



## 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>	Westbury Music & Arts Festival		
<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>	WMAF		
<b>What is your project about and what does it aim to achieve?</b>	This year the main project will be the folk weekend of poetry with market feel on Saturday 17 September. It will give the community an insight to past and present dance and music. Money required to fund setting up of market etc		
<i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>			
<b>In which community area does your project take place? (Please give name – see section 3 of the grants pack)</b>	Westbury Town, Bratton, Dilton Marsh		
<b>I/we have discussed our project with the town/parish council?</b>	Yes <input checked="" type="checkbox"/>	<b>Date</b> May 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>	Westbury & surrounding villages
<b>When will your project take place?</b>	16 September – 2 October
<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>  <i>Important: Please do not type/write in paragraphs – This section is limited to 1200 characters only (inclusive of spaces)</i>	Past festivals have shown it brings local talent to the fore and brings the community together
<b>How many people will benefit from your project?</b>	Over 500 people
<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>  Please provide a reference/page no.	Encourage participation in music and arts activities, promote tourism, encourage visitors and help local businesses
<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 type="checkbox"/>
<b>Could your project be funded from your reserves?</b>	Yes <input type="checkbox"/> No <input 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 type="checkbox"/> No <input type="checkbox"/>

**Any other information about your project.**

Advertised in local papers and magazines with great interest shown from various people involved in the arts

**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="4"/>	Female	<input type="text" value="3"/>
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?

Yes – monies left will be put into next years festival or pursue other grants

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?

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

Yes

Date

No x

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

BA13 Partnership

250

250

<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"/></p>	<p>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"/></p>	<p>No <input checked="" type="checkbox"/></p>	

4. Information relating to your last annual accounts (if applicable)		
Year ending:	Month: November	Year: 2010
A - Total income:	£9033.01	
B - Minus total expenditure:	£7879.46	
Surplus/deficit for year: (A minus B)	£1153.55	
Free reserves currently held:	£1389.00	

**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	
Equipment hire (sound equip, stalls etc)	£500	Own fundraising/reserves		£
Entertainers, musicians, dancers etc	£3000			£
Venue costs	£350	Parish/town council		£
	£	Underwriting if loss	C	£1000
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£	Other		£
	£	BA13 partnership	C	£250
	£	Ticket sales	P	£2650
	£			£
<b>Total Project Expenditure</b>	<b>£3850</b>	<b>Total Project Income</b>		<b>£2900</b>

<b>Total project income B</b>	<b>£2900</b>
<b>Total project expenditure A</b>	<b>£3850</b>
<b>Project shortfall A – B</b>	<b>£950</b>
<b>Grant sought from Wiltshire Council Area Board</b>	<b>£750</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:** 25/07/11

**Position in organisation:**

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