



## 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>	Headway Salisbury and South Wiltshire		
<b>Contact name</b>			
<b>Contact address</b>			
<b>Contact number</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		

### 2. Your project

<b>Project Title/Name</b>	Headway Salisbury Support Group		
<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>	The Project aims to provide peer support and specialist cognitive rehabilitation for people in Salisbury and South Wiltshire who have an acquired brain injury (ABI). There are many possible causes for an ABI, including a fall, a road accident, tumour or stroke. Over 135,000 people are admitted to hospital each year as a consequence of brain injury. Over 130,000 people each year have a stroke in England and Wales. 13,000 people a year are diagnosed with a brain tumour and as many as 500,000 people in the UK have had either viral or bacterial meningitis at some time in their lives, all these conditions could lead to an individual acquiring a brain injury. The group will be run and managed by individuals who have an ABI and volunteers. Each session will last two hours and contain a mix of activities ranging from advice, support, information about benefits, socialising/normalising, recreational and community activity, respite for carers, cognitive and functional work to develop insight and strategies for daily living and emotional support. The project will also provide support for carers, by developing their understanding of brain injury and their ability to cope. Carers may attend meetings or use the time as respite from their caring role.		
<b>In which community area does your project take place? (Please give name – see section 3 of the grants pack)</b>	Salisbury		
<b>I/we have discussed our project with the town/parish council?</b>	Yes <input type="checkbox"/>	<b>Date</b>	No <input checked="" type="checkbox"/>
<b>I/we have discussed our project with our Wiltshire councillor?</b>	Yes <input type="checkbox"/>	<b>Date</b>	No <input checked="" type="checkbox"/>

Where will your project take place?	Salisbury
When will your project take place?	Twice a month
How did you discover there was a need for your project (please provide evidence) 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>	<p>People with ABI often have no outward physical sign of a brain injury. Individuals with an acquired brain injury in the Salisbury area are in touch with Headway Salisbury and South Wiltshire and talk frequently about the isolation they face, particularly in their own communities. Individuals comment that brain injury is 'invisible' and that people in general 'don't get it'.</p> <p><b>People with a ABI</b> This project will support people with brain injury to re-engage with their local community. Many people have previously held responsible positions and this is often lost to them and their families including children when the brain injury is acquired.</p> <p><b>Carers of people with ABI</b> ABI is often not well understood by families and carers, the group will provide support to carers by teaching them about the effects of ABI and how to cope with different cognitive loss. The project will also offer peer support to carers and provide respite for people who have a caring role.</p>
How many people will benefit from your project?	50 service users and individuals with a caring or support role.
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>	Social Care and Health Salisbury City Community Area Plan 2004-2009. The project will offer a drop-in facility where individuals with an acquired brain injury can access health and social care information and advice. The group will also provide support and cognitive rehabilitation thus preventing social isolation. The group aims to ensure equality and opportunity for individuals with ABI and the people who care and support them.
Please provide a reference/page no.	9
<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 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"/>
<p>The effects of brain injury can be divided into three categories:</p> <p><b><u>Cognitive effects of brain injury</u></b> The cognitive effects of a brain injury affect the way a person thinks, learns and remembers. Different mental abilities are located in different parts of the brain, so a head injury can damage some, but not necessarily all, skills such as speed of thought, memory, understanding, and concentration, solving problems and using language.</p> <p><b><u>Emotional and behavioural effects of brain injury</u></b> Everyone who has had a head injury can be left with some changes in emotional reaction and behaviour. These are more difficult to see than the more obvious problems such as those which affect movement and speech, for example, but can be the most difficult for the individual concerned and their family to deal with.</p> <p><b><u>Physical effects of brain injury</u></b> Most people make an excellent physical recovery after a brain injury, which can mean there are few, or no, outwards signs that an injury has occurred. There are often physical problems present that are not always so apparent, but can have a real impact on daily life.</p> <p>In addition to twice monthly meetings the volunteers running the group will maintain regular contact by text, phone or e-mail with service users to ensure they do not become isolated and have support with day to day concerns. The set up costs include a laptop which will be used for keeping records of the people attending the group, fund raising efforts and the cognitive therapies used with the group. In addition individuals within the group will be able to use the laptop to look for information about benefits, housing and jobs. The digital camera will be used by the group to photograph activities and will be used during cognitive therapy sessions as an aid with memory</p>	

### 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="2"/>	Female	<input type="text" value="3"/>
25 – 50 years	Male	<input type="text" value="2"/>	Female	<input type="text" value="3"/>
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?

Headway Salisbury and South Wiltshire wish to establish a group in Salisbury which will provide support to people with an ABI and those who care for them. A group of committed individuals and people with an ABI are beginning to raise funds from events such as cake stalls and car boot sales. They intend to continue with and develop these forms of fundraising. Volunteers which include a trainee clinical psychologist, two occupational therapists and a social worker are committed to supporting this project and will continue to do this after the one year period of funding. The majority of costs for this project are set up costs. These set up costs are required to ensure the group, when established have the equipment to develop and ensure it attracts new people. Beyond the first year the costs, for room hire and refreshments will be met by fundraising efforts, and the volunteering time given by individuals.

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?

Each service user and carer will complete periodic questionnaires about their health and well-being throughout the period of the project.

<p>Have you contacted Charities Information Bureau for help with your application/ to seek other funding?</p>	<p>Yes <input checked="" type="checkbox"/>      Date      1/6/11</p>	<p>No <input type="checkbox"/></p>																
<p>To whom have you applied for funding for this project (<i>other than Wiltshire Council</i>)?  <i>Please list with amount applied for and whether you have been successful</i></p>	<table border="1"> <thead> <tr> <th>Name of Funder</th> <th>Amount Applied For</th> <th>Amount Received</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name of Funder	Amount Applied For	Amount Received														
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?  <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:	Year:
A - Total income:	£	
B - Minus total expenditure:	£	
Surplus/deficit for year: (A minus B)	£	
Free reserves currently held:	£	

**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	
Room hire and refreshments for project	£1,800	Own fundraising/reserves	p	£214
Computer (laptop)	£450			£
Printer	£60	Parish/town council		£
Stationary, ink, postage, leaflets	£65			£
1 year cost of insurance for computer full cost £199	£67	Trusts/foundations		£
Laptop bag 15.6"	£15			£
Wireless mouse	£13	In kind 4 volunteers per session including peer supporters x£22 per person per 2 hour session	c	£2,112
Compact Digital Camera	£50			£
Camera case	£10	Other		£
Volunteer Costs 4 volunteers per session including peer supporters x£22 per person per 2 hour session	£2,112	Headed paper (Headway)	c	£50
	£			£
	£			£
<b>Total Project Expenditure</b>	<b>£4,642</b>	<b>Total Project Income</b>		<b>£2,376</b>

<b>Total project income B</b>	<b>£2,376</b>
<b>Total project expenditure A</b>	<b>£4,642</b>
<b>Project shortfall A – B</b>	<b>£2,265</b>
<b>Grant sought from Wiltshire Council Area Board</b>	<b>£2,265</b>
<b>Bank Details</b>	
<b>Please give the name of the organisations' bank account e.g. Barclays</b>	
<b>Please give the title name of the organisations' bank account e.g. current</b>	

**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. N/A Child Protection  Safeguarding Adults
- Public Liability Insurance  Equal opportunities
- Access audit  Environmental impact
- N/A 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)**