

Meeting: PEWSEY AREA BOARD

Place: Burbage Village Hall, Eastcourt Road, Burbage, Wiltshire SN8 3AJ

Date: Monday 12 November 2012

Time: 6.30 pm

COMMUNITY AREA GRANT – APPLICATION FORMS

Relating to item 13 on the agenda for the above meeting

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Reference no
Log no
For office use

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	SHALBOURNE TENNIS CLUB
Contact name	
Contact address	
Contact number	e-mail
Organisation type	Not for profit organisation <input checked="" type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify
2. Your project	
Project Title/Name	TENNIS COURT REKURBISHMENT
What is your project about and what does it aim to achieve?	The current court is in disrepair. We aim to refurbish the court, form a new tennis club, all care with the LTA, and organise tennis coaching for young and old alike.
<i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	
In which community area does your project take place? (Please give name – see section 3)	PEWSEY
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/> Date 17/7/2012 No <input 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?	SHALBOURNE SPORTS GROUND, LIVAK ROAD	
When will your project take place?	SEPTEMBER 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 700 characters only (inclusive of spaces)</i>	It is obvious that the Tennis court needs refurbishment, and due to its condition we can no longer charge for its use. We expect to sign up at least 20 families as new members - and have received many indications of support already. We will hold coaching sessions for both younger children and adults, and the tennis court will provide entertainment for older children, all which there is very little within the village.	
How many people will benefit from your project?	50 +	
How does your project demonstrate a direct link to the local community plan for your area? (see www.wiltshire.gov.uk/areaboard) or priorities of your area board) Please provide a reference/page no.	Coaching for 8-12 year olds + Adults Improving community sports opportunities Generating greater volunteering within the community.	
Any other information about your project. (Limited to a 1000 characters)		
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"/>
25 – 50 years	Male	<input type="text" value="1"/>	Female	<input type="text" value="2"/>
Under 25 years	Male	<input type="text"/>	Female	<input type="text" value="1"/>
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?

Membership of the Tennis Club will ensure the project is not only self funding, but will also provide funds for the next refurbishment in 15 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?

Membership numbers will reveal how successful the project is. We will be able to monitor how popular the coaching courses are by the number of people taking part.

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

SHALBOURNE PARISH COUNCIL
106 FUNDING

£12,500
~~£10,000~~

£12,500
~~£10,000~~

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) 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	
MAIN RESURFACING WORKS	£ 13870	Own fundraising/reserves	C	£ 215
NEW PERIMETER CHAINLINK	£ 2640			£
REPAINTING EXISTING FENCE 1000	£ 805	Parish/town council 106 HUNDINGS	C	£ 12,500 12,000
NEW TENNIS POSTS	£ 295	COMMUNITY		£
NEW TENNIS NET	£ 105	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£			£
	£	Other		£
	£			£
	£			£
Total Project Expenditure	£ 17,715	Total Project Income		£ 12,715 12,715
Total project income B		£		12,715
Total project expenditure A		£		17,715
Project shortfall A – B		£		5000
Grant sought from Wiltshire Council Area Board		£		5000
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:

Position in organisation:

1/8/12

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

Courtstall SERVICES LTD

Our Ref: PDD/yad/27/9828a

Unit 1 Northavon Business Centre
Dean Road, Yate, Bristol, BS37 5NH

13th June 2012

Telephone: +44(0) 1454 889944
Facsimile: +44(0) 1454 889945
Email: info@courtstallservices.co.uk
Web: www.courtstallservices.co.uk

Mr Close
16 Oxenwood
Marlborough
Wiltshire
SN8 3NQ

Dear Mr Close

RE: PROPOSED RESURFACING OF SHALBOURNE TENNIS
COURT, SHALBOURNE SPORTS FIELD, RIVAR ROAD,
SHALBOURNE, MARLBOROUGH, WILTSHIRE, SN8.

Further to our recent telephone conversation and with reference to our quotation dated 11th August 2011 we have pleasure in submitting the following requested updated prices for your consideration.

Main resurfacing works	£13,870 plus VAT
New perimeter chainlink	£2,640 plus VAT
Repainting of existing fence posts	£805 plus VAT
New tennis posts	£295 plus VAT
New tennis net	£105 plus VAT

£17,715

We trust that you will find the enclosed details of interest and in accordance with your requirements. Should you decide to proceed, kindly complete and return both copies of the enclosed form of acceptance, together with the appropriate deposit. One copy of the signed agreement will be returned to you for your own records, the other will be retained by us. Should there be any points that you wish to discuss further, or any items which require clarification, please do not hesitate in contacting us.

Yours sincerely

PATRICK D DOLAN B.Sc. (Hons).
Director

By Post & email

Encs

Registration no. 1886176 in England; Directors: E. Page, P.Dolan B.Sc. (Hons), C. Page
Registered Office: 21 Bampton Street, Tiverton, Devon, EX16 6AA



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	Wilcot Cricket Club		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input checked="" type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify		

2. Your project

Project Title/Name	New Astro Turf Pitch for junior practice and senior use		
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 Club wishes to replace the old astro turf pitch, which was originally installed over 20 years ago, and is now worn and needs replacing. We have a Saturday side that is in division 4 of the Wiltshire League, and also we have a Sunday side. This year we also have started a junior side for under 9 years, who have coaching every Saturday mornings and also play in festivals, together with midweek net practice. There is a necessity to have a new astro turf due to heavy wear.		
In which community area does your project take place? <i>(Please give name – see section 3)</i>	Pewsey Area Board		
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"/>

Where will your project take place?	Wilcot Cricket Pitch
When will your project take place?	In February/March next year
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>	We have been an integral part of the community for over 50yrs. We have strong village community roots and work together with the village and PCC. We encourage new team members including youngsters. We feel that we encourage fitness and teamwork in the community. We also support local businesses. As mentioned before we now have a junior side of under 9 years, who are coached every Saturday mornings and also attend junior festivals. We had a junior festival at Wilcot this year, which meant there were approx 200 adults and children playing on the pitch . If we had a new artificial strip we would let the junior side use this, but the present is too worn for them to play on.
How many people will benefit from your project?	The Club members and local community
How does your project demonstrate a direct link to the local community plan for your area? (see www.wiltshire.gov.uk/areaboard) or priorities of your area board) Please provide a reference/page no.	We now have an under 9years junior side, which we feel is a very important part of the Club, seeing youngsters coming up through the Club.!
Any other information about your project. (Limited to a 1000 characters) Having been part of the community for the last 50yrs and for some period before the war, we feel it important to keep the Club alive for future generations. All ages from young to the elderly come to watch the cricket, which is in the heart of the village. Some of the elderly and disabled love to watch the games from the back of the ir gardens. We recently allowed the local churches to use the ground, which once again was of benefit to the whole community. We have a strong League side together with a strong friendly cricket side and as previously stated we have a popular junior under side. We feel we are a progressive Club but to enable us to go forward even further, we require a new artificial pitch.	
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

Female

25 – 50 years

Male

Female

Under 25 years

Male

Female

Disabled People

Male

Female

Black and Minority Ethnic people

Male

Female

If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it? with our own fundraising events

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?

We will know immediately from the players that use the pitch every weekend, also some games that are held at the pitch by the local community for friendly and private games, encouraging all the local community and children to play.

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

The Lords Taverners

£3000

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:	Month: December	Year: 2011
A - Total income:	£14,981.59	
B - Minus total expenditure:	£11,537.31	
Surplus/deficit for year: (A minus B)	£3,444.28	
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 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	
new Astro Turf	£8,720	Own fundraising/reserves		£
	£	fundraising	p	£1,360
	£	Parish/town council		£
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£			
	£	Other		£
	£	lords Taverners	p	£3,000
Total Project Expenditure	£8,720	Total Project Income		£4,360

Total project income B	£4,360
Total project expenditure A	£8,720
Project shortfall A – B	£4,360
Grant sought from Wiltshire Council Area Board	£4,360
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:

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 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	Great Bedwyn Cricket Club		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input checked="" type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify		

2. Your project

Project Title/Name	Acquire Cricket Coaching Equipment and Grass Germination Sheet		
What is your project about and what does it aim to achieve?	1. To provide coaching and practice equipment for Senior and Junior, This equipment will be used indoors during winter and pre season training, in addition the equipment will be used for warmups before competitive matches. http://www.ecbcashop.co.uk/products/Coaching-equipment/		
<i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	2. To purchase a seed germination sheet for the cricket square so that it is easier to grow grass on the cricket square http://www.morrant.com/cricket_ground_equipment/grass_germination_sheet23_metres/80452_p.html		
In which community area does your project take place? <i>(Please give name – see section 3)</i>	Pewsey		
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?	Great Bedwyn Cricket Club	
When will your project take place?	February 2013	
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>	<p>The Cricket Club currently has very liittel coaching equipment for senior and junior members. In order to develop skills and attract new players, the club has a requirement to improve coaching facilities.</p> <p>The mainteinance of the the cricket field and cricket square is performed by club members in their own time. To maintain the high standards of the West of England Premier League, it is important that the groundstaff are able to use equipemnt and tools that faciltate this time consuming job. It is important that new grass can be grown quickly on bare patches on the square and when it is scarified. The seed germination sheet will make this job a lot easier.</p>	
How many people will benefit from your project?	50	
How does your project demonstrate a direct link to the local community plan for your area? (see www.wiltshire.gov.uk/areaboard) or priorities of your area board) Please provide a reference/page no.	<p>Improving sports, play and leisure facilities</p> <p>Section 6.7 Page 25</p>	
Any other information about your project. (Limited to a 1000 characters)		
<ul style="list-style-type: none"> -Cricket is the only major team sport now played in Bedwyn and the surrounding area. - Despite being a village club, GBCC competes in Wiltshire Premier Division 1st and 2nd XI leagues composed mainly of town teams. - In 2012 GBCC came third in the 1st XI League and 2nd in the 2nd XI League, having at one stage led both tables, and with only a few points separating the top teams. - GBCC also competes in Savernake leagues and other competitions; having become the Wiltshire indoor winner, it represented Wiltshire in the National Indoor Championship in 2012. - Unlike some other clubs who despite their bigger catchment populations import good players from elsewhere, GBCC players are all local people - GBCC has never been a wealthy club, and has relied mainly on its own resources. <p>Th Club has extended the playing area in 2008 and are looking to raise £170,000 to build a new pavillion. (Plans approved 2011) The Club has set a side £40,000 of its own funds towards this .</p>		
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" value="5"/>	Female	<input type="text" value="1"/>
25 – 50 years	Male	<input type="text" value="6"/>	Female	<input type="text"/>
Under 25 years	Male	<input type="text" value="4"/>	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?
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?

The Club continues to thrive and retains its membership numbers and league positions.

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

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: Decembet	Year: 2011
A - Total income:	£13382.43	
B - Minus total expenditure:	£11364.41	
Surplus/deficit for year: (A minus B)	£2018.02	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£41,038.09	

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	
23M Germination Sheet	£450	Own fundraising/reserves		£
Skyer Bat	£80			£
Katchet Ramp	£45	Parish/town council		£
Catchers Mitt	£45			£
Flex-Stumps	£40	Trusts/foundations		£
Pop up stump +balls	£45			£
Sidearm pro	£20	In kind		£
Pop-up Ball Stop Net	£45			£
Batting Tees x 3	£36			
Training Bibs	£5	Other		£
Coaching Bag	£20			£
Total Project Expenditure	£831	Total Project Income		£0
Total project income B		£0		
Total project expenditure A		£831		
Project shortfall A – B		£831		
Grant sought from Wiltshire Council Area Board		£831		
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
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- This application meets all the funding criteria
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- 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: 27/09/2012

Position in organisation:

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

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Reference no
Log no
For office use

**Community Area Grant Application Form
2012/2013**

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To fund up to 50% of projects costs of projects over £1,000
Maximum Grant £5,000

For larger projects we strongly advise you to contact Charities Information Bureau three months before you approach the area board. (See Section 2 for contact details)
Please contact your Community Area Manager before completing your application (See Section 3 for contact details)

1. Your organisation or group	
Name of organisation	THE BOUVERIE HALL CHARITY No. 240583
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 VILLAGE HALL.
2. Your project	
Project Title/Name	REPLACEMENT OF CHAIRS
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>	EXISTING CHAIRS OVER 14 YEARS OLD. HEAVY BREAKING ON A REGULAR, SEATS BADLY STAINED. EXPENSIVE TO REPAIR AND RETURN TO USE. THEY ARE DIFFICULT TO STACK AND REPAIR STORE. THE REPLACEMENT CHAIRS ARE LIGHTER AND MORE STACKABLE. MOST VOLUNTEERS WHO USE THEM ARE ELDERS AND WEIGHT IS IMPORTANT
In which community area does your project take place? (Please give name - see section 3)	PEWSEY
I/we have discussed our project with the town/parish council?	Yes <input type="checkbox"/> Date <u>THEY ARE AWARE FROM THEIR REPRESENTATIVE ON THE COMMITTEE</u> 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?	THE BOUVERIE HALL, PENSEY.	
When will your project take place?	AS SOON AS FUNDING IS AVAILABLE	
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>	THE NEED FOR NEW CHAIRS IS ALWAYS EVIDENT EVERY TIME WE PUT CHAIRS ASIDE FOR REPAIR AND THE DIFFICULTY OF BRING CHAIRS INTO AND OUT OF STORE THE HALL IS USED BY MANY ORGANISATIONS IN THE LOCAL AREA AND GOOD SAFE EQUIPMENT IS ESSENTIAL. ENERGY VOLUNTEERS NEED THE LIGHTER-EASIER TO HANDLE EQUIPMENT.	
How many people will benefit from your project?	EVERY ONE INVOLVED IN USING HALL.	
How does your project demonstrate a direct link to the local community plan for your area (see www.wiltshire.gov.uk/areboards) or priorities of your area board? Please provide a reference/page no.	THE HALL IS AN IMPORTANT AMENITY FOR THE PEOPLE OF PENSEY AND SURROUNDING AREA.	
Any other information about your project. (Limited to a 1000 characters)		
WHilst we do have cash reserves these have to be maintained against falls in revenue and ever increasing running costs. We also have to hold reserves to cover the repair that may come along - windows, roof, floor, divider etc. The hall is now 25 years old. Such repairs tend to be urgent.		
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="6"/>	PLUS ALL THE VOLUNTEERS WHO RUN THE EVENTS IN THE HALL.
25 – 50 years	Male	<input type="text"/>	Female	<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 will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

PROJECT IS A PURCHASE OF EQUIPMENT MORE SUITED TO THE USERS.

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

THE FEED BACK WILL BE IMMEDIATE AND REPEATED EVERYTIME THE CHAIRS ARE BROUGHT OUT AND USED AND REPEATED WHEN THEY ARE RETURNED BY ALL USERS OF THE HALL

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	NO OTHER APPLICATIONS		

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:	Month: DEC	Year: 2011
A - Total income:	£ 29,382	
B - Minus total expenditure:	£ 32,251	
Surplus/deficit for year: (A minus B)	£ 2,869	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£ 28,895 at DECEMBER 2011. SEE NOTE EARLIER.	

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)		
	£		PIC	£
144 FOLDING CHAIRS	£	Own fundraising/reserves	C	£ 3,000
REF 2600. LINKING	£ 4457			£
	£	Parish/town council		£
6 CHAIR TROLLEYS	£ 1074			£
SUB TOTAL	£ 5531	Trusts/foundations		£
LESS DISCOUNT. 10%	£ 553			£
	£ 4978	In kind		£
	£			£
ADD VAT (NOT RECLAIMABLE)	£ 996			
	£	Other		£
	£			£
	£			£
Total Project Expenditure	£ 5974	Total Project Income		£ 3,000
Total project income B	£ 3,000			
Total project expenditure A	£ 5,974			
Project shortfall A - B	£ 2,974			
Grant sought from Wiltshire Council Area Board	£ 2,974			
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 **CONSTITUTION BY TRUST DEED
RULES OF COMMITTEE**
- Evidence of ownership/lease of buildings and/or land **DEEDS HELD ON HALL'S BEHALF
BY OFFICIAL TRUSTEE.**

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. **NONE REQUIRED**
- 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: A. D.	Date: 2nd October 2012
Position in organisation: THE BOUVERIE HALL COMMITTEE	(Hon Treasurer)

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

