and enable a mutually beneficial system to evolve.

3 - Management

How many people are involved in the management of your group/organisation? 16

Of these, how many are:

Over 50 years	Male	<input type="text" value="7"/>	Female	<input type="text" value="4"/>
25 – 50 years	Male	<input type="text"/>	Female	<input type="text" value="2"/>
Under 25 years	Male	<input type="text" value="2"/>	Female	<input type="text" value="1"/>
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 is intended to continue after the Wiltshire Council funding runs out, how will you continue to fund it?

This application is to cover the recruitment and start up costs and in year two we would hope that it will become mainstreamed within WCA activities.

If you were not awarded the full amount requested, what would be the impact on your project?

We would have to look for alternative funding to enable this project to happen and the people living in the Southern Wiltshire area would not benefit from this service.

How will you know whether your project has made a difference in the community?

Many community groups & charities will have access to local volunteers for short and long term work and individuals will feel more involved in their communities. D of E participants will be placed locally. The use of the Volunteer Bank will be monitored by our staff and groups and individuals will be asked to comment on the effectiveness and usefulness of the service. Our staff will be working directly with local communities promoting the service and will be able to feedback on behalf of users.

Have you contacted Charities Information Bureau for help with your application/ to seek funding?

Yes No

To who have you applied for funding for this project (other than Wiltshire Council)?

This is our first application because it seemed to fit directly with your wish to fund facilities and activities that are important to the local community.

Have you been successful?

Yes No

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 ones.

The service will reach across south Wiltshire & bids will go to 3 other boards.

Are you in receipt or anticipating other funding from Wiltshire Council for this project?

Yes No

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

Year ending: 31st March 2010

Month: March

Year: 2010 Draft figures

A - Total income:

£403,565

B - Minus total expenditure:

£412,680

Surplus/deficit for year: (A minus B)

£9,115

Free reserves held:

£66,796

5 - Financial information

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	
Staff costs including overheads	£4,515	Own fundraising/reserves	C	£2,668
Marketing and publicity	£750			£
CRB Registration & admin costs	£1,550	Parish/town council		£
Travel	£320			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£	Future Jobs Fund - Well UK	C	£900
	£	Other		£
	£			£
	£			£
	£			£
	£			£
Total Project Expenditure	£7,135	Total Project Income		£3,568

Total project income B	£3,568
Total project expenditure A	£7,135
Project shortfall A – B	£3,567
Award sought from Wiltshire Council Area Board	£3,567
Bank Details	
Please give the name of the organisations' bank account e.g. Barclays	UnityTrust Bank
Please give the title name of the organisations' bank account e.g. current	current

6 – Supporting information – Please enclose the following documentation

Enclosed (please tick)

- Written quotes including the one you are going to use
- Latest inspected/audited accounts or annual report
- Income and expenditure budget for current financial year
- Project budget (if applicable)
- 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 - Equalities and Inclusion – Wiltshire Council is committed to ensuring that its work through the Area Boards benefits all sections of our community and promotes equality and inclusion. To assist us in assessing how your application aims to meet our commitment to equality and inclusion, please provide a brief answer to the following:

a) How does your project work to either (a) promote equality and access to services/facilities, and/or (b) reduce disadvantage?

WCA is an active member of the South Wilts Diversity Partnership, it works with a wide range of people disadvantaged by race, sexual orientation, ethnicity and disability.

b) How does your project work to promote inclusion, participation and good community relations?

By actively participating and promoting social inclusion in service development and in the services it delivers

c) Is your project targeted at a specific group? If yes, please tick any of the following which apply

- Under 25's Over 50's
- Mostly or all men/boys Mostly or all women/girls
- Specific minority ethnic groups (please state which groups)
- Specific faith groups (please state which groups)
- People/families on low income
- Other disadvantaged groups (please state which groups)

8 - Declaration (on behalf of organisation or group) – I confirm that...

- I have read 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 an award is received, I will complete and return an evaluation sheet.
- That any other form of licence or approval for this project has been received prior to submission of this application.
- That the necessary policies and procedures will be in place prior to the commencement of the project outlined in this application. Child Protection 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: Debrah Biggs

Date: 10/06/2010

Position in organisation: Deputy Chief Executive

Please return your completed application to the appropriate Area Board Locality Team