



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	Wootton Bassett Museum and Heritage Group		
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

In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Cricklade and Wootton Bassett
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).	Purchase computer, scanner, copying and display equipment for use in the Museum and out in the community.
Where will your project take place?	In the Wootton Bassett Museum and in the community
When will your project take place?	Within next few months
How many people will benefit from your project?	Community of Wootton Bassett and area
How does your project demonstrate a direct link to the community plan for your area?  Please provide a reference/page no.	Education, Health and Leisure  10,21,22

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

**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)**

There are a number of reasons for this project. An increased number of photos of the town (general and of places and events). We have recently been supplied with over 500 photos which we have copied and with those we already had there are over 1000. Facility to copy and store on a PC, make backup CD's/DVD's and make displays would enable the museum to branch out and take displays out into the community including old peoples homes. Access to the museum is difficult with steep stairs and supplying CD's/DVD's to people unable to visit the museum will ensure the community as a whole has access to the history of the town. There is also an increased level of visitors to the museum with a definite increase in history and family history in particular. Having a copy facility for photos would enable those who find photos of interest, often family members, to have a copy for a small fee (which could supply a small income to the museum). We would also find it easier to update displays with copied and scanned pictures and photos and produce leaflets and labels for displays etc.

**Any other information about your project.**

Copying photos will enable originals to be preserved and duplicate/alternative displays to be made

### 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" value="8"/>	<b>Female</b>	<input type="text" value="7"/>
<b>25 – 50 years</b>	<b>Male</b>	<input type="text" value="1"/>	<b>Female</b>	<input type="text" value="2"/>
<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 main costs will be ink and paper will be funded from public donations. This will cover any costs.

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

PC and printer/scanner could be used to copy photos and produce displays.

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

Increase knowledge of and interest in the museum and local history generally.

**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)?**

**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:

Year:

**A - Total income:**

£389.91

**B - Minus total expenditure:**

£1578.03

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

£(1189.12)

**Free reserves held:**

£854.01

<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)		
			P/C	
PC	£399.00	<b>Own fundraising/reserves</b>		£
Projector Screen	£99			£
Printer/scanner/copier	£69	<b>Parish/town council</b>		£
Digital Projector	£349			£
	£	<b>Trusts/foundations</b>		£
VAT	£119			£
	£	<b>In kind</b>		£
	£			£
	£	<b>Other</b>		£
	£			£
	£			£
	£			£
	£			£
<b>Total Project Expenditure</b>	<b>£916</b>	<b>Total Project Income</b>		<b>£</b>
<b>Total project income B</b>		£916		
<b>Total project expenditure A</b>		£916		
<b>Project shortfall A – B</b>		£916		
<b>Award sought from Wiltshire Council Area Board</b>		£916		
<b>Bank Details</b>				
<b>Please give the name of the organisations' bank account e.g. Barclays</b>		Lloyds TSB		
<b>Please give the title name of the organisations' bank account e.g. current</b>		Wootton Bassett Museum and Heritage Group		
<b>6 – Supporting information – Please enclose the following documentation</b>				
<b>Enclosed (please tick)</b>				
<input checked="" type="checkbox"/> Written quotes including the one you are going to use <input checked="" 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 checked="" 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?**

Families will more easily be able to research family history locally and copy information without have expense of travel. Especially valuable for those without internet access.

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

All can participate of whatever age.

**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) Young and elderly

**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:** 20/12/2010

**Position in organisation:**

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