



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	Donhead St Andrew Parish Council		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input type="checkbox"/> Parish/town council <input checked="" type="checkbox"/> Other, please specify		

2. Your project

Project Title/Name	Archaeological Geo-physical Survey of Donhead St Andrew Cemetery		
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>	The survey would provide much needed and timely information about the number of graves that can be further accommodated in the present cemetery. The records available indicate that a maximum of 5 graves only are available for use. There appears to be an area that could potentially provide another 50+ graves, but this can only be determined accurately by the proposed survey. A 'spot sample' survey using a metal tube and a watering can has revealed only this one area with no apparent old graves. The geo-physical survey is the only sure way of determining whether the area is available for use.		
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Southern Locality - South West Wiltshire Area Board		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/> <input type="checkbox"/>	Date 10.08.2011	No
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/> <input type="checkbox"/>	Date 11.08.2011	No

Where will your project take place?	Donhead St Andrew Cemetery
When will your project take place?	As soon as funding becomes available.
<p>How did you discover there was a need for your project (<i>please provide evidence</i>) and how will your project benefit your local community?</p> <p><i>Important: Please do not type/write in paragraphs – This section is limited to 1000 characters only (inclusive of spaces)</i></p>	<p>Detailed examination of the cemetery records revealed some apparent discrepancies between what appeared to be available space in the ground and location of burial plots maps of the cemetery.</p> <p>The community will benefit from absolute knowledge of how many burial plots are indeed available and plan accordingly for the future.</p> <p>If the survey indicates 50 + further burial plots are available, the community can be properly consulted about future burials and fund raise for additional land. If only 5 spaces are available, then more immediate action will be required to make arrangements with other villages, limit existing space to burial of ashes etc. Either way, the residents need to know so that they may also think ahead about their own plans.</p> <p>The coming winter months have the potential for current spaces available to be over subscribed.</p>
How many people will benefit from your project?	50-60 in absolute terms, 430 total.
<p>How does your project demonstrate a direct link to the local community plan for your area?</p> <p>www.wiltshire.gov.uk/areboards</p> <p>Please provide a reference/page no.</p>	<p>In the very widest sense, access to services to be available to village residents. Provision of local burials is not specifically mentioned.</p> <p>pages 2 & 13</p>
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 checked="" type="checkbox"/> No <input 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? <i>If you answer YES please provide evidence elsewhere on the application form</i>)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Any other information about your project.	

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" value="1"/>	Female	<input type="text" value="1"/>
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?

This would be a one-off project that would provide conclusive evidence of burial plot space available.

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?

Through Parish Council news releases and public consultation with individuals and in meetings.

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

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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: 03	Year: 2011
A - Total income:	£3204	
B - Minus total expenditure:	£3587	
Surplus/deficit for year: (A minus B)	£-383	
Free reserves currently held:	£170	

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	
Geophysical Survey	£740	Own fundraising/reserves		£
	£			£
	£	Parish/town council		£370
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£	Other		£
	£			£
	£			£
	£			£
Total Project Expenditure	£740	Total Project Income		£370

Total project income B	£370
Total project expenditure A	£740
Project shortfall A – B	£370
Grant sought from Wiltshire Council Area Board	£370
Bank Details	
Please give the name of the organisations' bank account e.g. Barclays	CO-OP
Please give the title name of the organisations' bank account e.g. current	Treasurer's Account

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: 12/08/2011

Position in organisation:

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