# Wiltshire Council
## Where everybody matters

| | |
|---|---|
| Reference no | |
| Agenda Item No.12a | |
| 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** | Melksham Without Parish Council |
| **Contact name** | |
| **Contact address** | |
| **Contact number** | **e-mail** |
| **Organisation type** | **Not for profit organisation** ☐　　**Parish/town council** ☒<br><br>**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)** | Melksham Area Board, Central Locality |
| **Does your town/parish council know about your project?** | **Yes** ☒　　　　**No** ☐ |
| **What is your project?**<br><br>**Important: This section is limited to 300 characters only (inclusive of spaces).** | Purchase of large screen for comprehensive viewing of plans by Councillors, Staff and  Public. Wiltshire Council regularly send consultation papers & planning applications (revised plans)  to be viewed from the website or disc, especially for major developments |
| **Where will your project take place?** | First Floor, Crown Chambers, 7 Market Place, Melksham, Wiltshire, SN12 6AF |
| **When will your project take place?** | End of March/April 2011 |
| **How many people will benefit from your project?** | All parish electorate approx 7500 |
| **How does your project demonstrate a direct link to the community plan for your area?**<br><br>**Please provide a reference/page no.** | Melksham Area Comm Strategy 2004-2014 " to have equal access" & " … to participate in local decision-making<br><br><br>2"Executive Summary Page 5 |

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

1. Update IT practice in line with Wilts Cncl 2. "use most approriate engagement method.." (Statement of Comm Involvement (July06) 3.Assist the socially deprived to engage in the planning process.4.Use IT methods whuich minimise paper use for a more sustainable environment".

**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)**

**MWPC regularly receives consultation papers, newsletters & planning applications (revised plans) from Wiltshire Council with no hard copies , that can only be viewed from a CD or website. Efforts to print out on A4 and enlarge sometimes results in blurred images which omit important detail (plans) ; images just made bigger, not clearer. Emailed plans makes it increasing difficult for Councillors, Staff and the Public to view, and read and understand essential detail. Large consultation documents are timeconsuming and costly to print off for the Council to review. A large, central office screen would ensure that plans and other documents can be viewed properly at meetings by the Council and members of the public. The costs include a new television screen (no television licence is required as there is no TV aerial) and the necessary graphics card and computer to run the internet and software required. The new PC will also be used as the Asst Finance Officer's main PC to replace the current one which has the Windows 2000 operating system - no longer supported by Microsoft and unable to run newer programs such as anti-virus systems, and later versions of Mircosoft Office.**

**Any other information about your project.**

At last night's Full Council Meeting (24th Jan 2011) 22 members of the public, and the press, came to consider a planning application for 85 houses (part of the new East of Melksham development). With an up to date IT system the Council would have been able to explain plan detail much more easily and enable everyone in the room to view the same information. Other aspects of the Agenda would have been enhanced by larger, colour images for example the proposed combination goal options for the basketball court, the choice of footpath sign options, large Standards Board paper from the Government. The Parish Council is effectively asking for funds to implement the IT technology which Wiltshire Council has used for many years!

## 3 - Management

**How many people are involved in the management of your group/organisation?**
**Of these, how many are:**

| | | | | |
|---|---|---|---|---|
| **Over 50 years** | **Male** | 11 | **Female** | 5 |
| **25 – 50 years** | **Male** | 1 | **Female 1** | |
| **Under 25 years** | **Male** | | **Female** | |
| **Disabled People** | **Male** | | **Female** | |
| **Black and Minority Ethnic people** | **Male** | | **Female** | |

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

Will be annually reviewed and added to the schedule for general IT maintenance and any budget requirements will be included in the Budget.

| **If you were not awarded the full amount requested, what would be the impact on your project?** |
| :--- |
| The project would not go ahead. |

| **How will you know whether your project has made a difference in the community?** |
| :--- |
| More interest and understanding of Wiltshire Council's strategy documents and planning, by everyone. |

| | |
| :--- | :--- |
| **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?** **If yes, please state which ones.** | Yes ☐ No ☒ |
| **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:** 2009/10 | **Month:** March | **Year:** 2010 |
| :--- | :--- | :--- |
| **A - Total income:** | £102,767.18 | |
| **B - Minus total expenditure:** | £93,495.14 | |
| **Surplus/deficit for year: (A minus B)** | £9,272.04 | |
| **Free reserves held:** | £0 All designated Reserves | |

## 5 - Financial information

| Project Costs  A  Please provide a full 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 | |
|---|---|---|---|---|
| Desktop PC | £410 | **Own fundraising/reserves** | C | £350 |
| Graphics Card | £45 | | | £ |
| Cable (for PC to TV Screen) | £12 | **Parish/town council** | C | £250 |
| Television 42" LCD | £495 | | | £ |
| Bracket for fixing TV to wall | £55 | **Trusts/foundations** | | £ |
| Installation and Set Up | £50 | | | £ |
| | £ | **In kind** | | £ |
| | £ | | | £ |
| | £ | **Other** | | £ |
| | £ | | | £ |
| | £ | | | £ |
| | £ | | | £ |
| | £ | | | £ |
| **Total Project Expenditure** | £1,067 | **Total Project Income** | | £600 |

| | |
|---|---|
| **Total project income B** | £600 |
| **Total project expenditure A** | £1,067 |
| **Project shortfall A – B** | £467 |
| **Award sought from Wiltshire Council Area Board** | £467 |
| **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)**

☒ Written quotes including the one you are going to use

☒ Latest inspected/audited accounts or annual report

☒ Income and expenditure budget for current financial year

☐ Project budget (if applicable)

☐ 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 - 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?**

Gives all people access to emailed consultation documents or planning documents received from Wiltshire Council The parish office is a designated place to view plans.

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

Gives internet/access to all regardless of status/income/age/gender/ethnic minority - for those with no/low IT skills and limited/no access to a computer.

**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)    All

☐ Specific faith groups (please state which groups)

☒ People/families on low income

☒ Other disadvantaged groups (please state which groups) People with low or no IT skills

## 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:** 25/01/2011 |
| --- | --- |
| **Position in organisation:** | |

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