

**Meeting:** DEVIZES AREA BOARD

**Place:** Devizes Sports Club, London Road, Devizes SN10 2DL

**Date:** Monday 27 January 2014

**Time:** 6.30 pm

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## **COMMUNITY AREA GRANT – APPLICATION FORMS**

**Relating to item 13 on the agenda for the above meeting**



# Agenda Item 13

## Grant Applications for Devizes on 27/01/2014

ID	Grant Type	Project Title	Applicant	Amount Required
436	Community Area Grant	Devizes Peer Support Social Group- new laptop	Wiltshire Mind	£494
408	Community Area Grant	Listed Building Awning at Sidmouth Club	Alzheimers Support	£642.00
470	Community Area Grant	Nursteed Centre Replacement Boiler	Devizes & District Association for the Disabled	£2412.89
484	Community Area Grant	Equipment for Devizes Outdoor Celebratory Arts activities	Devizes Outdoor Celebratory Arts (DOCA)	£2166.00
503	Community Area Grant	All Cannings Handbells Group	All Cannings Handbell Group	£500

ID	Grant Type	Project Title	Applicant	Amount Required
436	Community Area Grant	Devizes Peer Support Social Group- new laptop	Wiltshire Mind	£494

**Submitted:** 21/11/2013 13:48:35

**ID:** 436

**Current Status:** Application Appraisal

**To be considered at this meeting:**

27/01/2014 Devizes

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

Community Area Grant

**2. Amount of funding required?**

£0 - £500

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

No

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

**5. Project title?**

Devizes Peer Support Social Group- new laptop

**6. Project summary:**

Wiltshire Mind requires a laptop, software and broadband dongle for our Devizes Group to enable client members to start a new project. The project involves our client members accessing the internet to carry out research, seek mental health information together with the

opportunity to type documents. The internet will be used by clients to research various matters such as mental illness, diet and nutrition, job searching, benefits information, housing, personal banking, advocacy, public transport timetables, pay bills online etc. In addition the laptop will be used to type letters to GPs, MPs, employers etc and also prepare CVs.

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

Devizes

**Electoral Division**

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

SN10 1BL

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

Health, lifestyle and wellbeing  
Inclusion, diversity and community spirit

If Other (please specify)

**10. Finance:**

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

**Your latest accounts:**

03/2013

**Total Income:**

£79855

**Total Expenditure:**

£(126480)

**Surplus/Deficit for the year:**

£(46625)

**Free reserves currently held:**

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

£20000

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

Our reserves are committed to fund core costs and provide contingency.

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

**10b. Project Finance:**

Total Project cost                      £494

Total required from Area Board   £494

Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Mobile Broadband dongle	15			0.00
ACER Aspire Laptop	379			
Software	100			
<b>Total</b>	<b>£494</b>			<b>£0</b>

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

No

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

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

Local residents suffering from a wide range of mental health illnesses and disabilities in Devizes will benefit from this project. We estimate 12 people per week will benefit from the project. The project will benefit the community in the following ways:- 1. An increased ability amongst those suffering mental distress to manage daily tasks. 2. Better access to support and health services, including courses on managing mental health conditions, via use of the internet. 3. Enabling of social participation and empowerment by providing access to information, peer support networks and personalised services. 4. Helping people with mental health issues build confidence. 5. Improvement in organisation skills for mental health sufferers. 6. Improved access to job market vacancies and volunteering vacancies for mental health sufferers. The project also helps meet local priorities, for example the project meets the Devizes Community Area Plan aim to retain, enhance and expand Local Health Services which include Mental Health Services.

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

We will carry out monthly evaluations to monitor the following changes with our service users. 1. Level of improvement in managing daily tasks. 2. Level of improvement in accessing information, local support and health services. 3. Comment on use of peer support networks being developed at the group. 4. Levels of increase in confidence. 5. Levels of improvement in organisation skills. 6. Use in accessing details of job and volunteering vacancies.

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

The capital items are one off purchases and will last for some years. When the laptop ceases to be operational we will be applying for funding from other sources to replace it. Similarly we will apply for funding to update the software when required.

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

Not applicable

**17. DECLARATION**

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

**Quotes:**

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

**Accounts:**

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

**Constitution:**

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

**Policies and procedures:**

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

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

**And finally...**

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

408	Community Area Grant	Listed Building Awning at Sidmouth Club	Alzheimers Support	£642.00
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**Submitted:** 11/11/2013 11:20:09

**ID:** 408

**Current Status:** Application Appraisal

**To be considered at this meeting:**

27/01/2014 Devizes

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

Community Area Grant

**2. Amount of funding required?**

£501 - £5000

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

No

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

n/a

**5. Project title?**

Listed Building Awning at Sidmouth Club

**6. Project summary:**

The temperature in the Information and Advice Centre on Sidmouth Street becomes unbearable during late spring and summer days. With a high volume of visitors and a Dementia Club based on site this cannot continue.

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

Devizes

**Electoral Division**

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

SN10 1LD

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

Other

If Other (please specify)

Supporting people with Dementia and their carers

**10. Finance:**

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

**Your latest accounts:**

08/2013

**Total Income:**

£896812.00

**Total Expenditure:**

£956569.00

**Surplus/Deficit for the year:**

£(59757.00)

**Free reserves currently held:**

(money not committed to other projects/operating costs)

£173000.00

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

As a charity you are advised to hold 3 months of operating costs in reserves - we do not have this amount.

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

**10b. Project Finance:**

Total Project cost		£1284.00		
Total required from Area Board		£642.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Awning	1284	other funding		642
Total	<b>£1284</b>			<b>£642</b>

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

No

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

Devizes

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

We are asking for an awning in order to reduce the high temperatures in our building in Sidmouth Street, which is used as a drop-in dementia advice centre from Monday to Friday each week. The office also provides the only entrance to Sidmouth Club for the members. With vulnerable adults on site it is of high importance to keep the premises secure which means we are not able to open the door in between the office and club to try and control the soaring temperatures, these can easily exceed 30 degrees. It also means as members make their way to and from the club they are faced with doing this in unpleasant hot conditions. The centre faces south and is in direct sun for much of the day, with temperatures climbing to uncomfortable levels in the summer months. As a charity we cannot afford to install air conditioning, nor change the windows. The information centre offers advice to people who are concerned about any aspect of living with dementia and is visited regularly by members of the public, often older people, who are concerned about their memory or that of a loved one and have come in for guidance. Carers often stop for advice when bringing their loved one to the club and again are subject to these uncomfortable temperatures. The office receives over 200+ visitors per month. It is important that people feel welcomed and comfortable during this initial visit, and high temperatures make their visits uncomfortable. This office is also used to carry out meetings with Carers who's loved ones are starting at the club, to gather information and complete paperwork, these can take up to an hour which again in high temperatures is unpleasant and unsuitable. An awning would make a tremendous difference to all who use this important community resource, including people with dementia and family carers, as well as the staff and volunteers who man the information centre, and the benefits



would last for many years to come.

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

By the reduction in temperature and comfort of visitors members and staff

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

n/a

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

n/a

**17. DECLARATION**

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

**Quotes:**

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

**Accounts:**

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

**Constitution:**

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

**Policies and procedures:**

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

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

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

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

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

**And finally...**

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

470	Community Area Grant	Nursted Centre Replacement Boiler	Devizes & District Association for the Disabled	£2412.89
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**Submitted:** 08/12/2013 16:25:30

**ID:** 470

**Current Status:** Application Appraisal

**To be considered at this meeting:**

27/01/2014 Devizes

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

Community Area Grant

**2. Amount of funding required?**

£501 - £5000

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

No

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

**5. Project title?**

Nursted Centre Replacement Boiler

**6. Project summary:**

Replacement of old heating boiler and other works to improve efficiency of the heating system to ensure the heating system is in good order for use by user groups of disabled people and to reduce running costs.

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

Devizes

**Electoral Division**

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

SN10 3AF

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

Inclusion, diversity and community spirit

If Other (please specify)

**10. Finance:**

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

**Your latest accounts:**

09/2012

**Total Income:**

£22866.00

**Total Expenditure:**

£27130.00

**Surplus/Deficit for the year:**

£(4264.00)

**Free reserves currently held:**

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

£8750.00

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

We need to maintain a certain financial reserve to be available to pay for running costs of the Nursteed Centre, and to give assurance that the Centre can continue to be available for use by 16 groups of disabled people.

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

**10b. Project Finance:**

Total Project cost		£4825.79		
Total required from Area Board		£2412.89		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Replace boiler	2785.79	Private Donations	yes	1392.90
Heating improvements	1200.00	Private Donations	yes	600.00
Electrical works	384.00	Private Donations	yes	192.00
Making good etc	216.00	From reserves	yes	108.00
Drain for condensate	240.00	From reserves		120.00
Total	<b>£4825.79</b>			<b>£2412.9</b>

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

No

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

Devizes

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

The D&DAD was formed in 1981 with the aim of making the whole Town disabled friendly with dropped kerbs , accessible shops etc. In 1984 a disused School Kitchen became available and was altered and extended to form the Nursteed Centre providing a meeting hall, kitchen, toilets specially designed for the disabled. The Nursteed Centre, now called the Nursteed Community Centre, provides a safe, accessible, affordable place for disabled people in the area. The Centre is used by 16 groups of people with various disabilities with approximately 250 disabled people using the Centre on a regular basis. The Centre allows equality by providing a meeting place for all people irrespective of disabilities. This project will allow provision of an efficient heating system in a building where the users are predominantly sedentary and need a dependable heating system.

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

The D&DAD Management Committee includes a building surveyor and other business people with relevant experience of projects of this nature. Savings in energy costs would be monitored by comparison of current and past invoices.

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

Not Applicable

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

Not applicable

**17. DECLARATION**

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

**Quotes:**

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

**Accounts:**

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

**Constitution:**

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

**Policies and procedures:**

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

**Other supporting information (Tick where appropriate, for some project these will not**

**be applicable):**

**And finally...**

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

484	Community Area Grant	Equipment for Devizes Outdoor Celebratory Arts activities	Devizes Outdoor Celebratory Arts (DOCA)	£2166.00
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**Submitted:** 16/12/2013 12:10:20

**ID:** 484

**Current Status:** Application Appraisal

**To be considered at this meeting:**

27/01/2014 Devizes

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

Community Area Grant

**2. Amount of funding required?**

£501 - £5000

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

No

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

N/A

**5. Project title?**

Equipment for Devizes Outdoor Celebratory Arts activities

**6. Project summary:**

We require new equipment, including road signage, gazebos and outdoor cabling to help us run our hugely popular events throughout the year, including the Street Festival, Carnival and Christmas Festival and Lantern Parade, as well as several participatory projects. The scale of our events is growing year on year, attracting audiences from across Wiltshire and Nationally, as well as our committed local supporters. New equipment is essential to sustain the quality, efficiency and safety of these events.

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

Devizes

**Electoral Division**

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

SN10

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

Children & Young People  
2012 Olympic Legacy  
Arts, crafts and culture  
Countryside, environment and nature  
Economy, enterprise and jobs  
Festivals, pageants, fetes and fayres  
Food, farming and local markets  
Health, lifestyle and wellbeing  
Heritage, history and architecture  
Inclusion, diversity and community spirit  
Sport, play and recreation

If Other (please specify)

**10. Finance:**

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

**Your latest accounts:**

10/2013

**Total Income:**

£130942.79

**Total Expenditure:**

£134723.70

**Surplus/Deficit for the year:**

£-3780.91

**Free reserves currently held:**

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

£8946.59

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

Of our reserve, £3232 is ring fenced for activity within the Christmas Festival and Lantern parade (previous grant from DDP). This leaves £5714.59 in reserve. We made a small deficit in the last year, due to the need to make new appointments within the organisation to prepare for the retirement of Artistic Director Dave Buxton. Therefore this year we need to make sure that we build upon the reserves we have, to ensure the sustainability of DOCA and its events for years to come. We are happy to make a contribution to the equipment from our reserves of £781.47 (12% of total cost), and will seek match funding from Arts Council England for £2521 (40% of total cost).

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

**10b. Project Finance:**

Total Project cost		£4332.94		
Total required from Area Board		£2166.00		
Expenditure (Itemised expenditure)	£		Income (Itemised income)	Tick if income confirmed £
Coin weighing scales	315.50		Reserves	yes 434.00
Printer	169.99		Arts Council grant	1732.94
Heavy duty gazebos	2459.96			
Outdoor power cabling	267.81			
Road traffic signage	363.68			
Branded banner flags	756.00			
<b>Total</b>	<b>£4332.94</b>			<b>£2166.94</b>

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

No

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

Devizes

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

There are 3 ways people can benefit from our activity: Audience In 2013 approximately 20,000 people of all ages attended our annual activities. Around 70% are from within 3-4 miles of Devizes, but an increasing proportion is from outside the county, generating a viable economy of internal and external cultural tourism for local businesses. 96% of people questioned at the 2013 Street Festival said the whole experience was good (74% said very good, 22% said good). The Street Festival is a major opportunity for Devizes residents to access high quality arts for free, reflecting local priorities such as the high percentage of residents claiming Job Seekers' Allowance, and higher than average number of children living in poverty in the area. Our events stimulate interest and curiosity in the world, raise aspirations and encourage a sense of community. Our events are held outdoors, removing physical and psychological barriers to participation from groups who don't normally engage with the Arts. Workshop participants In 2013 approx. 300 young people participated in free workshops in carnival arts lead by professional artists. A further 3000 people of all ages participated in the Carnival procession itself. 800 people engaged in lantern making workshops leading up to the Christmas Festival and Lantern Parade. DOCA has developed a

“cascade learning”™ policy, whereby professional artists train emerging teachers/leaders, who then train other members of groups, and so on. This strategy empowers the local community to take ownership of the activities we instigate. One result of cascade learning was the life-sized elephant in the 2013 Christmas lantern parade, made by 4 Devizes residents whom we are now seeking opportunities to pay to teach and create in 2014, generating employment for local people. Volunteers DOCA operates with a strong voluntary Committee, whose work includes strategic planning, production, artist support and evaluation, and also a pool of “Festival Makers”™, who work with us on activity days to make sure events run smoothly. This increases the investment of the local community and the 2012 Olympic legacy. We will build on this in 2014, including creating bespoke opportunities for engaging Young People and NEET 16-18 year olds (a priority for the Devizes area), through existing networks and also by supporting the mentoring programme at Devizes School.

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

We collect data for all our events from a variety of sources. These include sign in sheets, evaluation and feedback forms, which help us monitor who has attended our events and determine information about their experience, which Jo Beal, Artistic Director, analyses with training from the Audiences Development Agency. We also write an in depth evaluation for the Arts Council every year. In 2013 we worked with a local volunteer who is a professional market researcher, who has helped us collate more in-depth research on audience experience at our summer events. We are hoping to strengthen this relationship in 2014 and therefore our understanding of our audience and their needs going forward. We also plan to use creative evaluation techniques in 2014 through the participation of local film makers and photographers, who can help us to distribute our work on local and National levels in an accessible and engaging way.

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

We fundraise from a huge range of sources throughout the year. These include, but are not limited to: Arts Council England, Devizes Town Council and other local grant making bodies, revenue from advertising, corporate sponsorship, fundraising events, private donations and commercial sources of revenue (i.e. hires for concession stands during events). The purchasing of this equipment will allow our projects to be more sustainable in the future, allowing us to concentrate on acquiring funding for purely project based costs.

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

This is part of DOCA's overall year-long programme of events, including the 2 week long summer Festival (Devizes International Street Festival, Devizes Carnival, Picnic in the Park, etc) and Christmas Festival and Lantern Parade. We are also currently developing other participatory projects with local partners in order to extend our range of activities throughout the year. The overall budget for DOCA's work in 2013 was £134,723.70, with 2014 expecting to be around £150,000.

**17. DECLARATION**

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

**Quotes:**

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



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

**Accounts:**

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

**Constitution:**

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

**Policies and procedures:**

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

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

**And finally...**

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

503	Community Area Grant	All Cannings Handbells Group	All Cannings Handbell Group	£500
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**Submitted:** 03/01/2014 10:04:43

**ID:** 503

**Current Status:** Application Appraisal

**To be considered at this meeting:**

27/01/2014 Devizes

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

Community Area Grant

**2. Amount of funding required?**

£0 - £500

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

No

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

**5. Project title?**

All Cannings Handbells Group

**6. Project summary:**

To buy a set of hand bells

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

Devizes

**Electoral Division**

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

SN10 3PG

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

Children & Young People

Festivals, pageants, fetes and fayres

Inclusion, diversity and community spirit

Sport, play and recreation

If Other (please specify)

**10. Finance:**

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

**Your latest accounts:**

**Total Income:**

£

**Total Expenditure:**

£

**Surplus/Deficit for the year:**

£

**Free reserves currently held:**

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

£

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

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

**10b. Project Finance:**

Total Project cost £2500

Total required from Area Board £500

Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
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Set of Handbells	2500	Grant from Nugee Foundation	yes	1000
		Donations from local people	yes	56
		group fund raising activities	yes	400
		Subscriptions from group members	yes	248
		Future fund raising		296
<b>Total</b>	<b>£2500</b>			<b>£2000</b>

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

No

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

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

All Cannings Handbell Group was formed about one year ago and at present uses a set of borrowed bells. These were lent to us temporarily whilst we learnt to use them and to give us time to raise the money to purchase them. We will be playing at local events to raise money for local activities, at care homes to entertain the elderly and forming an after school club at All Cannings school to introduce the children to music and encourage them to play. At present we use 12 bells but the whole set will be 22 bells and we will therefore be able to recruit more members. There are 147 children at the school so there is the opportunity for many to be involved.

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

We will continue to meet weekly to practice and enlarge our repertoire and to arrange our performances.

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

Future funding will not be required as the bells will last for many years. Any refurbishment required in the future will be covered by continued fund raising and subscriptions from the group members.

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

17. DECLARATION

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

**Quotes:**

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

**Constitution:**

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

**Policies and procedures:**

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

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

**And finally...**

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