



## Community Area Grant Application Form 2011/2012

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

**For larger projects we strongly advise you to contact Charities Information Bureau three months before you approach the area board. (See Section 2 for contact details)**

**Please contact your Community Area Manager before completing your application  
(See Section 3 for contact details)**

### 1. Your organisation or group

Name of organisation	Summer Fun in Calne playscheme		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation x <input checked="" type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify		

### 2. Your project

Project Title/Name	Summer Playscheme for school aged children		
What is your project about and what does it aim to achieve?  <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	<p>We aim to provide a good quality playscheme in the summer holiday for up to 80 children over 5 each day. This includes art, craft, games and sport.          We employ local people students and professionals and bring in a number of specialists to organise workshops.          We aim to keep prices low so all families can access the scheme and can offer reductions and free places.          We provide support workers for children with specific individual needs to attend alongside siblings and friends.          We have a committee made up of parents and local people who give many voluntary hours to keep costs to the minimum.</p>		
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Calne		
I/we have discussed our project with the town/parish council?	Yes x <input type="checkbox"/> <input type="checkbox"/>	Date March 2011	No
I/we have discussed our project with our Wiltshire councillor?	Yes <input type="checkbox"/>	Date	No x <input type="checkbox"/>

Where will your project take place?	Calne
When will your project take place?	25 <sup>th</sup> July to 19 <sup>th</sup> August 2011
How did you discover there was a need for your project ( <i>please provide evidence</i> ) and how will your project benefit your local community?  <i>Important: Please do not type/write in paragraphs – This section is limited to 1200 characters only (inclusive of spaces)</i>	Over 15 years ago councillors holding a National Playday event were told by local children they had nothing to do in the summer holidays and wished the event could happen every day. From this a committee was formed and the playscheme established. We are aware that many local families on low incomes cannot afford a family holiday or to use expensive leisure provisions. We try to hold the playschemes in areas of highest need if venues are available. The project aims to involve children in a wide range of activities everyday that they may not otherwise have an opportunity to experience. We have a fundraising programme which enables us to offer free and half price places to families on low incomes. We will provide up to 80 places per day and include extra support for children with disabilities so that they are not excluded from the activities. Parents suffering the effects of deprivation often suffer low self esteem. We encourage and support parents to become involved as committee members and volunteers which may develop confidence and experience in engaging with their own children, other adults and authorities
How many people will benefit from your project?	Up to 80 children and their families daily.
How does your project demonstrate a direct link to the local community plan for your area? <a href="http://www.wiltshire.gov.uk/areaboards">www.wiltshire.gov.uk/areaboards</a>  Please provide a reference/page no.	Culture involving leisure, recreation and arts. Use culture and leisure activities to engage with children and young people
<b>To be completed ONLY where town/parish councils are making an application</b>	
Is your project one which parish/town councils have powers to raise local taxes to fund?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Could your project be funded from your reserves?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your project urgent (having to be completed in this financial year? <i>If you answer YES please provide evidence elsewhere on the application form</i> )	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Any other information about your project.**

We employ local people, all of whom are CRB checked and involve lots of local volunteers. All staff are given 3 evenings of training/induction before the scheme starts and new staff work alongside experienced ones to ensure policies and procedures are followed safely. We have secured funding from Calne Town Council and have applied to other regular funders and we are seeking support funding for staff and the specialist facilitators that will provide activities and experiences which will add extra value and fun to the scheme.

**3. Management**

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

Of these, how many are:

Over 50 years	Male	<input type="text"/>	Female	<input type="text" value="2"/>
25 – 50 years	Male	<input type="text"/>	Female	<input type="text" value="15"/>
Under 25 years	Male	<input type="text"/>	Female	<input type="text"/>
Disabled People	Male	<input type="text"/>	Female	<input type="text" value="1"/>
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?**

Although we consider each Playscheme to be a separate project, as it attracts different groups of children, this year will be the 15<sup>th</sup> time that we have run the Summer Fun in Calne playscheme, we have an ongoing programme of funding activities and would hope that we will continue to be successful in attracting sponsorship and grant aid in the future. Activities, costs etc will depend on funds raised.

**How will you know whether your project has made a difference in the community? What evidence will be collected to enable you to know that the project has made a positive impact on your community and met the local need?**

We undertake evaluation with users during and after each scheme this has consistently shown high satisfaction. We will evaluate the project in this way again this year. Committee members (also users) talk informally with families to obtain feedback.

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

Yes

Date

2010

No

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

**Please list with amount applied for and whether you have been successful**

Name of Funder	Amount Applied For	Amount Received
Calne Town Council	3500	3500
Lions of Calne	N/A	750
Calne Welfare charity	275	275

	Westlea	300	
	Children in Need	1800	1800
	Hills	150	150
	Sainsburys supermarket (including bag packing)	350	350
<p><b>Have you or do you intend to apply for a grant from another area board within this financial year?</b>  <i>If yes, please state which one(s).</i></p>	<p>Yes <input type="checkbox"/>                      No x <input checked="" type="checkbox"/></p>		
<p><b>Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?</b></p>	<p>Yes <input type="checkbox"/>                      No x <input checked="" type="checkbox"/></p>		

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

<b>Year ending:</b>	<b>Month:</b> March	<b>Year:</b> 2010
<b>A - Total income:</b>	£13,646	
<b>B - Minus total expenditure:</b>	£9990	
<b>Surplus/deficit for year: (A minus B)</b>	£6769	
<b>Free reserves currently held:</b>	£2,000	

**5. Financial information – If you can claim back V.A.T. please exclude from figures given below**

<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>	
Running costs	£8429	<b>Own fundraising/reserves</b>	C	£2,000
Specialist facilitated activity sessions	£1500			£
Equipments/materials for sessions	<b>£1100</b>	<b>Parish/town council</b>	C	£3,500
Venue Hire	<b>£850</b>			£
	£	<b>Trusts/foundations</b>	P	£3275
	£			£
		<b>In kind</b>		£
	£			£
	£	<b>Other</b>		£
	£	Bag packing etc		£350
	£	Subscriptions and donations		£1400
	£			£
<b>Total Project Expenditure</b>	<b>£11879</b>	<b>Total Project Income</b>		<b>£10525</b>
<b>Total project income B</b>		£10525		
<b>Total project expenditure A</b>		£11879		
<b>Project shortfall A – B</b>		-£1354		
<b>Grant sought from Wiltshire Council Area Board</b>		£1354		
<b>Bank Details</b>				
<b>Please give the name of the organisations' bank account e.g. Barclays</b>		Barclays		
<b>Please give the title name of the organisations' bank account e.g. current</b>		Summer Fun in Playscheme		

**6. Supporting information – Please enclose all the following documentation as failure to do so may lead to a delay in your application being considered**

**Enclosed (please tick)**

- Written quotes including the one(s) you are going to use
- Latest inspected/audited accounts or annual report or Income/expenditure budget for current financial year
- 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. 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  Safeguarding Adults
- 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: 3.5.2011

Position in organisation: Chair

**Please return your completed application to the appropriate Area Board Locality Team (see section 3)**