

**Meeting:** Warminster Area Board  
**Place:** Warminster Civic Centre, Sambourne Road, Warminster, Wilts  
BA12 8LB  
**Date:** Thursday 8 March 2012  
**Time:** 7.00 pm

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## **COMMUNITY AREA GRANT APPLICATIONS FORMS**

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

12. **Area Board Funding - Community Area Grants**
- a) **Warminster Town Council events** (*Pages 1 - 6*)
  - b) **Warminster Community Radio** (*Pages 7 - 12*)
  - c) **Friends of Warminster Park** (*Pages 13 - 18*)
  - d) **Heytesbury, Knook and Imber Diamond Jubilee Group** (*Pages 19 - 24*)

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**Community Area Grant Application Form  
2011/2012**

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**  
**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)**

<b>1. Your organisation or group</b>	
Name of organisation	Warminster Town Council Events 2012
Contact name	
Contact address	
Contact number	e-mail
Organisation type	Not for profit organisation <input type="checkbox"/> Parish/town council <input checked="" type="checkbox"/>  Other, please specify
<b>2. Your project</b>	
Project Title/Name	Events 2012 - Queens Diamond Jubilee
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 Town Council has set aside a team of people including local groups and the Armed Forces to produce a two- day event during the Jubilee Holiday Weekend for the public to attend without entrance fee costs. The events have been organised to include as many age groups as possible so that all residents in the Community Area can celebrate in some way. Sunday 3 June a Picnic in the Park has been arranged followed by evening entertainment at the Civic Centre. Monday 4 June we would like to arrange a fireworks event which will replace the lighting of a beacon.
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Warminster
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/> Date No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/> Date No <input type="checkbox"/>

<b>Where will your project take place?</b>	MoD land adjacent to the Warminster Garrison with public access and parking.
<b>When will your project take place?</b>	Monday 4 <sup>th</sup> June 2012
<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 1000 characters only (inclusive of spaces)</i>	Discussions with the Events 2012 working group made up of many local organisations and the Armed Forces, identified a desire to offer a wide programme of events to celebrate the Diamond Jubilee and provide free or little cost entertainment to the Community Area. A celebratory day on 3 <sup>rd</sup> June has been arranged accordingly.  A desire was also expressed to light a beacon on 4 <sup>th</sup> June as part of the national beacon lighting event. Attempts to secure a suitable site failed so the option of holding a firework display with a bonfire has been suggested as an alternative.  It is felt that these two days of celebration will be a fitting tribute and one in which the whole community has an opportunity to take part.
<b>How many people will benefit from your project?</b>	The whole Community Area.
<b>How does your project demonstrate a direct link to the local community plan for your area?</b> <a href="http://www.wiltshire.gov.uk/areaboard">www.wiltshire.gov.uk/areaboard</a>  Please provide a reference/page no.	Increased participation by the Army in the Community Co-ordination of activities Support Parishes in their wishes for leisure activities  10,15, & 16
<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 checked="" 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 checked="" type="checkbox"/>

**Any other information about your project.**

Warminster Town Council has set aside the sum of £10,000 towards Events 2012. Invited groups within the town have come together to plan and provide free celebrations for the Queen's Diamond Jubilee. This will involve a Picnic in the Park on Sunday 3<sup>rd</sup> June and a fireworks display on the 4<sup>th</sup> June.  
 We are asking for support to cover the £3,500 required to pay for fireworks on the MoD site situated next to the Army Garrison. The Army arrange and manage a firework display every November which is popular. There is ample space, parking and the ground is suitable for an event of this size. The army and the town could not come up with a suitable safe site for the lighting of a beacon and this is a substitute event to enable the town to celebrate the jubilee fully.  
 The Armed Forces will provide the manpower and equipment to house the Firework display if the Fireworks themselves can be funded. The Area Board is being asked to provide grant funding.

**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="2"/>	Female	<input type="text" value="8"/>
25 – 50 years	Male	<input type="text" value="3"/>	Female	<input type="text" value="4"/>
Under 25 years	Male	<input type="text" value="1"/>	Female	<input type="text"/>
Disabled People	Male	<input type="text"/>	Female	<input type="text" value="1"/>
Black and Minority Ethnic people	Male	<input type="text"/>	Female	<input type="text"/>

**If your project is intended to 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 evidence will be collected to enable you to know that the project has made a positive impact on your community and met the local need?**  
 Attendance

**Have you contacted Charities Information Bureau for help with your application/ to seek other funding?**

Yes

Date

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
Warminster Town Council	10,000	10,000
Armed Forces	Services	Services
Warminster Community Radio	Organisers	Organisers

<p><b>Have you or do you intend to apply for a grant from another area board within this financial year?</b></p> <p><i>If yes, please state which one(s).</i></p>	<p>Yes <input type="checkbox"/>      No <input checked="" type="checkbox"/></p>
<p><b>Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?</b></p>	<p>Yes <input type="checkbox"/>      No <input checked="" type="checkbox"/></p>

4. Information relating to your last annual accounts (if applicable)				
Year ending:	Month:	Year:		
A - Total income:	£			
B - Minus total expenditure:	£			
Surplus/deficit for year: (A minus B)	£			
Free reserves currently held:	£			
5. Financial information – If you can claim back V.A.T. please exclude from figures given below				
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	
Fireworks	£3,500	Own fundraising/reserves		£
Marquees	£1,300			£
Entertainers	£1,010	Parish/town council	x	£10,000
Ice cream bike	£120			£
Bunting, medals and crowns	£350	Trusts/foundations		£
Electrics	£525			£
Organisers' costs	£1,000	In kind		£
Publicity for all 2012 events	£3,000			£
Music Festival in local pubs	£1,000	Other		£
Jubilee evening events x 2	£1,200			£
Street Decorations	£500			£
	£			£
<b>Total Project Expenditure</b>	<b>£13,505</b>	<b>Total Project Income</b>		<b>£10,000</b>
<b>Total project income B</b>		<b>£10,000</b>		
<b>Total project expenditure A</b>		<b>£13,505</b>		
<b>Project shortfall A – B</b>		<b>£3,500</b>		
<b>Grant sought from Wiltshire Council Area Board</b>		<b>£3,500</b>		
<b>Bank Details</b>				
Please give the name of the organisations' bank account e.g. Barclays				
Please give the title name of the organisations' bank account e.g. current				

**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)

- 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...**

- I have read 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 an award is received, I will complete and return an evaluation sheet.
- That any other form of licence or approval for this project has been received prior to submission of this 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: 20/01/2012

Position in organisation:

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



## Community Area Grant Application Form 2011/2012

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

**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	Warminster Community Radio (WCR)		
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	Warminster voices programme on FM radio		
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>	This will fund a section on a regular community Radio fm show on a Saturday called "Community Chest". Warminster voices will offer the opportunity for members of the public to bring to the attention of the community, things of interest for discussion and will help to inform the area board on opinions for future area board discussions. This is in addition to the already successful Vox pops carried out before each meeting. The chance will also be there for a guest from the area board once a month to promote the work of the board and to answer questions and publicise board topics and meetings.		
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Warminster		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date	No <input type="checkbox"/>

<b>Where will your project take place?</b>	Civic Centre studios and on the street
<b>When will your project take place?</b>	from 1 <sup>st</sup> April for 1 year
<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 1000 characters only (inclusive of spaces)</i>	<p>Successful vox pop trials for over a year long trial period after which time the board decided to continue funding. The initiative has been adopted by other Boards and we are looking to develop this further.</p> <p>Evidenced by regular comments from the public, recorded by WCR and supplied on a disc to the Board, and regularly played by, at meetings to assist the Board in making informed decisions based on a wider cross section of community, not just those who wish to attend the meetings. A regular weekly feature on radio would encourage even more participation. These would also be recorded and passed to the board.</p> <p>Numerous members of the community are elderly or disabled (evidenced by number of sheltered accommodations and retirement flats) These people will never come to meetings but can listen to the radio and phone in their suggestions and comments.</p>
<b>How many people will benefit from your project?</b>	max around 22,000
<b>How does your project demonstrate a direct link to the local community plan for your area?</b> <a href="http://www.wiltshire.gov.uk/areaboards">www.wiltshire.gov.uk/areaboards</a>  Please provide a reference/page no.	<p>public consultation and engagement is fully embraced by this. Crime and community safetyt, Education and Lifelong learning. Culture and Leisure.</p> <p>19,17,12, 8.</p>

**To be completed ONLY where town/parish councils are making an application**

<b>Is your project one which parish/town councils have powers to raise local taxes to fund?</b>	Yes <input 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"/>

**Any other information about your project.**

Broadcasting starts on April 1<sup>st</sup> 2012 WCR is not allowed to take advertising or sponsorship therefore the only means of income is to be paid for services it provides.

### 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="3"/>	Female	<input type="text" value="1"/>
25 – 50 years	Male	<input type="text" value="3"/>	Female	<input type="text" value="3"/>
Under 25 years	Male	<input type="text" value="1"/>	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 is intended to continue after the Wiltshire Council funding runs out, how will you continue to fund it?

further applications to other bodies

How will you know whether your project has made a difference in the community? What evidence will be collected to enable you to know that the project has made a positive impact on your community and met the local need?

Number of logged phone calls or participants

Have you contacted Charities Information Bureau for help with your application/ to seek other funding?

Yes

Date

2010

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

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:	£	
B - Minus total expenditure:	£	
Surplus/deficit for year: (A minus B)	£	
Free reserves currently held:	£	

**5. Financial information – If you can claim back V.A.T. please exclude from figures given below**

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	
Presenter time for 52 programme	£720	Own fundraising/reserves		£
Production assist 52 programmes	£500			£
use of studios for 1 year	£1,250	Parish/town council		£
equipment depreciation over 1 ye	£500			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£1,485
	£			£
	£	Other		£
	£			£
	£			£
	£			£
<b>Total Project Expenditure</b>	<b>£2,970</b>	<b>Total Project Income</b>		<b>£1,485</b>

<b>Total project income B</b>	<b>£1,485</b>
<b>Total project expenditure A</b>	<b>£2,970</b>
<b>Project shortfall A – B</b>	<b>£1,485</b>
<b>Grant sought from Wiltshire Council Area Board</b>	<b>£1,485</b>
<b>Bank Details</b>	
<b>Please give the name of the organisations' bank account e.g. Barclays</b>	
<b>Please give the title name of the organisations' bank account e.g. current</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)**

- 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...**

- I have read 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 an award is received, I will complete and return an evaluation sheet.
- That any other form of licence or approval for this project has been received prior to submission of this 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:** 25/01/2012

**Position in organisation:**

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

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## Community Area Grant Application Form 2011/2012

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

**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	FRIENDS OF WARMINSTER PARK		
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	JUBILEE OR OLYMPIC CAFÉ		
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 present wooden café in the Park is in need of replacement but the existing Tennis Pavilion opposite (other side of tennis courts) has not now been used for many years We aim to convert latter to a new restaurant/café We have arranged for a structural survey to be done and await result of that before we can exactly gauge how much we will need but are estimating £10-12K		
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	WR		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date 30/1	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date 30/1	No <input type="checkbox"/>

Where will your project take place?	Warminster Park
When will your project take place?	summer and winter 2012
How did you discover there was a need for your project ( <i>please provide evidence</i> ) and how will your project benefit your local community?  <i>Important: Please do not type/write in paragraphs – This section is limited to 1000 characters only (inclusive of spaces)</i>	was the 3 <sup>rd</sup> priority when big consultation done in 2008 by WWDC viz: list below BUT item 3 had to be put ONHOLD whilst we raised the funds to revamp the skate Park which was issue at first area board from CAYPIG AND COMPLETED 2010/11 1)paddling pool 2008/9 2)boats back to lake 2009/10 3)new café (due 2010/11) SEE ABOVE
How many people will benefit from your project?	25000
How does your project demonstrate a direct link to the local community plan for your area? <a href="http://www.wiltshire.gov.uk/areaboard">www.wiltshire.gov.uk/areaboard</a>  Please provide a reference/page no.	Ties in with the aims for cultural and leisure activities of benefit to whole community,visitors,tourists Healthy food - Health & Wellbeing agenda
<b>To be completed ONLY where town/parish councils are making an application</b>	
Is your project one which parish/town councils have powers to raise local taxes to fund?	Yes <input checked="" 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? <i>If you answer YES please provide evidence elsewhere on the application form</i> )	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Any other information about your project. Enclose minutes of last FofWP mtg and also my email refers	



### 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="2"/>	Female	<input type="text" value="2"/>
25 – 50 years	Male	<input type="text" value="3"/>	Female	1 <input type="text"/>
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 is intended to continue after the Wiltshire Council funding runs out, how will you continue to fund it?

The new café will be leased out as per existing by Wiltshire Council

How will you know whether your project has made a difference in the community? What evidence 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 use

Have you contacted Charities Information Bureau for help with your application/ to seek other funding?

Yes

Date

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
Town Council	2000	
Friends of Park	2000	2000
Area Board	3950	
Sponsors/WETS/local trusts	2000	

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: 2011	Month: Dec	Year: 2011
A - Total income:	£300 hire of boats	
B - Minus total expenditure:	£ nil	
Surplus/deficit for year: (A minus B)	£2697 cfwd 2397	
Free reserves currently held:	£2200 max as £500 for Skate Park	

**5. Financial information – If you can claim back V.A.T. please exclude from figures given below**

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	
Structural survey Design Planning	£1,500	Own fundraising/reserves		£
Renovations and repairs	£4950			£
Licences,H&S,DDA	£1,000	Parish/town council		£2,000
Equipment	£1,500			£
Furniture	£1,000	Trusts/foundations		£
Decorating /Flooring etc	£1,000			£
	£	In kind		£2,000
	£	Sponsorship		£2,000
	£	Other	FoP	£2,000
	£			£
	£			£
	£			£
<b>Total Project Expenditure</b>	<b>£11950</b>	<b>Total Project Income</b>		<b>£8,000</b>

<b>Total project income B</b>	£8,000
<b>Total project expenditure A</b>	£11950
<b>Project shortfall A – B</b>	£3,950
<b>Grant sought from Wiltshire Council Area Board</b>	£3,950
<b>Bank Details</b>	
<b>Please give the name of the organisations' bank account e.g. Barclays</b>	
<b>Please give the title name of the organisations' bank account e.g. current</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)**

- 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...**

- I have read 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 an award is received, I will complete and return an evaluation sheet.
- That any other form of licence or approval for this project has been received prior to submission of this 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)asapor 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:** 030212

**Position in organisation:**

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

Section 4



Reference no
Log no
For office use

**Community Area Grant Application Form  
2011/2012**

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Please contact your Community Area Manager before completing your application (See Section 3 for contact details)

<b>1. Your organisation or group</b>	
Name of organisation	HEYTESTBURY, IMMER AND KNOOK DIAMOND JUBILEE 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
<b>2. Your project</b>	
Project Title/Name	DIAMOND JUBILEE CELEBRATIONS
What is your project about and what does it aim to achieve?  <i>Important: This section is limited to 800 characters only (inclusive of spaces).</i>	THE PROJECT WILL PROMOTE COMMUNITY SPIRIT BY BRINGING TOGETHER ALL AGE GROUPS TO ENJOY A STREET PARTY CELEBRATING THE QUEENS 60 YEAR REIGN BY JOINING IN THE NATIONAL "BIG LUNCH" SCHEME.
In which community area does your project take place? (Please give name - see section 3 of the grants pack)	WARMINSTER
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/> Date STARTED OCT 2011 No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/> Date EMAIL SENT 25 <sup>th</sup> JAN No <input type="checkbox"/>

Where will your project take place?	HIGH STREET, HEYTESBURY	
When will your project take place?	SUNDAY 3 <sup>RD</sup> JUNE 2012	
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 1200 characters only (inclusive of spaces)</i>	A PUBLIC MEETING WAS HELD IN SEPT 2011, OVER 40 RESIDENTS TURNED OUT AND EXPRESSED AN INTEREST IN HOLDING A STREET PARTY, FOR THE WHOLE PARISH OF HEYTESBURY, KNOOK AND TYTHERINGTON, THIS WILL BENEFIT THE YOUNG AND OLD BY BRINGING PEOPLE TOGETHER WHO WOULD NOT NORMALLY MEET.	
How many people will benefit from your project?	APPROX 300	
How does your project demonstrate a direct link to the local community plan for your area? <a href="http://www.wiltshire.gov.uk/areboards">www.wiltshire.gov.uk/areboards</a>  Please provide a reference/page no.	WCVF PAGE 6 PEOPLE IN THE VILLAGES VALUE COMMUNITY SPIRIT.	
<b>To be completed ONLY where town/parish councils are making an application</b>		
Is your project one which parish/town councils have powers to raise local taxes to fund?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Could your project be funded from your reserves?	Yes <input type="checkbox"/>	No <input 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 type="checkbox"/>
Any other information about your project.		

<b>4. Information relating to your last annual accounts (if applicable)</b> N/A		
Year ending:	Month:	Year:
A - Total income:	£	
B - Minus total expenditure:	£	
Surplus/deficit for year: (A minus B)	£	
Free reserves currently held:	£	

**5. Financial information – If you can claim back V.A.T. please exclude from figures given below**

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	£
PA SYSTEM	201.75	Own fundraising/reserves		300
500 x LEAFLET A4 (MAR)	70			
500 x LEAFLET A4 (APR)	70	Parish/town council		
500 x LEAFLET A4 (MAY)	70			
HELIUM BALLOONS x200 INCLUDING GAS HIRE	135	Trusts/foundations		
TEAS, COFFEE, SOFT DRINKS	75	In kind		
PAPER PLATES, CUTLERY +	20			
BLACK BIN BAGS		Other		50
	£			£
	£			£
	£			£
<b>Total Project Expenditure</b>	<b>£ 641.75</b>	<b>Total Project Income</b>		<b>£</b>
<b>Total project income B</b>	£			<b>350</b>
<b>Total project expenditure A</b>	£			<b>641.75</b>
<b>Project shortfall A – B</b>	£			<b>291.75</b>
<b>Grant sought from Wiltshire Council Area Board</b>	£			<b>291.75</b>
<b>Bank Details</b>				
Please give the name of the organisations' bank account e.g. Barclays				
Please give the title name of the organisations' bank account e.g. current				

### 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="3"/>	Female	<input type="text"/>
25 – 50 years	Male	<input type="text" value="1"/>	Female	<input type="text" value="3"/>
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 is intended to 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 evidence will be collected to enable you to know that the project has made a positive impact on your community and met the local need?

BY THE NUMBER OF PEOPLE WISHING TO HELP WITH DONATING FOOD AND THEIR TIME IN ORGANISING THE DAY BY TALKING TO PEOPLE AFTER THE EVENT

Have you contacted Charities Information Bureau for help with your application/ to seek other funding?

Yes

Date

No

To whom have you applied for funding for this project (other than Wiltshire Council)?

NONE

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

Name of Funder

Amount Applied For

Amount Received

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



**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)

- 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...**

- I have read 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 an award is received, I will complete and return an evaluation sheet.
- That any other form of licence or approval for this project has been received prior to submission of this 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:

Position in organisation:

Date:

7 Feb 2012

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

