



## 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			
<b>Name of organisation</b>	BURBAGE VILLAGE HALL		
<b>Contact name</b>			
<b>Contact address</b>			
<b>Contact number</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"></td> <td style="width: 30%; text-align: center;"><b>e-mail</b></td> </tr> </table>		<b>e-mail</b>
	<b>e-mail</b>		
<b>Organisation type</b>	Not for profit organisation <input checked="" type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify REGISTERED CHARITY No. 305478		
2. Your project			
<b>Project Title/Name</b>	ROOF REPLACEMENT		
<b>What is your project about and what does it aim to achieve?</b>  <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	<p>The Project is to replace the 40+ year old roof on Burbage Village Hall. A major buildings condition survey was commissioned by the Trustees in 2008 and a replacement roof was flagged as a major issue by the Chartered Surveyor undertaking the survey. All other items identified in the survey for attention have, over the last two years, been effected by the Trustees and the roof replacement is the last task requiring completion. This will secure the external fabric of the building and extend its useable life by a further 70+ years. The Hall is a valuable asset and physical resource for the village and its surrounding communities – hosting a wide and diverse range of activities.</p> <p>The current roof contains low grade asbestos and is at the end of its design life cycle – as is evidenced by the increasing frequency of water penetration and subsequent internal damage to the Hall's interior. The cost of repairing such water ingress is becoming significant and a replacement roof will ensure that these events cease.</p>		
<b>In which community area does your project take place? (Please give name – see section 3 of the grants pack)</b>	PEWSEY AREA BOARD		
<b>I/we have discussed our project with the town/parish council?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <b>Date</b> 16 <sup>TH</sup> MAY 2011		
<b>I/we have discussed our project with our Wiltshire councillor?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <b>Date</b> 9 <sup>TH</sup> MAY 2011		

Where will your project take place?	BURBAGE VILLAGE HALL SN8 3AJ
When will your project take place?	AUTUMN 2011
<p>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?</p> <p><b>Important: Please do not type/write in paragraphs – This section is limited to 1200 characters only (inclusive of spaces)</b></p>	<p>A Building Condition survey, undertaken by an independent Chartered Surveyor, was commissioned by the Hall's Trustees in late 2008 and, <i>inter alia</i>, a replacement roof was identified as a major item for implementation within a 5 year time frame. Other items detailed in the survey which required attention have all been completed by the Hall's Management Committee – the one remaining item being the roof. Initial estimates suggested a figure of, circa, £30,000 for the cost of such a project – taking into account the presence of low grade asbestos in the 40+ year old roof and the concomitant costs of its safe handling and disposal.</p> <p>The Village Hall is a well used and tangible asset to the village of Burbage and also its surrounding communities - and it is used to host a variety of events, meetings, clubs and activities which provide for a vibrant, engaged and active community. A replacement roof will give the Hall an enhanced operational life of over 70+ years and thus enable it to continue to provide a resource for all groups who use it.</p> <p>The Parish Council is supportive of the initiative, as is the Wiltshire Council member for Burbage &amp; The Bedwyns.</p>
How many people will benefit from your project?	1,500+
<p>How does your project demonstrate a direct link to the local community plan for your area?</p> <p><a href="http://www.wiltshire.gov.uk/areaboards">www.wiltshire.gov.uk/areaboards</a></p> <p>Please provide a reference/page no.</p>	<p>This project has multiple links with the objectives and aspirations of the Pewsey Community Plan – as follows:</p> <p>2.11 Support for voluntary organisations, community groups and small businesses. <i>A facility for their usage.</i></p> <p>3.1 Lack of appropriate facilities and opportunities for people who are socially isolated. <i>A self-help Group for sufferers of depression use the Hall.</i></p> <p>3.6 Care for older people. <i>Many Groups associated with the elderly use the Hall as a venue for their events.</i></p> <p>3.15 Activities for older people. <i>As above</i></p> <p>5.9 Diversionary activities for young people. <i>The Hall is a venue for a Youth Club.</i></p> <p>6.6 Lack of activities for young people aged between 8 years to 12 years. <i>As above.</i></p> <p>6.7 Improving sports, play and leisure facilities. <i>The Hall has changing rooms and a football pitch which are used by young people.</i></p> <p>6.8 Diversionary activities for young people. <i>Youth Club and as above.</i></p> <p>6.13 The need for more people in communities to engage in volunteering. <i>Provision of a venue for volunteer groups.</i></p> <p>6.15 Support for Arts and Crafts. <i>Local artists use the Hall for exhibitions and demonstrations.</i></p> <p>7.3 Anti-social behaviour. <i>Youth Club provision and Sports facilities.</i></p> <p>8.3 Energy Conservation. <i>The new roof will significantly reduce the Hall's energy consumption and CO<sub>2</sub> footprint – and also remove an asbestos hazard.</i></p>

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**To be completed ONLY where town/parish councils are making an application**

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.**

Due to the significant nature of the proposed expenditure, the Trustees have decided to commission an independent Chartered Surveyor to draw up a specification for the replacement roof and to manage the project once implemented. The Village Hall's agreed Financial Regulations properly require that any expenditure item in excess of £1,000 is put to tender with a minimum of 3 invited contractors – with bids being returned on a due date in double sealed envelopes. The envelopes to only be opened at a full meeting of the Hall's Management Committee. Whilst not obliged to accept the lowest tender figure, the Hall Committee is minded to accept the lowest quote – subject to informed advice from the Project manager.

The Village Hall is accredited by the Hallmark scheme and achieved an assessment score of 46/47 on its visit (The missing score was due to the vandal who removed the insurance liability certificate – subsequently replaced). Our externally validated systems of governance, procedure and protocols provide assurance that formal systems and mechanisms are in place and operational to safeguard the disciplined expenditure and management of income and expenditure – and that the provenance of the Hall's covenant is secure.

The Village Hall will fund 51% of the estimated project costs from its own identified earmarked Reserves and contributions in kind from volunteers, with the balancing 49% of the estimated project costs being provided by a Land Fill Grant of £12,500 (Confirmed) and an anticipated £2,500 Grant from the Pewsey Area Board.

**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="7"/>	<b>Female</b>	<input type="text" value="8"/>
<b>25 – 50 years</b>	<b>Male</b>	<input type="text" value="3"/>	<b>Female</b>	<input type="text" value="2"/>
<b>Under 25 years</b>	<b>Male</b>	<input type="text" value="0"/>	<b>Female</b>	<input type="text" value="0"/>
<b>Disabled People</b>	<b>Male</b>	<input type="text" value="1"/>	<b>Female</b>	<input type="text" value="1"/>
<b>Black and Minority Ethnic people</b>	<b>Male</b>	<input type="text" value="0"/>	<b>Female</b>	<input type="text" value="0"/>

**If your project is intended to continue after the Wiltshire Council funding runs out, how will you continue to fund it?**  
THE PROJECT IS A CAPITAL WORKS AND THUS WILL ONLY INCUR VERY MINIMAL RECURRENT FUNDING INTO THE FUTURE. ANY SUCH COST WOULD BE FUNDED FROM THE HALL'S ANNUAL OPERATING INCOME.

**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?**

THE COMPLETION OF THE PROJECT WILL SECURE THE STRUCTURAL VIABILITY AND INTEGRITY OF THE HALL FOR THE NEXT 70+ YEARS. CURRENT WATER LEAKAGES WILL BE ELIMINATED AND THE LOCAL AND SURROUNDING COMMUNITIES WILL BE ABLE TO CONTINUE TO UTILISE THE VILLAGE HALL AS A VENUE FOR A DIVERSE AND ECLECTIC RANGE OF GROUPS, ACTIVITIES AND MEETINGS – EMBRACING SOCIAL, RECREATIONAL AND EDUCATIONAL EVENTS.

<p><b>Have you contacted Charities Information Bureau for help with your application/ to seek other funding?</b></p>	<p>Yes <input checked="" type="checkbox"/>      Date      APRIL 2011      No <input type="checkbox"/></p>		
<p><b>To whom have you applied for funding for this project (other than Wiltshire Council)?</b></p> <p><i>Please list with amount applied for and whether you have been successful</i></p>	<p><b>Name of Funder</b></p>	<p><b>Amount Applied For</b></p>	<p><b>Amount Received</b></p>
	<p>HILLS WASTE</p>	<p>9,000</p>	<p>12,500</p>
	<p></p>	<p></p>	<p></p>
	<p></p>	<p></p>	<p></p>
	<p></p>	<p></p>	<p></p>
<p><b>Have you or do you intend to apply for a grant from another area board within this financial year?</b></p> <p><i>If yes, please state which one(s).</i></p>	<p>Yes <input type="checkbox"/>      No <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 <input checked="" type="checkbox"/></p>		

4. Information relating to your last annual accounts (if applicable)		
Year ending: 2010	Month: DECEMBER	Year: 2010
A - Total income:	£27,378.29	
B - Minus total expenditure:	£26,891.42	
Surplus/deficit for year: (A minus B)	£486.87	
Free reserves currently held:	£ 27,135.27	

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

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	
CONTRACT FOR ROOF REPLACEMENT (Estimated from previous Quotes)	£27,500	Own fundraising/reserves	C	£15,200
SURVEYOR/PROJECT MANAGEMENT	£3,500			£
	£	Parish/town council		£
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind 16 Days @ £50/day	C	£800
	£			£
	£	Other		£
	£	HILLS WASTE (Grant Confirmed)	C	£12,500
	£			£
	£			£
<b>Total Project Expenditure</b>	<b>£31,000</b>	<b>Total Project Income</b>		<b>£28,500</b>
<b>Total project income B</b>		<b>£28,500</b>		
<b>Total project expenditure A</b>		<b>£31,000</b>		
<b>Project shortfall A – B</b>		<b>£2,500</b>		
<b>Grant sought from Wiltshire Council Area Board</b>		<b>£2,500</b>		
<b>Bank Details</b>				
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 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: 16<sup>TH</sup> MAY 2011

Position in organisation:

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