



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	Lyneham Guide and Scout H.Q. Association				
Contact name					
Contact address					
Contact number	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">e-mail</td> </tr> <tr> <td></td> <td></td> </tr> </table>		e-mail		
	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	Relocating and Refurbishment of Lyneham Guide and Scout H.Q				
What is your project about and what does it aim to achieve?	Scouts and Guides, including the younger units, have been in Lyneham for a long time. Sadly the hut which housed the units has been demolished due to redevelopment of the site. The need for a new hut was identified to enable Scouting and Guiding to continue in Lyneham.				
<i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>					
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Wootton Bassett and Cricklade				
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/> Date 2010 No <input type="checkbox"/>				
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/> Date 2010 No <input type="checkbox"/>				

Where will your project take place?	Calne Road, Lyneham
When will your project take place?	February 2011
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>The need arose because the land we currently occupy has been sold for development. We have a new piece of land on which to put a building, but obviously we need funds to do so. With the imminent closure of RAF Lyneham, a lot of the provision for young people will be lost. Although they will not all want to join scouts or guides, having a building fairly central to the village means that some of these groups who will be left 'homeless' would, if they so wish, be able to have use of it. Also without this facility it would mean scouting and guiding in Lyneham would have to cease. Both scouting and guiding have been active in Lyneham since the 1930's. As well as catering for the young people of Lyneham, we also have membership from the surrounding villages</p>
How many people will benefit from your project?	170 at present and hopefully more in the future
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.	NCAP Plan 2005-2015 Recreation, Culture and Leisure p 22 Lack of youth facilities P24 • Facilities for disadvantaged Lack of youth club
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 checked="" type="checkbox"/>
Could your project be funded from your reserves?	Yes <input type="checkbox"/> No <input checked="" 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 <input type="checkbox"/> No <input checked="" type="checkbox"/> However, if it is not funded in this financial year, it will become increasingly difficult to retain existing young people and attract new ones as they are currently using dispersed premises, and there is a shortage of community space in the village

Any other information about your project.

The new Scout and Guide hut will provide additional community space to compensate the forthcoming lack of youth club in the village. It is important that this is up and running before RAF Lyneham finally closes so that facilities can be offered to new people coming into the village.

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="3"/>
25 – 50 years	Male	<input type="text" value="5"/>	Female	<input type="text" value="11"/>
Under 25 years	Male	<input type="text"/>	Female	<input type="text"/>
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?

A combination of subscriptions, fund raising and volunteer labour.

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?

Being a member of the Scout and Guide movement has a positive effect on the local community, There is not much else for the young people to do where they can learn values and skills for life. If they don't come here then they may well be hanging around on street corners being bored.

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

Scout and Guide Association

10,000

10,000

Big Lottery Fund

10,000

10,000

Parish Council

Any

1,500

	Lyneham Relief Charity	Any	1,000
<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 <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 <input checked="" type="checkbox"/></p>		

4. Information relating to your last annual accounts (if applicable)		
Year ending:	Month: March	Year: 2010
A - Total income:	£2623.77	
B - Minus total expenditure:	£2733.64	
Surplus/deficit for year: (A minus B)	£-109.87	
Free reserves currently held:	£1847.54	

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	
Purchase of replacement building (estimate)	£20,000	Own fundraising/reserves	C	£2,846.00
Secure fencing and gate	£5,680			£
Leveling ground ready for building and car park	£3,500	Parish/town council	P	£1,500
Fitting out of building	£5,000			£
Getting services to the building (estimate)	£1,500	Trusts/foundations	c	£1,000
	£			£
	£	In kind		£
	£			£
	£	Other		£
	£	Big Lottery	c	£10,000
	£	Scout and Guides	c	£10,000
	£			£
Total Project Expenditure	£35,680	Total Project Income		£25,346
Total project income B		£25,346		
Total project expenditure A		£35,680		
Project shortfall A – B		£9,254		
Grant sought from Wiltshire Council Area Board		£5,000		
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		Lyneham Guide and Scout Association		

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 - **these cannot be provided until a building has been located**
- 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: 5/6/2011

Position in organisation: Treasurer

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