

Meeting: ROYAL WOOTTON BASSETT AND CRICKLADE AREA BOARD
Place: Cricklade Town Hall, High Street, Cricklade SN6 6AE
Date: Wednesday 26 September 2012
Time: 6.00 pm

COMMUNITY AREA GRANT – APPLICATION FORMS

Relating to item 8 on the agenda for the above meeting



Small Grant Application Form

2012/2013

For small projects requiring funding - maximum award £350
where total projects costs do not exceed £350

Please ensure that you have read the Funding Criteria before completing this form
PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE
CONSIDERED

1. Your organisation or group

Name of organisation	JUBILEE GARDENS		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input checked="" type="checkbox"/> Other, please specify		

2. Your project

Project Title/Name	NEW SIGNAGE		
Please briefly tell us about the project /activity you want to organise and why <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	The Jubilee Gardens Project was set up to provide education and training for adults with varying degrees of mental and physical disability. The students are taught horticultural skills, also literacy, numeracy and social skills. The students also learn about domestic and personal hygiene to give them a greater degree of independence. The produce grown by the students i.e. flowers and vegetables, is sold to passersby and the money collected helps to support the operational costs. The profile of this operation needs to be improved and modern signage will raise the awareness to local people.		
In which community area does your project take place? (<i>Please give name – see section 3 of the grants pack</i>)	Royal Wootton Bassett and Cricklade		
Where will your project take place?	JUBILEE GARDENS		
When will your project take place?	WITHIN 2 MONTHS		

<p>How will your project benefit your local community?</p> <p><i>Important: This section is limited to 300 characters only (inclusive of spaces).</i></p>	<p>The signage project will raise the profile of Jubilee Gardens and bring about a local awareness of this charities work. Visitors will be able to purchase locally grown produce which supports the concept of sustainability. This will benefit in particular the communities of Purton and Cricklade.</p>
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<p>How many people will benefit from your project?</p>	<p>I am not sure how to answer</p>
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Any other information about your project.

Jubilee Gardens Project is a registered charity (JUBILEE GARDENS (1978) LIMITED Charity No 275608),and is managed by a voluntary board of directors.

The students run a stall outside the training centre weekdays 9am to 4pm where you can buy produce grown at the centre including vegetables and flower plants. They grow and sell 9 varieties of tomatoes, 8 varieties of chillies, 6 different lettuces, cucumbers, peppers, 3 types of aubergine, French and runner beans, cabbage, carrots, pumpkins, squash, parsnips, leeks, red and white onions, garlic, spinach, beetroot, courgettes, herbs and lots more besides.

Students get great pleasure in welcoming visitors and showing them around the project.

3. Funding

<p>What will be the total cost of your project?</p>	<p>£ 320</p>
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<p>How much funding are you applying for (maximum £350)?</p>	<p>£ 320</p>
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<p>If you are expecting to receive any other funding for your project, please give details</p>	<p>Source of Funding</p>	<p>Amount Applied For</p>	<p>Amount Received</p>

<p>Name of the organisation and the bank account name (but not the number) your grant funding will be paid in to: (Please Note: we cannot pay money into an individual's bank account)</p>	<p>Jubilee Gardens Project 1978</p>
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4. Declaration (on behalf of organisation or group) – I confirm that...

The information on this form is correct and that any grant received will be spent on the activities specified

Any form of licence, insurance or other approval for this project will be in place before the start of the project outlined in this application

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.

<p>Name: CLIVE WILCE</p> <p>Position in organisation: FUND RAISER for JUBILEE GARDENS</p>	<p>Date: 18/07/2012</p>
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Please return your completed application to the appropriate Area Board Locality Team ([see section 3](#))

Section 4

Wiltshire Council

Where everybody matters

Reference no

WBC/12/005

Log no

For office use

RECEIVED

13 AUG 2012

COMMUNITY &
ENVIRONMENT

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	Hook Village Toddler Group		
Contact name	[REDACTED]		
Contact address	[REDACTED]		
Contact number	[REDACTED]	e-mail	[REDACTED]
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	Hook Village Toddler Group		
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>	To provide a safe, welcoming and friendly environment for babies, pre-school children and their parents/carers to play together and meet other children in the local area, and for the parents to have chance to meet others in the locality. To improve local facilities for children and to help forge a stronger community spirit.		
In which community area does your project take place? (Please give name - see section 3)	Hook, in the parish of Lydiard Tregoze		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date 15.5.12, 15.6.12	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date 16.7.12	No <input type="checkbox"/>

Where will your project take place?	In Hook Village Hall
When will your project take place?	Wednesday term times 9.30-11.30/12
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>	There are no similar groups in either Lydiard Tregore or Lydiard Millicent. The only other toddler group in the locality that runs on a Wednesday is at Old Court in Wootton Bassett from 11.30am. From personal experience and from being a Treasurer at Broad Town Toddlers, I know these groups are invaluable and an excellent support for parents, as well as being great for children to play together. Over 15 parents have contacted me to ask to attend already.
How many people will benefit from your project?	10-20 per week (at least)
How does your project demonstrate a direct link to the local community plan for your area? (see www.wiltshire.gov.uk/areabords) or priorities of your area board) Please provide a reference/page no.	It will encourage social integration across generations in the area - young parents, grandparents and local volunteers will be welcomed. (Pg 12) Improving local facilities and playtime for children (Pg 22) Encourage children to meet before attending local village schools hence supporting their vitality (Pg 10)
Any other information about your project. (Limited to a 1000 characters)	I have spoken to a number of parents who would like to attend a local group, and contacted WS Childrens Centre, as well as sending out letters of interest. From my own experience and through discussions with others, I have learnt that these groups can be a vital part of a community, and can help local neighbourhoods come together. They also provide ample opportunity for children to meet others locally, specifically in Hook where we have no play area or recreational facilities for children.
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 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"/>

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="1"/>
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"/>

So far - but I am still recruiting volunteers

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

I will be fundraising to cover the shortfall and I will also request donations per session for those attending.

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?

I will request feedback from those attending. I will speak to the Parish Council to gauge the impact on the village and speak to my neighbours.

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
<i>None as yet.</i>		

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) n/a			
Year ending:	Month:	Year:	
A - Total income:	£		
B - Minus total expenditure:	£		
Surplus/deficit for year: (A minus B)	£		
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£		
5. Financial information – If you can claim back V.A.T. please <u>exclude</u> 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
Toys	£ 703.92	Own fundraising/reserves	£
15 Chairs, 7 tables	£ 194.90		£
Hall hire	£ 728	Parish/town council	£
Liability Insurance	£ 76		£
Refreshments	£ 250	Trusts/foundations	£
First Aid kit	£ 28.99		£
Printing/admin costs	£ 100	In kind	£
Toy storage boxes x 6	£ 54		£
	£		
	£	Other Weekly donations	£ 382.50
	£	(on average)	£
Total Project Expenditure	£ 2135.81	Total Project Income	£ 382.50
Total project income B	£ 382.50		
Total project expenditure A	£ 2135.81		
Project shortfall A – B	£ 1753.31		
Grant sought from Wiltshire Council Area Board	£ 1000		
Bank Details			
Please give the name of the organisations' bank account e.g. Barclays		Tbc subject to funding	
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: [REDACTED]

Date: 31.7.12

Position in organisation: *Founder*

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



Community Area Grant Application Form 2012/2013

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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	Smart Zone		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify Limited Company (no profit)		

2. Your project

Project Title/Name	To increase our visibility within Cricklade		
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>	Smart Zone has been in business for 11 years and we employ 9 part time staff, providing childcare to children from the age of 3 to 13. We run a breakfast club, after school club and holiday club from 7:45 am until 6 pm. Our OFSTED inspections have always received "Good with Outstanding Qualities". Despite running a service that we are very proud of, we must improve our marketing. We have a peeling sign on the building which needs replacing. We would also like a new sign close to the road, a 'plastic' banner for marketing at local events and a small sign at both primary schools .		
In which community area does your project take place? (Please give name – see section 3)	Royal Wooton Bassett and Cricklade		
I/we have discussed our project with the town/parish council?	Yes <input type="checkbox"/>	Date	No <input checked="" type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input type="checkbox"/>	Date	No <input checked="" type="checkbox"/>

Where will your project take place?	Smart Zone Building, St Sampsons Junior School site, Bath Road, Cricklade, SN6 6AT
When will your project take place?	As soon as possible, this Summer
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 800 characters only (inclusive of spaces)</i>	At a recent festival in Cricklade where we had a stand for the first time, local residents asked where we were based. They were shocked to know that we had been on the school site for 11 years and they had no knowledge of us. Several parents and grandparents said that they would have used our services if they had known of us! We have relied upon word of mouth and recommendations, but clearly we have been missing a potential market! Our aim is to increase our visibility within Cricklade by placing signs at strategic points. Parents will see a quality childcare facility on their doorstep, and a potential opportunity to return to work. This in turn would increase local household income and spending, increase recruitment in the wider area and recruitment potential in Smart Zone.
How many people will benefit from your project?	Parents in the local areas.
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.	
Any other information about your project. (Limited to a 1000 characters) Jo and I were advised to set up 11 years ago as a limited company as many 'committee' led childcare businesses were failing. This has been double edged - we are able to make decisions quickly, yet there are only two of us to cover all aspects of the business. We aren't able to fund raise or apply to charities; when funds are low, we just cover staffing costs etc and don't pay ourselves. We have struggled over the last few years, but are determined to keep going as our customers depend upon us and our loyal staff depend upon their wages. Marketing hasn't been our strong point, but we do need to improve our profile. Improving our signage is the first part of our new marketing strategy. We felt if we are to direct custom towards Smart Zone, they needed to recognise us as separate from the school buildings. We are also setting up meetings with all of our local schools. We need to develop a good web site but don't have the skills or the funds to do this as yet.	
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 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"/>

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="1"/>
25 – 50 years	Male	<input type="text"/>	Female	<input type="text" value="1"/>
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?
The signage which we are hoping to commission from a local sign company comes with a 10 year guarantee. We are hopeful that our profits will be sufficient to cover any replacement signs in 10 years time.

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?

Our 'registration' document includes a reference to where parents heard about Smart Zone. This data will be very easy to collate to give a clear picture as to whether any future children in our care are a direct or indirect result of our increased visibility.

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: 2011		Month: August	Year: 2011	
A - Total income:		£51,809.65		
B - Minus total expenditure:		£51,748.50		
Surplus/deficit for year: (A minus B)		£61.15		
Free reserves currently held (i.e. money not committed to other projects/operating costs)		£ none (negative equity)		
5. Financial information – If you can claim back V.A.T. please <u>exclude</u> 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	
Wall sign - gate - Dibond	£199	Own fundraising/reserves		£
Artwork	£35			£
Fitting	£50	Parish/town council		£
Wall sign - building - Foamex	£180			£
Artwork	£35	Trusts/foundations		£
Fitting	£50			£
Direction sign - pole mounted	£43	In kind		£
Artwork	£20			£
Fitting	£48			
Mosaic sign mounting	£65	Other		£
Portable Banner	£88			£
VAT @ 20 %	£162.60			£
Total Project Expenditure	£976	Total Project Income		£0
Total project income B		£0		
Total project expenditure A		£976		
Project shortfall A – B		£976		
Grant sought from Wiltshire Council Area Board		£976		
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

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- 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.
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- 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: 10/07/2012

Position in organisation: Director

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

