



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	Wiltshire Heritage Museum		
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	Energy efficiency - central heatingboiler replacement		
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>	Wiltshire Heritage Museum is used by over 20,000 people a year, and our central heating system now needs to be replaced. This gives us the opportunity to maximise the efficiency of our heating system and will enable us to continue to offer a wide range of services to people in the Devizes area, and to attract more visitors to Devizes. We are working with English Heritage to encourage visitors to Stonehenge to visit the museum in Devizes.		
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Devizes		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date	No <input type="checkbox"/>

Where will your project take place?	Devizes
When will your project take place?	October 2011
<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>Our boiler system was installed in the 1970s, and we have been aware for some time that it is inefficient and obsolete. During a recent inspection, it was declared that it failed to meet current safety standards and we are no longer able to use it. It is essential to replace the system, not only to maintain temperatures at minimum standards for visitors, volunteers and staff, but also to maintain the environmental conditions required to store our nationally important collections. The replacement system will be 99% efficient (the current system is 66% efficient) and so replacement will contribute towards greenhouse gas reduction targets. If the system is not replaced, then we would be unable to open the building for much of the year, which would mean that we would be unable to continue our education work, and act as a venue for community exhibitions and events.</p>
How many people will benefit from your project?	c 20,000 per year
<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>Devizes Community Area Plan - Culture: Ensure appropriate access and best use of Devizes distinctive cultural features e.g. Wiltshire Heritage Museum</p> <p>DCAP Strategic Plan SO2 Tourism</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 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? <i>If you answer YES please provide evidence elsewhere on the application form</i>)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Any other information about your project.

The collections of Wiltshire Heritage Museum have been Designated by Government as being of National Significance, and are the best bronze Age Collection in Britain, with objects excavated from the Stonehenge and Avebury World Heritage Site. We receive some grant funding from Wiltshire Council, but it is accepted by the WHS that the public funding we receive is not adequate to maintain our important collections. Without an adequate heating system, our collections will be at risk from environmental fluctuations (particularly humidity). We will also be unable to open the building for visitors and school groups at times when temperatures fall below the legal minimum.

The Museum is financed also by an Endowment, which is included in our accounts as a Capital Reserve.

We have obtained competitive quotes for the work to be carried out, and have selected the lowest quotation.

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="13"/>	Female	<input type="text" value="3"/>
25 – 50 years	Male	<input type="text" value="1"/>	Female	<input type="text" value="0"/>
Under 25 years	Male	<input type="text" value="0"/>	Female	<input type="text" value="0"/>
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?

Request is for capital funding only

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?

We will be able to continue our events programme, act as a community venue, and to develop an exhibition about the Story of Devizes, due to open in Spring 2012.

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

Yes

Date

July 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

Landfill Tax Credits

5000

result awaited

<p>Have you or do you intend to apply for a grant from another area board within this financial year?</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>Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?</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: 2011	Month:	Year:
A - Total income:	£355,102	
B - Minus total expenditure:	£433,815	
Surplus/deficit for year: (A minus B)	£78,813	
Free reserves currently held:	£773,603 - as Endowment	

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	
Boiler purchase and installation	£28,206	Own fundraising/reserves		£18,206
	£			£
	£	Parish/town council		£
	£			£
	£	Trusts/foundations		£
	£	Landfill Tax Credits	p	£5,000
	£	In kind		£
	£			£
	£	Other		£
	£			£
	£			£
	£			£
Total Project Expenditure	£28,206	Total Project Income		£23,206

Total project income B	£28,206
Total project expenditure A	£23,206
Project shortfall A – B	£5,000
Grant sought from Wiltshire Council Area Board	£5,000
Bank Details	
Please give the name of the organisations' bank account e.g. Barclays	
Please give the title name of the organisations' bank account e.g. current	

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: 09/09/2011

Position in organisation:

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