



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

2. Your project

Project Title/Name	Village Hall Refurbishment Project - Exterior Cladding		
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 wood cladding on the exterior of the hall has become noticeably shabby and is in need of repair/refurbishment. To meet this objective, the management committee determined that UPVC cladding should be fitted. The wood cladding on the front entrance way and the wooden post supporting the doorway will be replaced and clad with white UPVC. The wooden cladding on the roof apex is in relatively good condition and will therefore be covered with white upvc cladding. The fitting of UPVC cladding will considerably reduce the cost of ongoing maintenance work.		
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Malmesbury		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date 26May2011	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input type="checkbox"/>	Date	No <input checked="" type="checkbox"/>

Where will your project take place?	Minety Village Hall, Hornbury Hill, Minety, Malmesbury, Wilts SN169QH	
When will your project take place?	August 2011	
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>	The noticeable deterioration of the woodwork and shabby appearance leading to verbal comments from users. This work will transform the look of the Hall making it a more attractive venue.	
How many people will benefit from your project?	230	
How does your project demonstrate a direct link to the local community plan for your area? www.wiltshire.gov.uk/areboards Please provide a reference/page no.	Provides high quality community services 18	
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 type="checkbox"/>	No <input type="checkbox"/>
Could your project be funded from your reserves?	Yes <input type="checkbox"/>	No <input 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 type="checkbox"/>
Any other information about your project. This application is for an element of a wider project to improve the facilities in Minety Village Hall for the benefit of the Community. The cost of the refurbishment project excluding the amount for this application is in the region of £21,711.00. Applications for grants to cover this cost are in process to Lotter Awards for All and the Community Landfill Fund.		

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"/>	Female	<input type="text"/>
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 project is relatively minor, but will not however be started until funding is agreed

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?

Positive comments from users and hopefully an increase in business

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

Yes

Date

April 2011

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

See section 2 above

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: October	Year: 2010
A - Total income:	£10581.26	
B - Minus total expenditure:	£15,136.90	
Surplus/deficit for year: (A minus B)	£-4555.64	
Free reserves currently held:	£8161.11	

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	
Sharpes Property Maintenance Ltd	£2,325	Own fundraising/reserves	C	£1,163
	£			£
	£	Parish/town council		£
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£	Other		£
	£			£
	£			£
	£			£
Total Project Expenditure	£2,325	Total Project Income		£1,163

Total project income B	£1,163
Total project expenditure A	£2,325
Project shortfall A – B	£1,162
Grant sought from Wiltshire Council Area Board	£1162
Bank Details	
Please give the name of the organisations' bank account e.g. Barclays	Lloyds TSB Bank plc
Please give the title name of the organisations' bank account e.g. current	Minety Village Hall Current 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: 30/06/2011

Position in organisation: Member - Village Hall Mgmt Committee

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