



## 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 Sunday Club		
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	The Sunday Club Revamp Project		
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>	The Sunday Club, a group for the elderly, is re-establishing itself at Trowbridge Civic Ctre due to the dangers of elderly volunteers at it's current venue. This has given us the opportunity to look at revamping how the Club provides its services. Instead of elderly volunteers preparing food we wish to use professional caterer to provide refreshments for those attending. We would also like to provide an improved range of activities including exercises/ health & safety awareness for all Club members in a safe environment. We are seeking frunds to assist with this re-establishment and expansion.		
In which community area does your project take place? <i>(Please give name – see section 3)</i>	Trowbridge		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/> <input type="checkbox"/>	Date August 2012	No
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date September 2012	

<b>Where will your project take place?</b>	Civic Centre Trowbridge
<b>When will your project take place?</b>	10 February 2013 - 11 August 2013
<b>How did you discover there was a need for your project (please provide evidence) and how will your project benefit your local community?</b>  <i>Important: Please do not type/write in paragraphs – This section is limited to 700 characters only (inclusive of spaces)</i>	In Wiltshire 18.1% of residents are 65+ (Wilts Council End of Life Care Profile) and it has become noticeable in Trowbridge that our older population is quickly growing . The Club volunteers are themselves in poor health so are also vulnerable. By introducing professional catering and exercise sessions we will re-invigorate the members, which will in turn relieve the stress on carers and families plus relieving the burden on medical services locally
<b>How many people will benefit from your project?</b>	85 + carers/ families = 250+
<b>How does your project demonstrate a direct link to the local community plan for your area? (see <a href="http://www.wiltshire.gov.uk/areaboards">www.wiltshire.gov.uk/areaboards</a>) or priorities of your area board) Please provide a reference/page no.</b>	Improves the health and social care of older residents in this area with access to active leisure pursuits and community safety.  4, 5, 8, 9
<b>Any other information about your project. (Limited to a 1000 characters)</b> We want to provide a warm, safe renvironment where all members can meet socially and, enjoy properly prepared refreshments thus reducing the risk of contamination & infection in this very vulnearable age group. Previously a group of volunteer members prepared the food , standing in a small, ill equipped kitchen at Longfield Comm Ctr for 2 hours whilst also suffering from infirmities, an accident waiting to happen.The Committee needs to move the Club to a more practical venue, to introduce a catere and exercise sessions (Tai Chi, chair exercises, short mat bowls, kurling) to improve mobility, confidence, balance thus increasing the health and well being of this senior age group.The Civic has better access and facilities, being lighter and warmer that our previous meeting place.	
<b>To be completed ONLY where town/parish councils are making an application</b>	
<b>Is your project one which parish/town councils have powers to raise local taxes to fund?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Could your project be funded from your reserves?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Is your project urgent (having to be completed in this financial year? If you answer YES please provide evidence elsewhere on the application form</b>	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:

Over 50 years	Male	<input type="text"/>	Female	<input type="text" value="6"/>
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?

Other Grant Funders plus Club fundraising

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?

The Committee will check the expected rise in membership in the New Year and compare it to previous figures prior to the move to the Civic Centre. From feedback and enthusiasm of the members in planning the Sunday Club event timetable. From the response of the members to the caterers refreshments, the improved mobility of the Committee plus comments from carers /family.

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*)?

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

Name of Funder	Amount Applied For	Amount Received
Trowbridge Town Council	1000	

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)**

<b>Year ending:</b> 11/12	<b>Month:</b> March	<b>Year:</b> 2012
<b>A - Total income:</b>	£5814	
<b>B - Minus total expenditure:</b>	£5662	
<b>Surplus/deficit for year: (A minus B)</b>	£152	
<b>Free reserves currently held (i.e. money not committed to other projects/operating costs)</b>	£458	

**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.**

<b>Project Costs A</b> Please provide a <u>full</u> breakdown e.g. equipment, installation etc.		<b>Project Income B</b> Please list all sources of funding for this project, as provisional (P) or confirmed (C)		
			P/C	
Catering x 6mths	£1,800	<b>Own fundraising/reserves</b>		£458
6 x Sports Coaches	£650			£
1 hr x 6 mths	£	<b>Parish/town council</b>	P	£1,000
	£			£
	£	<b>Trusts/foundations</b>		£
	£			£
	£	<b>In kind</b>		£
	£			£
	£			
	£	<b>Other</b>		£
	£			£
<b>Total Project Expenditure</b>	<b>£2,450</b>	<b>Total Project Income</b>		<b>£1,458</b>
<b>Total project income B</b>		£1,458		
<b>Total project expenditure A</b>		£2,450		
<b>Project shortfall A – B</b>		£992		
<b>Grant sought from Wiltshire Council Area Board</b>		£992		
<b>Bank Details</b>				
<b>Please give the name of the organisations' bank account e.g. Barclays</b>				
<b>Please give the name of the organisations' bank account e.g. Chippenham Scouts</b>				

**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:** 30/11/2012

**Position in organisation:** Chairman

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