

## 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	West Knoyle Parish Council/Village Hall Committee Charity No 305592		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	<input type="checkbox"/> Not for profit organisation <input type="checkbox"/> Parish/town council -Tick Yes <input type="checkbox"/> Other, please specify		

### 2. Your project

Project Title/Name	Essential Repairs to the Village Hall
What is your project about and what does it aim to achieve?  <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	Our village hall is an old Victorian School House and recently part of the plaster ceiling fell down and has shown up as an ongoing problem to maintain and refurbish an old building.

In which community area does your project take place? (Please give name – see section 3 of the grants pack)	South West Wiltshire
I/we have discussed our project with the town/parish council?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Tick Yes <b>Date</b> 14th June 2011 <input type="checkbox"/> No
I/we have discussed our project with our Wiltshire councillor?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> by e mail <b>Date</b> 6.7.2011 <input type="checkbox"/> No

Where will your project take place?	Village Hall
When will your project take place?	ASAP
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 1000 characters only (inclusive of spaces)</i>	It is old age and the cold weather last winter that has caused this collapse of part of the ceiling. We need to repair the ceiling and render the west outer wall to prevent further deterioration. This sounds unromantic but we cannot use our village hall for functions due to Health and Safety issues. In the meantime our village has no social focus and we cannot do fundraising in the Hall to help with the costs of the damage!
How many people will benefit from your project?	The whole village of about 200 people
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>  Please provide a reference/page no.	Keeping the community alive and cohesive. Mere and District Community Plan for 2004-2009 P 9 Quote 'led by a Parish Council and a committed local group of volunteers. There are no shops but there is a successful Village Club/ Village Hall.

**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      and      No
Could your project be funded from your reserves?	Yes    partly      No
Is your project urgent (having to be completed in this financial year? <i>If you answer YES please provide evidence elsewhere on the application form</i> )	Yes    tick yes      No

**Any other information about your project.**

The Village Hall is run by a Management Committee on behalf of the Trustees who are the Parish Council. The Management Committee is a charity and runs the Hall and has its own accounts. Three members of the Parish Council are on the Management Committee. The Management Committee holds the funds for repairs and these would be used for matched funding for a grant. However as in all small villages, we do not have a large population to call on for large sums of money, so we really need help with extra funding in order to remain viable and open to all.

### 3. Management

How many people are involved in the management of your group/organisation?

Of these, how many are: The whole village of any age or gender or ethnic minority can use the village Hall.

Over 50 years	Male	Female	
25 – 50 years	Male	Female	
Under 25 years	Male	Female	Disabled
People	Male	Female	
Black and Minority Ethnic people	Male	Female	

If your project is intended to continue after the Wiltshire Council funding runs out, how will you continue to fund it?  
With difficulty

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?  
Without the focus of the Village Hall, there would be no venue for any events/functions/activities central to our village.

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

Yes                      Not many charities help with repairs.  
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    Tick No

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

Yes                      No    Tick No

**4. Information relating to your last annual accounts (if applicable)**

<b>Year ending:</b>	<b>Month:</b> March	<b>Year:</b> 2011
<b>A - Total income:</b>	£ 4691.87	
<b>B - Minus total expenditure:</b>	£ 3839.13	
<b>Surplus/deficit for year: (A minus B)</b>	£ 852.71	
<b>Free reserves currently held:</b>	£ 12615.96	

**5. Financial information – If you can claim back V.A.T. please exclude from figures given below**

<b>Project Costs A</b> Please provide a <u>full</u> breakdown e.g. equipment, installation etc.		<b>Project Income B</b> Please list all sources of funding for this project, as provisional (P) or confirmed (C)		
			P/C	
We have two quotes, one to do half the ceiling and make do and mend	£ 2724	<b>Own fundraising/reserves</b>		£ 6000
and another to do the whole ceiling.	£			£
Obviously to do the whole work would be beneficial to the future of our village hall.	£	<b>Parish/town council</b>		£ 500
render outside wall for dampproofing	£ 1140	<b>Trusts/foundations</b>		£
scaffolding approx	£ 1000 + VAT £200	<b>In kind</b>		£
a) £4164 half ceiling and rendering + scaff	£			£
b) whole ceiling £9564	£	<b>Other</b>		£
c) rendering £1140 + scaffolding £1200	£			£
<b>Total Project Expenditure b +c best option</b>	<b>£ 11904</b>	<b>Total Project Income</b>		<b>£ 6500</b>

<b>Total project income B</b>	£ 6500
<b>Total project expenditure A</b>	£ 11904
<b>Project shortfall A – B</b>	£ 5404
<b>Grant sought from Wiltshire Council Area Board</b>	£ 5000 would be our best wish.
<b>Bank Details</b>	
<b>Please give the name of the organisations' bank account e.g. Barclays</b>	Loyds TSB
<b>Please give the title name of the organisations' bank account e.g. current</b>	West Knoyle Social Club

**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: Position in organisation:	Date: 16/07/2011
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**Please return your completed application to the appropriate Area Board Locality Team (see section 3)**