

**Meeting:** Warminster Area Board  
**Place:** Warminster Civic Centre, Sambourne Rd, Warminster BA12 8LB  
**Date:** Thursday 6 March 2014  
**Time:** 7.00 pm

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## **COMMUNITY AREA GRANT APPLICATION FORMS**

Relating to the following item(s) on the agenda for the above meeting:

12. **Area Board Funding - Community Area Grants** (*Pages 1 - 16*)

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# Agenda Item 12.

## Grant Applications for Warminster on 06/03/2014

ID	Grant Type	Project Title	Applicant	Amount Required
497	Community Area Grant	Warminster Community Choir Public Address System	Warminster Community Choir	£2140
500	Community Area Grant	World War I Commemoration projects	Warminster Town Council	£4000
523	Community Area Grant	Warminster Public Convenience Picture	Economy & Tourism Group of Warminster and Villages Community Partnership	£400
553	Community Area Grant	Cornerstone Warminster	Cornerstone Warminster	£2500

ID	Grant Type	Project Title	Applicant	Amount Required
497	Community Area Grant	Warminster Community Choir Public Address System	Warminster Community Choir	£2140

**Submitted:** 20/12/2013 21:09:01

**ID:** 497

**Current Status:** Application Appraisal

**To be considered at this meeting:**

06/03/2014 Warminster

**1. Which type of grant are you applying for?**

Community Area Grant

**2. Amount of funding required?**

£501 - £5000

**3. Are you applying on behalf of a Parish Council?**

No

**4. If yes, please state why this project cannot be funded from the Parish Precept**

**5. Project title?**

Warminster Community Choir Public Address System

**6. Project summary:**

To enhance the sound of Warminster Community Choir when singing in the community to raise funds for charities and community organisations, we wish to purchase audio equipment, such as microphones, amplifiers, speakers and mixers. Whilst the choir members enjoy

singing together one of the constitutional objectives is to raise awareness of the benefits of singing, both to the individual and to groups. We were setup 12 months ago and within our first year, we have raised Â£1,200 for various charities such as Naomi House/Jacks Place, Air Ambulance, Shelter, Children in Need.

**7. Which Area Board are you applying to?**

Warminster

**Electoral Division**

Warminster Broadway

**8. What is the Post Code of where the project is taking place?**

BA12 8HJ

**9. Please tell us which theme(s) your project supports:**

Arts, crafts and culture

Inclusion, diversity and community spirit

Other

If Other (please specify)

Community events, Awareness, Singing, fundraising.

**10. Finance:**

**10a. Your Organisation's Finance:**

**Your latest accounts:**

12/2013

**Total Income:**

£6840

**Total Expenditure:**

£6338

**Surplus/Deficit for the year:**

£250

**Free reserves currently held:**

**(money not committed to other projects/operating costs)**

£250

**Why can't you fund this project from your reserves:**

We are unable to finance this purchase ourselves due to insufficient funds. The subscription paid by members is used to pay for the hire of the hall, Insurance and the expenses of the musical director and pianists with little left to purchase equipment. All monies raised at concerts have gone to charities.

We are a small community group and do not have annual accounts or it is our first year:

**10b. Project Finance:**

Total Project cost		£4280		
Total required from Area Board		£2140		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
4 Handheld wireless Microphones	600	Warminster Council	yes	250
4 Stands	80	Fudge Trust		1500
4 Speakers	2400			
Amplifier/Mixer	700			
Cabling	200			
Cases/protection	300			
Total	<b>£4280</b>			<b>£1750</b>

**11. Have you or do you intend to apply for a grant from another area board within this financial year?**

No

**12. If so, which Area Boards?**

Warminster

**13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?**

The main beneficiaries of the grant will be the audiences to whom we perform as they will be able to hear clearly and distinctly the singing of the choir and gain greater enjoyment. We recently performed at the community event when the Christmas Street Lighting was switched on but due to poor audio equipment much of the carols were not enjoyed by the audience further away from the stage. By providing our own audio equipment set up for the purpose of the choir, we will be able to manage our sound and ensure that all those listening will be able to participate. It will also be an advantage to those people who are hard of hearing; the choir has received invitations to go to nursing homes to sing for residents and it would help if we had our own system to provide sound to those wearing hearing aids, especially if they have a loop system. The choir members will also benefit from being able to use the equipment regularly, becoming familiar with using a microphone and being able to project their voices further. By having such equipment to hand, it would be set up for all events and, as the profile of the choir grows, is invited to more events alone as well as accompanying other musical groups in the town, more charities and community organisations will benefit from the funds raised. This could also mean that local trusts may find that their funding goes further as the choir has raised funding for smaller local charities.

**14. How will you monitor this?**

The benefit of the sound system will be monitored by the amount of funding that the choir raises each year.

**15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?**

This is a capital purchase and any maintenance or repairs will be funded from money raised within the choir.

**16. Is there anything else you think we should know about the project?**

N/A

**17. DECLARATION**

**Supporting information - Please confirm that the following documents will be available to inspect upon request:**

**Quotes:**

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

**Accounts:**

yes I will make available on request the organisation's **latest accounts**

**Constitution:**

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

**Policies and procedures:**

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

**Other supporting information (Tick where appropriate, for some project these will not be applicable):**

**And finally...**

yes The information on this form is correct, that any award received will be spent on the activities specified.

500	Community Area Grant	World War I Commemoration projects	Warminster Town Council	£4000
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**Submitted:** 24/12/2013 11:58:30

**ID:** 500

**Current Status:** Application Appraisal

**To be considered at this meeting:**

06/03/2014 Warminster

**1. Which type of grant are you applying for?**

Community Area Grant

**2. Amount of funding required?**

£501 - £5000

**3. Are you applying on behalf of a Parish Council?**

Yes

**4. If yes, please state why this project cannot be funded from the Parish Precept**

The project will be match funded by the Town Council

**5. Project title?**

World War I Commemoration projects

**6. Project summary:**

The Town Council will be planning a series of events to commemorate the 100th anniversary of the first world war. The first event in the 4/5 year project will be an interactive exhibition depicting the effect of the war on local families. The event will run from 14th - 22nd August 2014. The War memorial will also be cleaned.

**7. Which Area Board are you applying to?**

Warminster

**Electoral Division**

Warminster West

**8. What is the Post Code of where the project is taking place?**

BA12 8LB

**9. Please tell us which theme(s) your project supports:**

Children & Young People

Heritage, history and architecture

Inclusion, diversity and community spirit

If Other (please specify)

**10. Finance:**

**10a. Your Organisation's Finance:**

**Your latest accounts:**

03/2013

**Total Income:**

£427072.00

**Total Expenditure:**

£355878.00

**Surplus/Deficit for the year:**

£65044.00

**Free reserves currently held:**

**(money not committed to other projects/operating costs)**

£248373.00

**Why can't you fund this project from your reserves:**

The Town Council will match fund the grant applied for and this has already been agreed.

We are a small community group and do not have annual accounts or it is our first year:

**10b. Project Finance:**

Total Project cost		£8000		
Total required from Area Board		£4000		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
War Memorial Cleaning	4000	Warminster Town Council	yes	4000
Exhibition	4000			
Total	<b>£8000</b>			<b>£4000</b>

**11. Have you or do you intend to apply for a grant from another area board within this financial year?**

No

**12. If so, which Area Boards?**

Warminster

**13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?**

Page 8 of the Community Plan, Culture, Heritage and the Arts. Page 15, increase cultural activities. Page 24, Education. A working group has been set up which involves three Town Council members and two officers and local resident Larry Bohana, who has a real interest in WWI. In addition Richard Broadhead from Wiltshire Soldiers and his colleague Mat Charlton are helping us with our plans and lottery bid. Although not entirely finalised yet, here are some of the ideas the Town Council are preparing for between now and August of this year, but also taking the programme forward each year until 2018. I say not finalised, this is



because of our funding requests and how far we get will depend on our funding. Once members have agreed all plans, then officers will try and get the programme in place. Cleaning our War Memorial “ when the alterations to the accessibility were undertaken three years ago, it was always the intention that the memorial should be cleaned. This is now being planned to ensure it is at its best for August of this year. Copheap Memorial “ needs some work to replace recent vandalism and some rotten posts. However, a local group are seeking permission to try and uncover a dog grave on the downs. In 1917 a soldier serving in the Army Service Corps in Warminster accidentally shot a dog on Copheap. He and his colleagues decided to give the dog a fitting memorial. The dog was buried and its grave covered in concrete, with an iron cross depicting the spot. It appears to have disappeared beneath the undergrowth and a local historian wishes to resurrect it. Drumhead Service “ the working group wish to run their own local drumhead service and combine this with a re-enactment. Soldiers in authentic WWI uniforms. We intend to purchase 6 at a cost of £1500 and they can then be used for other local schools or groups who have their own plans. Even if we hire costumes they would likely cost £150 each to hire and this way we can make full use of them over a four year period. Exhibition at the Civic Centre “ to run from 15th August “ 21st August. Free to the public. To start the process, we will run two finds days, during June, asking people to bring in their memorabilia, to record it, photograph it, film it, and have experts in attendance to assist with collecting memories for the Town. Arrange trench suppers x 2 Talks from local historians x 2, Howe to trace your family and Warminster Soldiers Film interviews with experts. Audio recording stories written down by local people. Filmed re-construction following the lives of two families of different classes, an amalgamation of original material from Warminster aimed at portraying the lives of these extraordinary people. War boxes and touch screens X 6 each, to use in the exhibition and in local schools. (War in a box) similar to that seen in Chippenham and County Hall recently. Workshops at local schools for year 9 “ x 8 schools to make their own crosses, depicting a name from the local War Memorial. Junior Remembrance service to be held at the Civic Centre, possibly on Ypres day, 31st October 2014, and all children bring crosses made in local workshops. We wish to use local schools and groups to film, take audio recordings, photographs and incorporate this into our overall plans. The Town Council and the Fudge Trust are being approached for funding, as well as the Area Board which will support the lottery bid for additional funding to assist us in developing and putting together the larger items. Planting Poppies “ we intend to plant poppies in the large planters on the entrances into the town, ready for flowering in August. The seeds are purchased but our contractors will need to plant and manage. We have also received a request from one member of the working group to consider erecting a bronze statue but this would be funded from other means and is not forming part of this main bid at this time.

**14. How will you monitor this?**

Attendance at exhibition and also involvement with local groups and individuals

**15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?**

The Town Council will consider all expenditure requirements and aim to contribute sufficient funds to deliver the exhibition and cleaning of the War Memorial.

**16. Is there anything else you think we should know about the project?**

N/A

**17. DECLARATION**

**Supporting information - Please confirm that the following documents will be available to inspect upon request:**

**Quotes:**

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

**Accounts:**

yes I will make available on request the organisation's **latest accounts**

**Constitution:**

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

**Policies and procedures:**

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

**Other supporting information (Tick where appropriate, for some project these will not be applicable):**

yes I will make available on request evidence of ownership of buildings/land

yes I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

**And finally...**

yes The information on this form is correct, that any award received will be spent on the activities specified.

523	Community Area Grant	Warminster Public Convenience Picture	Economy & Tourism Group of Warminster and Villages Community Partnership	£400
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**Submitted:** 08/01/2014 20:07:37

**ID:** 523

**Current Status:** Application Appraisal

**To be considered at this meeting:**

06/03/2014 Warminster

**1. Which type of grant are you applying for?**

Community Area Grant

**2. Amount of funding required?**

£0 - £500

**3. Are you applying on behalf of a Parish Council?**

No

**4. If yes, please state why this project cannot be funded from the Parish Precept**

**5. Project title?**

Warminster Public Convenience Picture

**6. Project summary:**

Our Group initiated a project for Wiltshire Council to sign the Public Convenience building in the Central Car Park. This sign is now in place but sits above a large blank square of concrete which presents a depressing image for the building. We would like to place an attractive picture of the town park produced by the Warminster Camera Club on this square to enhance the building. This image will promote the local park and include a QR code giving a pedestrian route to it through the town.

**7. Which Area Board are you applying to?**

Warminster

**Electoral Division**

Warminster Broadway

**8. What is the Post Code of where the project is taking place?**

BA12 9AA

**9. Please tell us which theme(s) your project supports:**

Arts, crafts and culture

Countryside, environment and nature

Economy, enterprise and jobs

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit

Sport, play and recreation

If Other (please specify)

**10. Finance:**

**10a. Your Organisation's Finance:**

**Your latest accounts:**

01/2014

**Total Income:**

£400

**Total Expenditure:**

£216.25

**Surplus/Deficit for the year:**

£Nil

**Free reserves currently held:**

**(money not committed to other projects/operating costs)**

£Nil

**Why can't you fund this project from your reserves:**

Our funding is only for ongoing running expenses such as hire of meeting room and stationery.

We are a small community group and do not have annual accounts or it is our first year:

**10b. Project Finance:**

Total Project cost		£400		
Total required from Area Board		£400		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Composite sign	Â£234	Nil		
Fitting of sign	Â£40			
VAT	Â£54.80			
Possible additional artwork	Â£70			
Total	<b>£0</b>			<b>£0</b>

**11. Have you or do you intend to apply for a grant from another area board within this financial year?**

No

**12. If so, which Area Boards?**

Warminster

**13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?**

All passers by will benefit - local residents besides enjoying the photo will be reminded of the local facility they have at the Park. Visitors will learn about an area of the town, not easily discovered, which offers several different types of recreation - playpark, boating in summer, crazy golf, tennis courts, cafe.

**14. How will you monitor this?**

By asking for general feed back from Warminster Information Centre and asking local residents for their reaction.

**15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?**

This is a one off request for a grant to fund the installation of a photo. No ongoing costs expected. The picture is guaranteed for up to 5 years and it is expected that when it needs replacing a new project may be suggested.

**16. Is there anything else you think we should know about the project?**

N/A

**17. DECLARATION**

**Supporting information - Please confirm that the following documents will be available to inspect upon request:**

**Quotes:**

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

**Accounts:**

yes I will make available on request the organisation's **latest accounts**

**Constitution:**

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

**Policies and procedures:**

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

**Other supporting information (Tick where appropriate, for some project these will not be applicable):**

yes I will make available on request evidence of ownership of buildings/land

yes I will make available on request the relevant planning permission for the project.

yes I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

**And finally...**

yes The information on this form is correct, that any award received will be spent on the activities specified.

553	Community Area Grant	Cornerstone Warminster	Cornerstone Warminster	£2500
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**Submitted:** 16/01/2014 14:30:27

**ID:** 553

**Current Status:** Application Appraisal

**To be considered at this meeting:**

06/03/2014 Warminster

**1. Which type of grant are you applying for?**

Community Area Grant

**2. Amount of funding required?**

£501 - £5000

**3. Are you applying on behalf of a Parish Council?**

No

**4. If yes, please state why this project cannot be funded from the Parish Precept**

**5. Project title?**

Cornerstone Warminster

**6. Project summary:**

A local charity based on Christian values established to help relieve poverty and distress whilst promoting social inclusion and cohesion amongst the people of the Warminster community area irrespective of age, gender, sexual orientation, disability, race or religion.

**7. Which Area Board are you applying to?**

Warminster

**Electoral Division**

Warminster Broadway

**8. What is the Post Code of where the project is taking place?**

BA12 9BT

**9. Please tell us which theme(s) your project supports:**

Children & Young People

Economy, enterprise and jobs

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit

If Other (please specify)

**10. Finance:**

**10a. Your Organisation's Finance:**

**Your latest accounts:**

**Total Income:**

£

**Total Expenditure:**

£

**Surplus/Deficit for the year:**

£

**Free reserves currently held:****(money not committed to other projects/operating costs)**

£

**Why can't you fund this project from your reserves:**

We are a small community group and do not have annual accounts or it is our first year: yes

**10b. Project Finance:**

Total Project cost		£9610		
Total required from Area Board		£2500		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
IT, software, office items	2600	Warminster Town Council	yes	3500
Phones & line rental	810	Warminster relief in need	yes	250
Signing, printing, stationary	700	Volunteer donation	yes	500
Rent & utilities	3000	Other fundraising		2860
Insurance	500			
Development work	2000			
<b>Total</b>	<b>£9610</b>			<b>£7110</b>

**11. Have you or do you intend to apply for a grant from another area board within this financial year?**

No

**12. If so, which Area Boards?**

Warminster

**13. Please tell us WHO will benefit and HOW they will benefit from your project benefit**

**your local community?**

WHO - The homeless The jobless Ex-offenders Ex-servicemen/women The bereaved Those with learning difficulties The most vulnerable in the community Those members of the community who find themselves vulnerable, excluded or disadvantaged through the lack of physical resources, emotional support, personal knowledge or experience. Cornerstone will not be available to support children except to direct them to other agencies to ensure their safety and wellbeing. Particular emphasis will be placed on helping young people find employment through a Job Club. Should funding become available Cornerstone will extend its charitable work within the community by developing a service to those in more isolated areas or those physically unable to attend the facility. HOW - The following will be offered from day one: Help compile CV, job application and guidance on interview technique Help with filling out complex forms Help with communicating with other organisations Use of the internet and telephone facilities (for Cornerstone activities) Signposting to other agencies A friendly non-judgmental listener - for any problem at all This assistance will not only help reduce crime and anti-social behaviour but also promote the positive effects derived from finding a job or getting the necessary support to deal with other problems, which left unattended could adversely affect the individual, and ultimately the community at large. Cornerstone is seeking to cooperate with other agencies to achieve synergy and best use of resources. In cases when appropriate advice cannot be found within the volunteer base it will act in a signposting capacity in order to direct those seeking help to the most appropriate point of contact. Volunteers will be allocated duties and responsibilities according to their existing skills and experience. That said, Cornerstone will organise specific training for all those involved service delivery. For example, Safeguarding, Data Protection, and scenario-based training. Qualified volunteers and free-of-charge external providers will provide the training. Cornerstone will also operate a "no lone worker"™ policy for the mutual safeguarding of volunteers and clients. However, as a matter of policy Cornerstone will endeavour to get all trustees and volunteers processed through the DBS system.

**14. How will you monitor this?**

Anonymous statistics will be gathered about those using Cornerstone in order to assess patterns of usage, target resources and provide periodic feedback to individuals and organisations providing direct financial or other support to the project.

**15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?**

Further funding to be applied for from PCC and a Public Health and Wellbeing grant. Fundraising will also include approaches to local businesses and from within the church communities of the Warminster community area. Cornerstone's application to the Charities Commission to become a registered charity will also assist in raising funds.

**16. Is there anything else you think we should know about the project?****17. DECLARATION**

**Supporting information - Please confirm that the following documents will be available to inspect upon request:**

**Quotes:**

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes



for project costs over £1000 (Individual project costs are listed in the expenditure section above)

**Constitution:**

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

**Policies and procedures:**

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

**Other supporting information (Tick where appropriate, for some project these will not be applicable):**

yes I will make available on request evidence of ownership of buildings/land

**And finally...**

yes The information on this form is correct, that any award received will be spent on the activities specified.

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