



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	Association of Kennet Passengers		
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	DEVIZES-CENTRIC BUS INFORMATION AND MAP PROJECT		
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>	Project comprises (1) A well designed bus information map for all 5 Market Place Shelters meeting best industry practice. (2) Distribution of bus information at various outlets by volunteers. The maps will help reduce high demand for bus information at Devizes Visitor Centre, closing on 30 September. The bus map will be supplied in large waterproof poster format and ready for display. They will include: 'Where to catch my bus'; Show town centre landmarks; Spider diagram of Devizes area bus routes and beyond; List all destinations in the area, corresponding routes and bus stands.		
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"/> No <input type="checkbox"/>	Date 2 September 2011	
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date 15 August 2011	

Where will your project take place?	Devizes Market Place
When will your project take place?	As soon as possible
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>	Large, easy to read, at-a-glance, comprehensive bus information maps showing routes and stands do not exist in Devizes Market Place. Bus maps give passengers confidence that they are in the right place, waiting for the right bus, at the right time to reach their destination. On-line timetables are essential for journey planning but people do not remember the detail. Kennet Passengers has conducted surveys over the last 5 years which support excellence in public transport information. Devizes TIC patiently explains local public transport to over 20,000 visitors per year and distributed an average of 20 bus timetables per day. Their experience is evidence that a step change in self-help bus stop information is long overdue and will reduce the demand for face-to-face enquiries. They believe this activity has significant economic benefit for the town.
How many people will benefit from your project?	The whole community and visitors
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.	Congestion, traffic and air pollution are major issues requiring public transport improvements. Information is the first essential step. 4
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. Making up the loss of Devizes Visitor Centre is extremely urgent. It is most acutely felt by passengers. TIC staff note that many enquiries are from young people unused to understanding timetables as well as those with failing eyesight who cannot cope with the small print. This work will reduce that demand. The shortfall has put Kennet Passengers volunteers in the position of making up the information gap in less than a month. We are well qualified to help and have taken prompt action to transfer of the Connect2 bus freephone from the TIC to the new café opposite Bus Island (Right Time Café), arranged leaflet displays to be located there, founded a small team of volunteers to manage timetable displays and has sought best specialist advice to complete this bid in the time available. The group works closely with Wiltshire Council and the new Devizes Area Tourism Partnership. Devizes Town Council support this project and parishes are being consulted through their Area Forum rep.	

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="7"/>	Female	<input type="text" value="5"/>
25 – 50 years	Male	<input type="text" value="2"/>	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" value="1"/>
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?

One off spend. Further prints will be in collaboration with Devizes Town Council.

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?

First hand observation, public comment noted at Right Time Café and other feedback.

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

Yes

Date

9 September 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

None

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: 2011	Month: March	Year: 2011
A - Total income:	£NIL	
B - Minus total expenditure:	£106.71	
Surplus/deficit for year: (A minus B)	£-106.71	
Free reserves currently held:	£474.07 (SEE BUDGET)	

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	
Cartographers: design and print	£2,500	Own fundraising/reserves	C	£200
VAT	£500			£
Map data research	£300	Parish/town council		£
Liaison and coordination	£200			£
Setting up timetable information	£100	Trusts/foundations		£
Managing timetable information	£150			£
Specialist advice	£100	In kind		£
	£			£
	£	Other		£
	£	5 volunteer days	C	£250
	£	5 professional days	C	£500
	£	Specialist advice	C	£100
Total Project Expenditure	£3,850	Total Project Income		£1,050

Total project income B	£1,050
Total project expenditure A	£3,850
Project shortfall A – B	£2,800
Grant sought from Wiltshire Council Area Board	£2,800
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)02/09/2011 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)