



## 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

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

### 2. Your project

<b>Project Title/Name</b>	Installation of new boiler and heating system		
<b>What is your project about and what does it aim to achieve?</b>  <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	The key objective of the project is to install 2 new boilers and a central heating system to the centre. We are a small charitable organisation which offers a warm and welcoming environment for communities in the area. Our client base is mainly 50+, but we would like to develop the centre to encourage all age and extend our opening hours offering counselling services, parent toddler groups and work experience places for students from local schools and colleges. We have called this project 'Open all hours'. Without the new heating system none of this will be possible		
<b>In which community area does your project take place? (Please give name – see section 3 of the grants pack)</b>	Devizes Area		
<b>I/we have discussed our project with the town/parish council?</b>	Yes <input type="checkbox"/>	<b>Date</b>	No <input checked="" type="checkbox"/>
<b>I/we have discussed our project with our Wiltshire councillor?</b>	Yes <input checked="" type="checkbox"/>	<b>Date</b>	No <input type="checkbox"/>

Where will your project take place?	The Crown Centre
When will your project take place?	ASAP
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?  <i>Important: Please do not type/write in paragraphs – This section is limited to 1000 characters only (inclusive of spaces)</i>	We've been operating for the last 40 years and realise that to prevent membership dwindling we need a proper central heating system. After consulting our members we realise the building is cold and draughty and in need of revitalising. Once this work is completed the premises will be much more user friendly to all age groups. We aim to promote community cohesion and increase volunteer participation. We need to urgently carry out this work before it becomes too cold to use the building. If the system is not installed then there are few services the centre could offer.
How many people will benefit from your project?	1000+
How does your project demonstrate a direct link to the local community plan for your area? <a href="http://www.wiltshire.gov.uk/areboards">www.wiltshire.gov.uk/areboards</a>  Please provide a reference/page no.	The project links to the plan through increasing volunteering, offering care and support as well as building stronger communities
<b>To be completed ONLY where town/parish councils are making an application</b>	
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.	

### 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="5"/>
25 – 50 years	Male	<input type="text"/>	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?

N/A

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?

Increased membership, greater use of room hire facilities and an increase of people who use the Crown Centre for lunches, snacks and beverages, excellent food at affordable prices.

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

Yes  Date 5/9/2011  
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
Gannett Foundation	£5,000.00	
Devizes Town Council	£1,000.00	

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: 2010	Month: Dec	Year: 2010
A - Total income:	£37,509.04	
B - Minus total expenditure:	£33,591.97	
Surplus/deficit for year: (A minus B)	£3917.07	
Free reserves currently held:	£20,824 plus £34,312 investments	

**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	
Re decoration	£4,150	Own fundraising/reserves	c	£21,000
installation of gas central heat	£26,040			£
	£	Parish/town council	p	£1,000
	£			£
	£	Trusts/foundations	p	£5,000
	£			£
	£	In kind		£
	£			£
	£	Other		£
	£			£
	£			£
	£			£
<b>Total Project Expenditure</b>	<b>£30,190</b>	<b>Total Project Income</b>		<b>£27,000</b>

<b>Total project income B</b>	<b>£27,000</b>
<b>Total project expenditure A</b>	<b>£30,190</b>
<b>Project shortfall A – B</b>	<b>£3,190</b>
<b>Grant sought from Wiltshire Council Area Board</b>	<b>£3,190</b>
<b>Bank Details</b>	
<b>Please give the name of the organisations' bank account e.g. Barclays</b>	
<b>Please give the title name of the organisations' bank account e.g. current</b>	

**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) 03/08/2011
- 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:** 20/08/2011

**Position in organisation:**

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