



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

### 2 - Your project

In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Wootton Bassett & Cricklade
Does your town/parish council know about your project?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
What is your project?  <b>Important: This section is limited to 300 characters only (inclusive of spaces).</b>	The project is to create a parish/town plan for the parish of xxx. The Parish Council has minuted at the meeting of xx.xx.xx the intention to create a parish plan which will be led by a steering group of volunteers from the community.
Where will your project take place?	xx parish
When will your project take place?	between April 2011 and October 2012
How many people will benefit from your project?	all residents of xx parish numbered
How does your project demonstrate a direct link to the community plan for your area?  Please provide a reference/page no.	Feeds directly into community plan and provides evidence of community needs and priorities for residents of xxxx

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

A parish/town plan for xxx will provide evidence of priorities and needs of community that will inform the work and priorities of the area board.

**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)**

The Area Board has encouraged the creation of parish and town plans in the community area as a means of identifying community priorities. The process of preparing a plan will be community led by a representative steering group of volunteers. They will engage widely with local residents, community groups, businesses and other stakeholders and undertake a consultation exercise to find out what is valued and needed in the future. Information from the consultation will inform the action planning that will be developed with the involvement of agencies and service providers to ensure that the actions identified are deliverable. The parish/town plan provides evidence to inform future decisions affecting the community, helps manage change, involves local people in identifying community led solutions to local concerns and improves community spirit by helping identify valued features of community life to be preserved. The plan should assist the work programme of the Parish/Town Councils by providing evidence of community aspirations that can be used for future influencing and to assist with spending priorities for the precept.

**Any other information about your project.**

Although the Parish Town Council will be the applicant and recipient for grant funds, the work of preparing a plan will be undertaken by a temporary steering group of volunteers from the community. The PC will put in place arrangements for the steering group to be able to draw down grant funds to offset spending on parish planning. The PC will maintain close links with the steering group by providing a Parish/Town Councillor to be part of the steering group and also will ensure that regular reports of progress are made to the Parish Council. The PC will also put aside £xxx towards the parish plan and offer some administrative support/room space for meetings/ or xxxx if appropriate.

### 3 - Management

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

**Of these, how many are:**

<b>Over 50 years</b>	<b>Male</b>	<input type="text"/>	<b>Female</b>	<input type="text"/>
<b>25 – 50 years</b>	<b>Male</b>	<input type="text"/>	<b>Female</b>	<input type="text"/>
<b>Under 25 years</b>	<b>Male</b>	<input type="text"/>	<b>Female</b>	<input type="text"/>
<b>Disabled People</b>	<b>Male</b>	<input type="text"/>	<b>Female</b>	<input type="text"/>
<b>Black and Minority Ethnic people</b>	<b>Male</b>	<input type="text"/>	<b>Female</b>	<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 to prepare a parish plan will spread over more than one financial year and it is possible that additional funds might be needed from the precept in the second year of the project.

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

Funding for parish/town plans would be very difficult to secure from any other source. Any shortfall would impact on the ability of the steering group to engage widely with the community and undertake effective consultation. Ultimately this could impact on the effectiveness of the completed parish or town plan.

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

When the parish/town plan is completed, is adopted by the PC/TC and presented to the Area Board for inclusion with the Community Plan.

**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)?**

none

**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:**

**Month:**

**Year:**

**A - Total income:**

£

**B - Minus total expenditure:**

£

**Surplus/deficit for year: (A minus B)**

£

**Free reserves held:**

£

<b>5 - Financial information</b>				
<b>Project Costs A</b> Please provide a <u>full</u> breakdown e.g. equipment, installation etc.		<b>Project Income B</b> Please list all sources of funding for this project, as provisional (P) or confirmed (C)		
			<b>P/C</b>	
	£	<b>Own fundraising/reserves</b>		£
	£			£
	£	<b>Parish/town council</b>		£
	£			£
	£	<b>Trusts/foundations</b>		£
	£			£
	£	<b>In kind</b>		£
	£			£
	£	<b>Other</b>		£
	£			£
	£			£
	£			£
	£			£
	£			£
	£			£
	£			£
<b>Total Project Expenditure</b>	£	<b>Total Project Income</b>		£
<b>Total project income B</b>		£		
<b>Total project expenditure A</b>		£		
<b>Project shortfall A – B</b>		£		
<b>Award sought from Wiltshire Council Area Board</b>		£		
<b>Bank Details</b>				
<b>Please give the name of the organisations' bank account e.g. Barclays</b>				
<b>Please give the title name of the organisations' bank account e.g. current</b>				
<b>6 – Supporting information – Please enclose the following documentation</b>				
<b>Enclosed (please tick)</b>				
<input 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				
<b>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.</b>				

**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?**

Wide community consultation will be undertaken to find out the needs of all sections of the community and their views about services and facilities. Targeted methods will be used to find out the needs of minority sections of the community.

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

The project to prepare a parish plan is a community led project by a steering group that is representative of the wider of community and that will be using a range of participation methods to ensure that an inclusive process is undertaken to prepare the plan.

**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:**

**Position in organisation:**

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