



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	Churches Together in Salisbury, Salisbury Methodist Circuit, Salisbury Methodist Church, (joint sponsors)		
Contact name			
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

Project Title/Name	Art exhibition on Young Gallery at the City Library (title to be determined)		
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>	It is an exhibition of some thirty twentieth century artworks (mainly paintings) by manor artists (including Elizabeth Frink, Mark Cazelet, Eric Gill). View them at www.methodist.org.uk/artcollection The works belong to The Methodist Church of Great Britain, and are loaned for local exhibitions. The aim of the project is to bring these outstanding works of art to Salisbury for all to experience. They are all on Christian themes but are accessible and relevant to people of all faiths and none. The exhibition is planned for the whole month of October 2013. Although it will not be part of the City Artworks, it will add an extra to the city at that time.		
In which community area does your project take place? (Please give name – see section 3)	Salisbury		
I/we have discussed our project with the town/parish council?	Yes <input type="checkbox"/> Date _____ No <input type="checkbox"/> Not yet, but informal contacts have been made with the City Council.		
I/we have discussed our project with our Wiltshire councillor?	Yes <input type="checkbox"/> Date _____ No <input type="checkbox"/> Yes, informally with Mary Douglas		

Where will your project take place?	Young Gallery, Salisbury City Library
When will your project take place?	October 2012
How did you discover there was a need for your project (please provide evidence) 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>	Local knowledge and community contacts of members of Churches Together in Salisbury, with represents all the city's churches. Discussion with Peter Riley, the gallery curator, who is very enthusiastic about and supportive of the project.
How many people will benefit from your project?	As many as visit the art gallery to view them, or are involved in spin off activities such as discussion groups, or subsidiary exhibition of other artwork organised elsewhere. This will encourage local artists.
How does your project demonstrate a direct link to the local community plan for your area (see www.wiltshire.gov.uk/areaboards) or priorities of your area board? Please provide a reference/page no.	The project falls under the "Culture" heading of the Community Plan, because it is central place in a city centre location, it applies to all the city wards. Schools and youth groups will be encouraged to engage with it. Churches Together in Salisbury has many community contacts.
Any other information about your project. (Limited to a 1000 characters)	
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 <input type="checkbox"/> No <input type="checkbox"/>
Could your project be funded from your reserves?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your project urgent (having to be completed in this financial year? If you answer YES please provide evidence elsewhere on the application form)	Yes <input type="checkbox"/> No <input type="checkbox"/>

3. Management

How many people are involved in the management of your group/organisation?
 Of these, how many are: This is very difficult to answer, because CT's represent many autonomous bodies. The figures represent average attendance as a meeting of CT's (the Executive has 5 members, 3 male, 2 female all over 50

Over 50 years	Male	<input type="text" value="12"/>	Female	<input type="text" value="14"/>
25 – 50 years	Male	<input type="text" value="6"/>	Female	<input type="text" value="4"/>
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?
 N/A

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?

Feedback in specific situation eg. School, community groups, church groups, footfall at the exhibition. Sales of catalogues, linked study aids, postcards.

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*)?

Name of Funder

Amount Applied For

Amount Received

No one else yet – wanted to meet this

Please list with amount applied for and whether you have been successful

this deadline-but applications

Planned eg. Lloyds Bank, local

Businesses and anonymous donors

1500.00

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 one(s).

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) The project is being run as a stand alone activity. The accounts are being managed by Salisbury Methodist Church. Churches Together in Salisbury, Salisbury Methodist Church and the Salisbury Methodist Circuit have jointly agreed to underwrite any shortfall.

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	
Loan fee to trustees	£1000.00	Own fundraising/reserves	C	£1500.00
Transport (estimated from carriers)	127.50 (inc vat)		P	£1000.00
Packing/unpacking	£504.00 (inc vat)	Parish/town council		£200.00
Gallery fee	£400.00			
Contingencies, publicity, supporting materials, admin costs	£1825.00	Trusts/foundations		£1000.00
Insurance covered by gallery and Methodist Insurance	£			
	£	In kind		£
	£			£
	£	Other		£300.00
	£			£
Total Project Expenditure	£5000.00	Total Project Income		£4000.00

Total project income B	£4000.00
Total project expenditure A	£5000.00
Project shortfall A – B	£1000.00
Grant sought from Wiltshire Council Area Board	£1000.00
Bank Details	
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 To follow
- 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) N/A
- 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:
Position in organisation:

Date: 27/11/12

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