



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	Chippenham & Villages Area Partnership (ChAP)		
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

Project Title/Name	'Chippenham Alive'		
What is your project about and what does it aim to achieve?	<p>This initiative addresses the problem that there is 'nothing to do in Chippenham after 6 o'clock', by proposing a series of pilot evenings in September, October and November when 'Chippenham is Alive'. If successful, this will become a regular monthly event and then more frequent boost to civic participation and economic benefit.</p> <p>On the chosen evenings, shops will open late, and commercial and voluntary organisations will put on special events and exhibitions to attract a large turnout from Chippenham and nearby residents.</p> <p>In order to get the initiative off to a good start, a modest investment is required for entertainment to help attract the crowds during the pilot evenings. For the first event a spectacular salsa band is planned, subsequent events will have street entertainers. The acts that are actually hired will be subject to availability, but quotations have been received.</p>		
Important: This section is limited to 600 characters only (inclusive of spaces).			
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Chippenham & Villages		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date	No <input type="checkbox"/>

Where will your project take place?	Chippenham Town Centre
When will your project take place?	3 weekday evenings in September, October, November to be agreed
How did you discover there was a need for your project (please provide evidence) and how will your project benefit your local community? Important: Please do not type/write in paragraphs – This section is limited to 1200 characters only (inclusive of spaces)	<p>It is widely noted in surveys that there is insufficient to attract people into town after 6 except for drinking. The Night Time Economy task group has focussed to date on providing a safe environment but now there is a need to prove that a lively evening is possible in Chippenham during the week.</p> <p>Formal evidence is provided in</p> <ul style="list-style-type: none"> • 'We Need Your Views' surveys conducted by ChAP • Chippenham & Villages Community Plan • Chippenham Vision Statement • King Sturge report into employment land • Sutton Griffin outline study for Chippenham Vision <p>A lively town centre will bring enjoyment and a sense of civic pride to residents. It will reduce carbon footprint by saving journeys to other shopping centres. It will benefit trade and employment at a time when this is vital.</p> <p>In discussions, support is forthcoming from the Night Time Economy task group, Chippenham Town Council, the Chippenham Vision Board, Chippenham Chamber of Commerce, Neighbourhood Policing, Emery gate and Borough Parade shopping centres. Wiltshire Council licensing do not see any insuperable problems. The Town Council will work with ChAP and the Chamber to make it happen.</p>
How many people will benefit from your project?	All the residents of Chippenham and surrounding villages, traders, employees - c. 40,000
How does your project demonstrate a direct link to the local community plan for your area? www.wiltshire.gov.uk/areaboards Please provide a reference/page no.	<p>The Community Plan refers to reducing the 'leakage' of shoppers to Bath and Swindon, and reducing carbon footprint</p> <p>Sections 1.1, 4.7</p>
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 X <input type="checkbox"/> No <input type="checkbox"/>
Could your project be funded from your reserves?	Yes <input type="checkbox"/> No X <input type="checkbox"/>
Is your project urgent (having to be completed in this financial year? If you answer YES please provide evidence elsewhere on the application form)	Yes X <input type="checkbox"/> No <input type="checkbox"/>

Any other information about your project.

September or March are the best month to launch this initiative, but ChAP and its partners want to make a start on this as soon as possible while the idea is fresh, and not wait 6 months.

Project cannot be funded from ChAP reserves as this is outside of the CAP Agreement terms.

The Town Council Chief Executive has said she will shortly call a meeting of interested parties.

Other thoughts on the delivery of the project include

- Date needs to be a weekday when shops do not otherwise do a particularly good trade
- Date needs to be far enough ahead to organise lots of publicity
- If possible, date needs to be when at least one event is already planned to be on in the town centre.
- Need to have a big start happening at 6 pm to launch it
- Wiltshire Council will be requested to consider keeping Emery Gate car park open late
- Wiltshire Council will be requested to consider keeping the High Street closed until 9:30pm

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" value="3"/>	Female	<input type="text" value="5"/>
25 – 50 years	Male	<input type="text" value="1"/>	Female	<input type="text" value="3"/>
Under 25 years	Male	<input type="text"/>	Female	<input type="text" value="1"/>
Disabled People	Male	<input type="text"/>	Female	<input type="text"/>
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?

Once the idea has become established, it is considered that retailers will be prepared to come together, through the Chamber of Commerce and/or the Vision-promoted Chippenham Retail Group, to provide the entertainment.

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 meet the local need?

By the turnout of shoppers and those who enjoy the events and leisure provided on the pilot evenings.

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

Yes

Date

No

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

Name of Funder

Amount Applied For

Amount Received

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

Name of Funder	Amount Applied For	Amount Received

<p>Have you or do you intend to apply for a grant from another area board within this financial year?</p> <p><i>If yes, please state which one(s).</i></p>	<p>Yes <input type="checkbox"/> No X<input checked="" type="checkbox"/></p>		
<p>Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?</p>	<p>Yes <input type="checkbox"/> No X<input checked="" type="checkbox"/></p>		

4. Information relating to your last annual accounts (if applicable)		
Year ending: 2010-11	Month: 31st March	Year: 2011
A - Total income:	£13,785.00	
B - Minus total expenditure:	£14,687.59	
Surplus/deficit for year: (A minus B)	£-902.59	
Free reserves currently held:	£7003.13	

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	
Hire of entertainers Sept, Oct, Nov	£990	Own fundraising/reserves		£
	£			£
	£	Parish/town council		£
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£	Other		£
	£			£
	£			£
	£			£
Total Project Expenditure	£	Total Project Income		£0

Total project income B	£0
Total project expenditure A	£990
Project shortfall A – B	£990
Grant sought from Wiltshire Council Area Board	£990
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	ChAP

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
- N/A 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:

Position in organisation:

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