



Reference no

Log no

For office use

Community Area Grant Application Form 2010/2011

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

We strongly advise that you contact your Community Area Manager before completing your application.

1 - Your organisation or group

Name of organisation	Laverton Institute Trust		
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 Charitable Trust (No. 270325)		

2 - Your project

In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Westbury
Does your town/parish council know about your project?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
What is your project? Important: This section is limited to 300 characters only (inclusive of spaces).	The project is to refurbish the kitchen in the Laverton Hall. The total cost of this is approximately £10000 This is a part of the total refurbishment of the Laverton to make it a multi-use Community Centre, relevant to the needs of the 21 st Century.
Where will your project take place?	Laverton Hall
When will your project take place?	As soon as funds allow
How many people will benefit from your project?	Westbury Community Area approx 19000
How does your project demonstrate a direct link to the community plan for your area? Please provide a reference/page no.	Page 7 Provision of venue for Leisure and Learning. Page 19 To boost local economy. Page 27 Provide more Culture & Leisure Activities

What is the link between your project and other local priorities? e.g. Priorities set by your area board and parish plans.

This project establishes a clearly identified need for a facility that provides a multi-use centre for such activities as an exhibition area, a conference facility and a venue for activities and social events.

How did you discover there was a need for your project and how will your project benefit your local community?

Important: Please do not type in paragraphs – This section is limited to 1200 characters only (inclusive of spaces)

This project helps to foster the requirements set out in the original charter for the Laverton Hall which says that the hall is to be used for the "provision and maintenance of a community centre for use by the inhabitants of Westbury - to be used for meetings, education, recreation and leisure." In accordance with the terms of the original charter the Laverton Institute Trust are seeking to develop a multi use facility for the benefit of the community in Westbury and surrounding areas. Currently we have a varied selection of groups and organisations using the Laverton who find it difficult to find suitable facilities in the town i.e. halls and meeting rooms. Some groups may be catering for anything from 30 to 125 people and we need to ensure that we are providing facilities and equipment to a high standard. The Laverton Hall has been identified in earlier surveys as the only location in Westbury to provide a full range of facilities.

Any other information about your project.

This particular project is about the refurbishment of the kitchen. In order to provide top class facilities for the people of Westbury it is necessary to refurbish the kitchen. At the moment the cooker, for example, is condemned. In order to make the best use of the Hall it is essential that good facilities are available.

Currently the Laverton is used by a diverse group of organisations including CAB, Youth Offending Team, Chamber of Commerce, Masons, Local Church group and Matravers School also for functions such as Tea Dancing, Folk Dancing, Fashion Shows, Keep Fit, Dance classes, Parties both adult and childrens, Photographic displays and Book Launch and the recent Music Festival held Photographic and Art exhibitions over a two week period.

Discounts are available to all Community / Activity / Membership groups within the BA13 area, Churches & Faith groups, Schools & Colleges and Local Service Providers.

3 - Management

How many people are involved in the management of your group/organisation? 8

Of these, how many are:

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

The project is a capital project and will not require ongoing funding

If you were not awarded the full amount requested, what would be the impact on your project?

The project would continue, but at a slower pace and only when funds become available from other sources.

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

By increased bookings for the Laverton Hall and it's facilities and feedback from the community.

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

Yes

No

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

No other funders

Have you been successful?

Yes

No

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 ones.

Are you in receipt or anticipating other funding from Wiltshire Council for this project?

Yes

No

4 - Information relating to your last annual accounts (if applicable)

Year ending: 2010

Month: 03

Year: 2010

A - Total income:

£440551

B - Minus total expenditure:

£331423

Surplus/deficit for year: (A minus B)

£109128

Free reserves held:

£30158

5 - Financial information				
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	
MIM Catering Equipment	£5,225	Own fundraising/reserves		£
Dorset Sheet Metal Products Ltd	£2,445			£
Wheeler's Electrical	£1,570	Parish/town council		£
Brian Allsop Carpets	£744			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£	Other		£
	£	Westbury Town Council 50%		£4,992
	£			£
	£			£
	£			£
Total Project Expenditure	£9,984	Total Project Income		£4,992
Total project income B		£4,992		
Total project expenditure A		£9,984		
Project shortfall A – B		£4,992		
Award sought from Wiltshire Council Area Board		£4,992		
Bank Details				
Please give the name of the organisations' bank account e.g. Barclays				
Please give the title name of the organisations' bank account e.g. current				
6 – Supporting information – Please enclose the following documentation				
Enclosed (please tick)				
<input checked="" type="checkbox"/> Written quotes including the one you are going to use <input type="checkbox"/> Latest inspected/audited accounts or annual report <input type="checkbox"/> Income and expenditure budget for current financial year <input type="checkbox"/> Project budget (if applicable) <input type="checkbox"/> Terms of reference/constitution/group rules <input type="checkbox"/> 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 - Equalities and Inclusion – Wiltshire Council is committed to ensuring that its work through the Area Boards benefits all sections of our community and promotes equality and inclusion. To assist us in assessing how your application aims to meet our commitment to equality and inclusion, please provide a brief answer to the following:

a) How does your project work to either (a) promote equality and access to services/facilities, and/or (b) reduce disadvantage?

This project is designed, together with other improvements to the Laverton Hall, to provide a facility for the use of all residents of Westbury area, regardless of ethnicity or disadvantage by way of infirmity or old age.

b) How does your project work to promote inclusion, participation and good community relations?

As above, this is a facility for inclusion of the whole population.

c) Is your project targeted at a specific group? If yes, please tick any of the following which apply

- Under 25's Over 50's
- Mostly or all men/boys Mostly or all women/girls
- Specific minority ethnic groups (please state which groups)
- Specific faith groups (please state which groups)
- People/families on low income
- Other disadvantaged groups (please state which groups)

8 - Declaration (on behalf of organisation or group) – I confirm that...

- I have read the funding criteria
- The information on this form is correct, that any award received will be spent on the activities specified, that I will complete a monitoring form (if requested) following completion of the project.
- If an award is received, I will complete and return an evaluation sheet.
- That any other form of licence or approval for this project has been received prior to submission of this application.
- That the necessary policies and procedures will be in place prior to the commencement of the project outlined in this application. Child Protection 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: 28/10/2010

Position in organisation:

Please return your completed application to the appropriate Area Board Locality Team