

Community Area Grant Application Form

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**

| 1 - Your Organisation or Group | | | |
|---|---|---------------|--|
| Name of Organisation | MELKSHAM TOWN COUNCIL | | |
| Contact Name | | | |
| Contact Address | | | |
| Contact number | | e-mail | |
| Organisation Type | Non profit organisation <input type="checkbox"/> Parish/Town Council <input checked="" type="checkbox"/> Other <input type="checkbox"/> | | |
| 2 – Your Project | | | |
| In which Community Area does your project take place? (Please give name – see pp 2-4 of funding pack) | MELKSHAM | | |
| In which Parish does your project take place? | MELKSHAM TOWN | | |
| What is your project? | MELKSHAM FOOD & DRINK FESTIVAL | | |
| Where will your project take place? | MELKSHAM | | |
| When will your project take place? | JUNE - 4 TH JULY 2010 | | |
| Does your project demonstrate a direct link to the Community Plan for the area? If YES, please provide a reference/page no. | YES <input checked="" type="checkbox"/> 2.6) page 28 NO <input type="checkbox"/> | | |
| Please confirm your project will be completed by 31st March 2010 | YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> | | |
| What community benefits will your project provide and, who are the beneficiaries (e.g. numbers of people, age, gender, particular groups) IMPORTANT: PLEASE DO NOT TYPE IN PARAGRAPHS – THIS SECTION IS LIMITED TO 1500 CHARACTERS ONLY (INCLUSIVE OF SPACES) The aims of the Melksham Food & Drink Festival are to encourage integration of different cultures and sections of the community using food as the common theme, help the local economy by promoting the production of local food and drink products and promoting local business. The Community Plan for Melksham Area identifies the need for festivals and events to attract more visitors to the area, the festival will do so much more than this. The 1st MF&DF was held in May 2009, it was estimated that in the region of 1200 people attended various events during the festival. We are organising the 2nd festival in 2010. As part of the festival we intend to hold a wide variety of activities with a number of different local organisations within the Melksham Community Area including cookery demonstrations, a tea dance, a poetry evening, food science demo, food allergy information evening, quizzes, recipe competition and many others. We would like to organise transport to bring the participants to the events to ensure that all members of the community have the opportunity access the activities. The planned activities of the food festival very much echo the targets of the Local Agreement for Wiltshire, building resilient communities, working with schools, giving young people opportunities to take part in a number of activities, creating stronger and more inclusive communities by providing a variety of cultural activities aimed at all members of our community and promoting health and wellbeing. | | | |

Wiltshire Council will be unable to meet the ongoing costs of your project. Please describe, therefore, how you will ensure the financial sustainability of your project beyond the period of this grant (if successful)?

It is the aim of the sub group that the festival will become completely self funding in future years by continuing to seek sponsorship both financial and in kind and to increase the amount of activities that can be charged for and funding from these activities will support future community events.

3 – Additional information to support and strengthen your application e.g consultation, community involvement, energy efficiency measures

Please tell us more about the organisations and groups that are involved in your project, who will benefit from the award and how will you know that it is making a difference.

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The subcommittee who are steering the festival is made up of representatives from the Town Council, voluntary sector, schools, Selwood Housing Association and local businesses. A number of voluntary organisations will be involved including the West Wilts Interfaith Group, youth groups, uniformed groups, groups that support older people and people with disabilities. At last year's festival 200 year 7 pupils from the George Ward School participated in a healthy eating event, this year we will be working with year 6 pupils from the primary schools in the area, especially those involved with the Healthy Schools Plus programme. We will also be engaging with pre-school children and their families via Children's Centres within the Melksham Community Area. The activities within the festival will raise awareness of a number of issues including the value of shopping locally and the impact this has on reducing food mileage as well as how this encourages a stronger local economy. The activities are aimed at all members of the community and are designed to be totally inclusive. This economic climate has affected all members of the community, as Melksham North - north east and south west wards are ranked 10th & 11th on the Index of Multiple Deprivation, we feel that it is even more important to support the community by involving them in activities that focus specifically on healthy, low cost, and easy to prepare meals with the emphasis on shopping locally and seasonally.

4 – Relationship between your project and Wiltshire Council priorities. Which of the following statements apply to the project/service your hope to provide? Please tick as many as you think apply.

| The project will: | |
|--|-------------------------------------|
| Engage with local people to find out their priorities and work with them to deliver solutions | <input type="checkbox"/> |
| Increase number of local people involved in regular volunteering | <input type="checkbox"/> |
| Increase the number of affordable homes | <input type="checkbox"/> |
| Improve access to services for people with dementia | <input type="checkbox"/> |
| Improve access to primary care services for people with learning disabilities | <input type="checkbox"/> |
| Encourage people to make lifestyle changes that will have a positive impact on the health of both themselves and their family | <input checked="" type="checkbox"/> |
| Improve adult participation in sport | <input type="checkbox"/> |
| Improve young people's participation in positive activities | <input checked="" type="checkbox"/> |
| Improve business productivity through innovation e.g. provide business with specific information, knowledge events and other support | <input checked="" type="checkbox"/> |
| Increase the number of people who feel safe in their community | <input type="checkbox"/> |
| Improve local area through intergenerational activities such as street clean ups and community events | <input checked="" type="checkbox"/> |
| Reduce perceptions of antisocial behaviour | <input type="checkbox"/> |
| Reduce deaths through accidents | <input type="checkbox"/> |
| Increase uptake of energy efficiency and renewable energy measures | <input type="checkbox"/> |
| Increase levels of recycling and re-using household waste especially amongst those people who currently do not recycle | <input type="checkbox"/> |
| Increase awareness of climate change adaptation, leading to action taken by individuals, communities and businesses | <input checked="" type="checkbox"/> |
| Reduce carbon emissions from transport through development, sustainable transport, traffic management and new technology | <input type="checkbox"/> |
| Improve local biodiversity | <input type="checkbox"/> |

THE FOLLOWING INFORMATION MUST BE PROVIDED, FAILURE TO DO SO WILL RESULT IN THE APPLICATION BEING REJECTED

5 – Information relating to your last annual accounts (if applicable)

| | | |
|----------------------------------|-------------------|-------------------|
| Year Ending: 09 | Month: MAY | Year: 2009 |
| Total Income: | £10,602.29 | |
| Minus Total Expenditure: | £9551.34 | |
| Surplus/Deficit for year: | £1050.95 | |
| Reserves held: | £1050.95 | |

6 - 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 | |
| Hall Hire | £800 | Melksham Town Council | c | £1,000 |
| Leaflets/Banners/Posters/Website | £3,750 | Sponsorship | p | £1,520 |
| Workshop expenses | £600 | Raffle | p | £100 |
| Transport | £600 | Participants fees | p | £400 |
| Video Links | £850 | Activities | p | £200 |
| Licenses & Tickets | £400 | Food Festival Surplus | c | £1,050 |
| First aid cover | £100 | | | £ |
| Equipment Hire | £200 | | | £ |
| | £ | | | £ |
| | £ | | | £ |
| | £ | | | £ |
| TOTAL PROJECT EXPENDITURE | £7,300 | TOTAL PROJECT INCOME | | £4,270 |

| | |
|---|---|
| Total Project Income B | £4,270 |
| Total Project Expenditure A | £7,300 |
| Project Shortfall A - B | £3,030 |
| Award sought from Wiltshire Council Area Board | £3000 |
| Is your organisation able to claim VAT? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |

7 – Management

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

People Over 50 years Male 3 Female 2
People Under 25 years Male 1 Female
Disabled People Male Female
Black & Minority Ethnic people Male 1 Female

8 – Supporting Information – Please enclose the following documentation

Enclosed (please tick)

- Latest inspected/audited accounts or Annual Report
- Income & expenditure budget for current financial year
- Project budget (if applicable)
- Terms of Reference/Constitution/Group Rules

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.

9 – Equal Opportunities – To assist us with our equalities monitoring please indicate whether your application is specifically targeted at people within one or more of the six equality strands. You may tick yes for more than one category e.g. if your project is for ethnic minority senior citizens.

Please note that by answering NO to any of the following questions WILL NOT PREJUDICE your application.

a) Is your project targeted towards, or of particular relevance to, people of a specific age?

Yes No If 'Yes' please tick... Under 25's Over 50's

b) Is your project targeted towards, or of particular relevance to, people with disabilities (physical or mental/emotional)?

Yes No

c) Is your project targeted towards, or of particular relevance to, people of a specific gender?

Yes No If 'Yes' please tick.... Male Female

d) Is your project targeted towards, or of particular relevance to, people of a specific sexuality?

Yes No If 'Yes' please tick.... Gay Lesbian Bisexual

e) Is your project targeted towards, or of particular relevance to, people from a specific ethnic background?

Yes No If 'Yes', indicate the ethnic background of the people who will benefit from your project.

White British Irish Other **Mixed** Mixed ethnic background

Asian or Asian British Indian Pakistani Bangladeshi Other Asian

Black or Black British Caribbean African Other Black

Chinese or other ethnic group Chinese Other ethnic group

f) Is your project targeted towards, or of particular relevance to, people from a specific religion or faith?

(e.g. a Muslim women's sports club, which encourages active participation, rather than promoting religious beliefs)

Yes No If 'Yes' please specify

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

Accounts and quotes where appropriate are enclosed.

A copy of our constitution or terms of reference are enclosed.

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 or printed material.

I give permission for press and media coverage by Wiltshire Council in relation to this project.

Name:

Position in organisation:

Date: 09/12/2009

Please return your completed application to the appropriate Area Board Locality Team (see pages 9-10)