



## 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>	Woodford Valley Primary/Figcheldean St Michaels Primary		
<b>Contact name</b>			
<b>Contact address</b>			
<b>Contact number</b>		<b>e-mail</b>	
<b>Organisation type</b>	<b>Not for profit organisation</b> <input type="checkbox"/> <b>Parish/town council</b> <input type="checkbox"/> <b>Other, please specify</b> LEA Schools		
2. Your project			
<b>Project Title/Name</b>	Amesbury Community Area Board 's Children's Voice (4 - 16yrs)		
<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 Community Area Board to link with the children in all local primary schools, via the School Council Network, to have meaningful dialogue ref children and young peoples thoughts on the area in which they live and/or go to school.</p> <p>Children to comment on the new Community Area Plan, to help shape the work of the Community Area Board.</p> <p>Children to gain understanding of how the Board works by mirroring it's work via the School Council Network, via an Olympics theme, Amesbury 2012. Understanding the role of the CAB will engage the schools and children to enable a partnership beyond July 2012.</p>		
<b>In which community area does your project take place? (Please give name – see section 3 of the grants pack)</b>	Amesbury Community Area - 15 schools		
<b>I/we have discussed our project with the town/parish council?</b>	Yes <input checked="" type="checkbox"/>	<b>Date</b> 4.6.2011	No <input 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"/>

<b>Where will your project take place?</b>	13 primaries and 2 secondaries - not enough space to list them all!
<b>When will your project take place?</b>	September 2011 - July 2012
<b>How did you discover there was a need for your project (please provide evidence) and how will your project benefit your local community?</b>  <b>Important: Please do not type/write in paragraphs – This section is limited to 1000 characters only (inclusive of spaces)</b>	<p>Discussions over last 18 months with Karen Linaker, CAB Manager, (copy of email attached), CAB meeting 24.2.1011 (general and conversation with Mr Westmoreland ref Amesbury Youth Council) and meeting with the School Council Network and school staff June 2011, copy of notes attached.</p> <p>This project will not conflict with the work of CAYPIG, who currently feed in to the CAB. CAYPIG is representative of a section of the youth community who are 13-19 and work with the Youth Service. This project will compliment the work CAYPIG do, with a much boader section of the youth community feeding in to the CAB.</p>
<b>How many people will benefit from your project?</b>	3500 children + parents + CAB
<b>How does your project demonstrate a direct link to the local community plan for your area?</b> <a href="http://www.wiltshire.gov.uk/areaboards">www.wiltshire.gov.uk/areaboards</a>  <b>Please provide a reference/page no.</b>	<p>New community area plan currently out for consultation, children in the area will get the opportunity to comment and contribute to it.</p> <p>All</p>
<b>To be completed ONLY where town/parish councils are making an application</b>	
<b>Is your project one which parish/town councils have powers to raise local taxes to fund?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Could your project be funded from your reserves?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Is your project urgent (having to be completed in this financial year? If you answer YES please provide evidence elsewhere on the application form)</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Any other information about your project.</b> Ref YES above - School Council Network has had a successful year Sept 2010 - July 2011. If there was a break in it's work it would be more difficult to set-up as starting from scratch again.	

### 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"/>
25 – 50 years	Male	<input type="text"/>	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"/>
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?

Schools will seek funding elsewhere, it may not be able to include a CAB primary focus, depending of the funders priorities.

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?

Dialogue between school children aged 4 - 16 and the CAB evidenced via a variety of means including photographs, notes, recordings, surveys etc)

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*)?

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

Name of Funder

Amount Applied For

Amount Received

Have you or do you intend to apply for a grant from another area board within this financial year?

*If yes, please state which one(s).*

Yes

No

Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?

Yes

No

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	
School Council Network meetings	£500	Own fundraising/reserves		£3,000
15 School Council Projects	£3,750			£
C&YP CA Voice launch/cele event	£1000	Parish/town council		£
Clusten networking equipment	£750			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£	Other		£
	£			£
	£			£
	£			£
<b>Total Project Expenditure</b>	<b>£6,000</b>	<b>Total Project Income</b>		<b>£3,000</b>

<b>Total project income B</b>	<b>£3,000</b>
<b>Total project expenditure A</b>	<b>£6,000</b>
<b>Project shortfall A – B</b>	<b>£3,000</b>
<b>Grant sought from Wiltshire Council Area Board</b>	<b>£3,000</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.  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:** 03/07/2011

**Position in organisation:**

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