



## 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  |   |               |  |
|---|---|---------------|--|
| <b>Name of Organisation</b>   | Upavon Village Hall   |               |  |
| <b>Contact Name</b>   |   |               |  |
| <b>Contact Address</b>  |   |               |  |
| <b>Contact number</b>   |   | <b>e-mail</b> |  |
| <b>Organisation Type</b>  | Not for profit organisation <input checked="" type="checkbox"/> Parish/Town Council <input type="checkbox"/><br>Other, please specify Charity |               |  |
| 2 – Your Project  |   |               |  |
| <b>In which Community Area does your project take place? (Please give name – see section 3 of the grants pack)</b>          | Pewsey  |               |  |
| <b>Does your Town/Parish Council know about your project?</b>   | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |               |  |
| <b>What is your project?</b><br><br><b>IMPORTANT: This section is limited to 300 characters only (inclusive of spaces).</b> | Re-decoration of kitchen, toilets and passage at Upavon Village Hall, following recent refurbishment.   |               |  |
| <b>Where will your project take place?</b>  | Upavon Village Hall   |               |  |
| <b>When will your project take place?</b>   | ASAP following award of grant   |               |  |
| <b>How many people will benefit from your project?</b>  | Residents of Upavon (population 1213)   |               |  |
| <b>How does your project demonstrate a direct link to the Community Plan for your area?</b>                                 | Maintain viable communities - provide facilities for many activities for all age ranges within the village.                                   |               |  |
| <b>Please provide a reference/page no.</b>  | Page 5  |               |  |

**What is the link between your project and other local priorities?** e.g. Priorities set by your Area Board and Parish Plans.

Encourage links between 2 parts of the village, social and activity based.

**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)

The hall was built in 1911 and needs constant maintenance - relies on income from hire and small grant from Parish Council, who use the hall free of charge.

**Any other information about your project.**

Running costs of the hall are kept to a minimum by voluntary caretaking and maintenance where possible

### 3 - Management

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

**Of these, how many are:**

|   |  |  |
|---|--|--|
| <b>Over 50 years</b>                      | <b>Male</b> <input type="text" value="5"/> | <b>Female</b> <input type="text" value="2"/> |
| <b>25 – 50 years</b>                      | <b>Male</b> <input type="text"/>           | <b>Female</b> <input type="text"/>           |
| <b>Under 25 years</b>                     | <b>Male</b> <input type="text"/>           | <b>Female</b> <input type="text"/>           |
| <b>Disabled People</b>                    | <b>Male</b> <input type="text"/>           | <b>Female</b> <input type="text"/>           |
| <b>Black &amp; Minority Ethnic people</b> | <b>Male</b> <input type="text"/>           | <b>Female</b> <input type="text"/>           |

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

see above - income from hire and grant

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

We would do as much as possible with amount granted

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

It is important to keep the hall in good condition to encourage people to hire it and thus contribute towards maintenance.

**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)?**

Plain Action, but not successful

**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.**

**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:**

**Month:** DEC

**Year:** 2009

**A - Total Income:**

£13751.83

**B - Minus Total Expenditure:**

£13333.70

**Surplus/Deficit for year: (A minus B)**

£418.13

**Free Reserves held:**

£colf a/c 4977.17

## 5 - Financial Information

| PROJECT COSTS A<br>Please provide a <u>full</u> breakdown e.g equipment, installation etc. |             | PROJECT INCOME B<br>Please list all sources of funding for this project, as provisional (P) or confirmed (C) |     |          |
|--|-------------|--|-----|----------|
|  | £           |  | P/C | £        |
| As estimate, includes  | £           | Own Fundraising/Reserves   |     | £        |
| Labour and materials   | £850        |  |     | £        |
|  | £           | Parish/Town Council  |     | £        |
|  | £           |  |     | £        |
|  | £           | Trusts/Foundations   |     | £        |
|  | £           |  |     | £        |
|  | £           | In Kind  |     | £        |
|  | £           |  |     | £        |
|  | £           | Other  |     | £        |
|  | £           |  |     | £        |
|  | £           |  |     | £        |
|  | £           |  |     | £        |
|  | £           |  |     | £        |
| <b>TOTAL PROJECT EXPENDITURE</b>   | <b>£850</b> | <b>TOTAL PROJECT INCOME</b>  |     | <b>£</b> |

|   |      |
|---|------|
| <b>Total Project Income B</b>   | £    |
| <b>Total Project Expenditure A</b>  | £850 |
| <b>Project Shortfall A – B</b>  | £    |
| <b>Award sought from Wiltshire Council Area Board</b>                             | £850 |
| <b>BANK DETAILS</b>   |      |
| <b>Please give the name of the organisations' Bank Account e.g. Barclays</b>      |      |
| <b>Please give the title name of the organisations' Bank Account e.g. current</b> |      |

## 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 & 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?**

The hall is available for hire by all residents of Upavon and the surrounding area. Also available to other organisations ETC. who pay a higher rate for hiring.

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

Social activities help promote the whole village.

**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:**

**Date:** /04/2010

**Position in organisation:**

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