



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	The BIG Community Grow		
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	Trowbridge Apple Festival		
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>	<p>The Trowbridge Apple Festival aims to celebrate and raise awareness of local food and produce, growing and cooking your own food and enjoying the outdoors, seasons and the natural cycle of growing.</p> <p>All 21Schools and 3childrens centres will be centres for growing & cooking activities linked to the apple tree-events to celebrate the blossom and planting, eating and harves/autumn will all take place between May and October 2013.</p> <p>Children and families will understand more about apples and traditional activities/products - how to grow crops themselves and enjoy eating them with their community.</p>		
In which community area does your project take place? <i>(Please give name – see section 3)</i>	All Trowbridge Divisions		
I/we have discussed our project with the town/parish council?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date	TIB Meeting 8/11/12
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/> <input type="checkbox"/>	Date	October 2012 No

Where will your project take place?	Courtfield House & schools and children's centres in Trowbridge	
When will your project take place?	May - October 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>	On October 13 th 2012 we held the first Trowbridge Apple Festival - this was attended by over 400 local residents- adults and children. Local community groups attended with stalls selling local food and produce. We have received 100% positive feedback and requests for this to become an annual event - in particular from Friends of Trowbridge in Bloom and Cllr Helen Osborn. TTC & Courtfield house loaned equipment and will in 2013. Over the last year we have been volunteering in schools and childrens centres giving families the opportunities to experience growing fruit and veg and do traditional outdoor activities. We are being asked to do more of these activities by these schools and centres.	
How many people will benefit from your project?	1000+	
How does your project demonstrate a direct link to the local community plan for your area? (see www.wiltshire.gov.uk/areboards) or priorities of your area board) Please provide a reference/page no.	Buying local - buying sustainable products Trees and wildlife habitats Improving chances for children Childhood obesity/ eat more fruit and veg P6, 7, 8	
Any other information about your project. (Limited to a 1000 characters) Outline of project: Feb 2013 - Invitation to 21 schools & 3 children's centres (including seeds and activity pack) May 2013 - Blossom Day & Tree Planting - children representing each school to attend for celebration of apple blossom at Courtfield House orchard (with traditional games, apple food and talk) - they will receive Wiltshire Variety Apple Tree to plant at their school June 3 rd 2013 - Big Lunch Event - as part of this national campaign a Trowbridge big lunch will take place with food from all participants bring communities together to share food and enjoyment of growing September 2013 - Workshops in Schools - chance to use apple press and learn about Wiltshire apples, make apples juice and try different varieties - 15 free workshops and opportunity for others at minimal cost. October 12 2013 - Apple Fair (talks, stalls, traditional games, local food and entertainment at Courtfield House Project In partnership with Wiltshire Wildlife Trust & Trowbridge Museum, 4Children		
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"/>
25 – 50 years	Male	<input type="text"/>	Female	<input type="text" value="2"/>
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?

From revenue at events, general fundraising, other grants and donations

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?

Participating schools and centres will complete initial questionnaire about the activities and experiences of their children

Photos and observations taken/make at workshops and 3 events

Produce grown and planted at centres/schools will be recorded - using blog

Questionnaire to children, schools, families post even/ workshops

Attendance at events will demonstrate awareness and interest in project

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

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

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)

Year ending: 2012	Month: 08	Year: 2012
A - Total income:	£1200	
B - Minus total expenditure:	£1100	
Surplus/deficit for year: (A minus B)	£100	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£0.00	

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	
Publicity	£460	Own fundraising/reserves	C	£100
Guest Speakers	£375	Raffle/Stallholders	P	£300
Resources	£225	Parish/town council		£
Apple Map	£5	Museum	C	£100
Entertainment	£781	Trusts/foundations		£
Apple Trees/Seeds	£475			£
Utilities & Equipment	£890	In kind	C	£
Raffle Prizes	£100	Volunteer Leaders/entertainment	C	£1,000
Storyteller	£100	Apple Trees & Seeds/prizes	P	575
Activity Leaders	£500	Other		£0
School Workshops	£750	Utilities/Equipment (in-kind)	C	£300
Total Project Expenditure	£4,661	Total Project Income		£2,375
Total project income B		£2,375		
Total project expenditure A		£4,661		
Project shortfall A – B		£2,286		
Grant sought from Wiltshire Council Area Board		£2,286		
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: 03/12/2012

Position in organisation: Project Coordinators

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