



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	Harnham Schools Travel Group		
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	Revise and update Harnham Schools Travel Leaflet		
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>	Harnham Junior and Infants Schools and Puddleducks Playgroup have had an active School Travel group since 2004 when the joint School Travel Plan was adopted. At that time the group produced a pack for parents and children 'The Journey to school in Harnham'. The Travel pack is now out of date and out of print. It has been an important tool in raising awareness about the aims of the Travel Plan to parents and children. It needs to be replaced so that the successes achieved so far are not lost and new families starting their school life are made aware of the options for sustainable travel.		
In which community area does your project take place? <i>(Please give name – see section 3)</i>	Salisbury		
I/we have discussed our project with the town/parish council?	Yes <input type="checkbox"/>	Date	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date 18.10.12	No <input type="checkbox"/>

Where will your project take place?	Harnham
When will your project take place?	2013
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 700 characters only (inclusive of spaces)</i>	School Travel Plans must be active and an important part of this is raising awareness. The original pack has been used as an example of best practice across Wiltshire but, as Harnham has grown, it needs to be updated to include the new housing estates. Families need to be aware of the Travel Plan and given information so that they can make smarter travel choices. Some roads in the vicinity of the schools continue to be congested at the start and end of the school day risking childrens' safety and increasing air pollution. The whole community will benefit from reduced traffic congestion and the children from improved health and well-being.
How many people will benefit from your project?	500 pupils, parents and community.
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.	Transport and Accessability Section. Actions include: 'Encourage people to walk and cycle for short trips to shops, work, school etc.' 74/75
Any other information about your project. (Limited to a 1000 characters) The schools have a record of successful applications for infrastructure improvements to create safer routes to school through the Taking Action on School Journeys (TAOSJ) funding. This has led to more children now walking and cycling to school. The new leaflet will be in a simpler format to reduce costs. It will include a map of the area with recommended walking and cycling routes and Park & Stride drop-off points. A clear message will set out the aims of the Travel Plan, the benefits of walking and cycling, car sharing and reduced congestion. The children will be involved in the design of the leaflet so that they have 'ownership' of it. The schools will retain the copyright so that it can be uploaded onto their websites and updated as required. The Travel group has been informed that the TAOSJ fund is not an option for the leaflet as it is not capital expenditure.	
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 checked="" type="checkbox"/>
Could your project be funded from your reserves?	Yes <input type="checkbox"/> No <input checked="" 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 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"/>	Female	<input type="text" value="1"/>
25 – 50 years	Male	<input type="text" value="3"/>	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 printed copies of the leaflet will last approx. 5 years. In future the leaflet will be updated on computer and we see no requirement for future funding at this stage.

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?

Increased numbers of children walking and cycling to school as shown by the data collection required for the annual update of the Travel Plan. Reduced congestion in roads surrounding the school.

Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?

Yes

Date contacted CIB 12.09.12

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
Salisbury City Council	£500	
Co-operative group	£250	

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:	Year:
A - Total income:	£N/A	
B - Minus total expenditure:	£N/A	
Surplus/deficit for year: (A minus B)	£N/A	
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	
Design	£1,086	Own fundraising/reserves		£
Printing 2,000 copies.	£414			£
	£	Parish/town council	P	£500
	£			£
	£	Trusts/foundations	P	£250
	£			£
	£	In kind		£
	£			£
	£	Other		£
	£			£
Total Project Expenditure	£1,500	Total Project Income		£750
Total project income B		£750		
Total project expenditure A		£1,500		
Project shortfall A – B		£750		
Grant sought from Wiltshire Council Area Board		£750		
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
- 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: 14/11/2012

Position in organisation:

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