

Area Board Project

1. What is the aim of the project?

In June 2012 it will be the Queen's Diamond Jubilee. The project is to provide a way of providing a simple process for awarding grants to support street parties and other similar celebrations within the Devizes Community Area

2. How will the project work?

Who can apply?

The key outcome that the Area Board is hoping to achieve is to strengthen neighbourhoods through increased social cohesion. Applications are therefore welcomed from any of the following:

- Parish Council
- Neighbourhood groups
- Groups of commonality or common interests
- Residents associations

The Area Board wishes to encourage the development of stronger local communities. It will therefore accept applications from groups that have no constitution or terms of reference but have come together for the purpose of organising a celebrational event.

Can a Parish Council support more than one application?

Yes. There is no limit on the number of applications from any one Parish. However, the Area Board Councillors will need to ensure that awards are fairly and evenly distributed.

Who will manage the funds?

It is important that we are accountable for public funds. It is therefore proposed that all applicants must have the full support of the Parish Council. Any grants agreed will be paid to the Parish Council who will be the accountable body. They will need to decide upon the best way to distribute the funding but it is recommended that where a group has no constitution and bank account, the Parish Council takes on that role. For example, the Parish Council could use the funds to pay for hire of a marquee for the group to use.

Application form and Criteria to be used for deciding?

A draft application form is attached to this project proposal. It has been simplified considerably in order to make the process as easy and straight forward as possible for the applicant, Parish Council and the Area Board. Some changes may still need to be made to the form.

In deciding upon whether a grant should be awarded, the key consideration will be:

- Will the event help create stronger neighbourhoods and communities and will the award of a grant help this to occur.

Financial implications

It is proposed that :

- £6k is ring fenced for this project. If there is any funding unspent, this will revert back to the Area Board general funding pot.
- Grants awarded will generally be for £300 or less except in exceptional circumstances
- The Parish Council will be responsible for managing any awards given within its Parish

3. Where is the project taking place?

Within the Devizes Community Area

4. When will the project take place?

Process for applying:

What	When	Who
Take member initiative proposal to Area Board for agreement	October 3 rd 2011 Area Board Meeting	Area Board
Write to all Parish Council inviting them to promote the project within their Parish and to act as a conduit for applications	By end of Oct 2011	Area Board
Publicise the opportunity, support applicants to complete application form. Send completed forms to Area Board	Nov – end of March 2012	Parish Councils supported by Area Board)
Sort through application forms sifting out any that are unsuitable and putting together recommendation	By 9 th April 2012	Area Board
Members decide upon awards at ABC meeting	9 th April 2012	Unitary Councillors
Parish Councils informed if they were successful	By end April 2012	Area Board
Chairs announcement at next Area Board	May 28 th 2012	Area Board
Run events	June 2012	Groups or Parish

5. What are the Community benefits/evidence of need/desired outcomes?

Similar events have proved very successful in bringing local communities together. They allow people living in the same area to meet, often for the first time, and to get to know each other. The outcome is a legacy of increased community cohesion and support.

6. Who will manage/be responsible for this project?

**The Community Area Manager and Area Board Chairman will manage the overall process.
The Parish Councils will be responsible for applications and awards within their own Parish.
The unitary Councillors will be responsible for deciding which awards should be granted.**

7. Costs/quotes/ match funding?

**£6k to be ring fenced from the existing budget for 2011/12
No match funding is required**

Diamond Jubilee Celebration Community Area Grant Application Form 2011/2012

PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE CONSIDERED
Please contact your Parish Council before completing your application

1. Your organisation or group

Name of organisation/group			
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify		

2. Your Celebration

Celebration Title/Name	
Please briefly describe what type of celebration or street party you are organising (Max 150 words)	

Where will your celebration take place?	
When will your celebration take place?	
If you are successful with your application, what will the funding be used for?	
How many people do you expect to attend?	

3. Funding

How do you think your project will make a difference to your community?	
How much funding are you applying for (£300 maximum)	

What will be the total cost of your celebration?			
If you are expecting to receive any other funding for your celebration, please give details.	Source of Funding	Confirmed	Amount

7. Declaration (on behalf of organisation or group) – I confirm that...

- The information on this form is correct, that any award received will be spent on the activities specified,
- Any form of licence, insurance or other approval for this project will be in place prior to the commencement of the project outlined in this application.
- Acknowledgement will be given of Devizes Area Board support in any publicity, printed or electronic
- I give permission for press and media coverage by Wiltshire Council in relation to this project.

Name:	Date:
Position in organisation:	

8. Declaration (on behalf of Parish Council where Parish Council is not the applicant) – We

- Confirm that the applicant has discussed the celebration with us and to the best of our knowledge, the information on this form is correct
- Confirm that if an award is received, we will manage the funds and ensure that it is spent as outlined within this application
- Support this application for funding

Name:	Date:
Position in Parish Council:	

All completed application forms need to be with the Area Board by 31st March 2012 and should be sent to:

Margaret Tipper (Area Board Administrator),
 Communities, Libraries, Heritage and Arts,
 Library HQ, Bythesea Road,
 Trowbridge, BA14 8BS

Tel: 01225 718441
 email: margaret.tipper@wiltshire.gov.uk