



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	Trowbridge in Bloom		
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	South West in Bloom Seminar 2013		
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>	Trowbridge as winners of South West In Bloom 2012 were invited to host the annual seminar. The seminar will be attended by reps from 85 councils, SWIB, local businesses, schools and neighbourhoods. The seminar will consist of guest speakers, displays, presentations, refreshments, networking, literature, workshops for competition newcomers, briefings on forthcoming SWIB judging requirements and guidelines.		
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"/>	Date 03/10/12	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date 03/10/12	No <input type="checkbox"/>

Where will your project take place?	Civic Centre, Trowbridge
When will your project take place?	21/02/13
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>	The South West in Bloom Seminar is an annual event run as a prelude to the auspicious colourful event which lasts for months throughout this area. The annual seminar is a highly coveted event and the selection of Trowbridge can be seen as true regard for the effort that Trowbridge in Bloom and the community put into their entry in SWIB. The Seminar will enable Trowbridge to raise it's profile amongst co-competitors and to encourage even more local participation. This in turn will benefit Trowbridge and surrounding districts through the increased local participation of TIB and the increased tourism to the area.
How many people will benefit from your project?	40,000 local & whole S W England
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.	Will introduce Trowbridge to representatives from across South West and encourage Tourism, Culture (Leisure/Recreation), Environment and Comm Ptnship Pg1,4,6,10
Any other information about your project. (Limited to a 1000 characters) Trowbridge in Bloom is a very well established group who have brought about many positive changes in the local environment through partnership working with community groups leading to a tourism boost in the Trowbridge area. Trowbridge has been extremely successful in South West in Bloom, winning Gold awards in both 2011 and 2012. Given that success Trowbridge has been chosen to launch SWIB 2013 campaign across South West England. TIB are looking to invite 100+ people from cities, towns and parishes in that area to visit Trowbridge at it's best, If successful in promoting SWIB Seminar in this part of the country, this in turn will raise awareness to Britain in Bloom of the possibility of Trowbridge hosting much larger main award ceremonies. These events will then bring much larger numbers of people from across the South West to Trowbridge, county town of Wiltshire creating another boost to tourism.	
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 checked="" 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" value="4"/>	Female	<input type="text" value="8"/>
25 – 50 years	Male	<input type="text" value="1"/>	Female	3 <input type="text"/>
Under 25 years	Male	<input type="text" value="3"/>	Female	<input type="text" value="1"/>
Disabled People	Male	<input type="text" value="2"/>	Female	<input type="text"/>
Black and Minority Ethnic people	Male	<input type="text" value="3"/>	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?

Visual improvements to the town and surrounding areas. Projects such as Bee Friendly will enable residents to learn about the plight of bees in this country (through activities and signage in local Garden Centres), raising awareness of this extremely important issue and encourage planting of "bee friendly" plants. These projects will in turn create better managed allotments, gardens, wild areas.

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: 03/12	Month: March	Year: 2011/12
A - Total income:	£NIL	
B - Minus total expenditure:	£1064.31	
Surplus/deficit for year: (A minus B)	£1064.31 deficit	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£NIL	

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	
Literature/ banners	£500	Own fundraising/reserves		£
Refreshments	£1,200			£
	£	Parish/town council		£
Hall Hire	£344	Hall/ PA/Techncn	P	£719
PA	£225	Trusts/foundations		£
Technician/ lighting	£150			£
Floral Displays	£160	In kind		£
S'venir bags/info	£100	Volunteers 18x£10X5hrs	C	£900
Volunteer Speakers	£900			
	£	Other		£
	£	Basket/ Tub Sales	P	£240
Total Project Expenditure	£3,579	Total Project Income		£1,859
Total project income B		£1,859		
Total project expenditure A		£3,579		
Project shortfall A – B		£1,720		
Grant sought from Wiltshire Council Area Board		£1,720		
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: 04/11/2012

Position in organisation: Chairman

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