Wiltshire Council
Where everybody matters

Community Area Grant Application Form

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**

1 - Your Organisation or Group				
Name of Organisation				
Contact Name				
Contact Address				
Contact number		**e-mail**		
Organisation Type	Non profit organisation ☒	Parish/Town Council ☐		Other ☐

2 – Your Project	
In which Community Area does your project take place? (Please give name – see pp 2-4 of funding pack)	Bradford-On-Avon
In which Parish does your project take place?	Bradford-On-Avon
What is your project?	Improving ICT and Communications
Where will your project take place?	Lambert Rooms, Bradford-On-Avon
When will your project take place?	ASAP
Does your project demonstrate a direct link to the Community Plan for the area? If YES, please provide a reference/page no.	YES ☐ NO ☒
Please confirm your project will be completed by 31st March 2010	YES ☒ NO ☐

What community benefits will your project provide and, who are the beneficiaries (e.g. numbers of people, age, gender, particular groups)

IMPORTANT: PLEASE DO NOT TYPE IN PARAGRAPHS – THIS SECTION IS LIMITED TO 1500 CHARACTERS ONLY (INCLUSIVE OF SPACES)

Castle Gardens is the only charitable community run Pre-School in Bradford-On-Avon. Our project will benefit approximately 20 children, aged between rising 3 and 5 years, their parents and carers and 2 members of staff. We are an equal opportunities Pre-School, a member of the Pre-School Learning Alliance, registered with the Local Early Years Development and Childcare Partnership and registered and inspected by Ofsted. We currently face the challenge of competition from several private nurseries that have recently opened in our area. Whilst we can't compete with flexibility (as we hire our hall), we do aim to provide low cost quality provision for children aged rising 3 -5 years. Our project would mean that ICT provision and Communications would be vastly improved. At present the Pre-School leader uses her own personal home computer for Pre-School work eg to plan, log on and complete the Pre-School SEF, etc. A laptop would enable her to have greater flexibility eg be able to store records centrally, to complete end of term reports, update the Pre-School website, complete online forms etc. An external hard drive and memory stick would mean files were able to be backed up. The Lambert Rooms is a hired hall and therefore there is no landline. The Pre-School uses a mobile phone which needs to be updated. Wireless internet connection would enable us to use email and access the internet. Childproof digital cameras would enhance ICT educational provision and independence.

Wiltshire Council will be unable to meet the ongoing costs of your project. Please describe, therefore, how you will ensure the financial sustainability of your project beyond the period of this grant (if successful)?

As a group we regularly fundraise. We have just had our Christmas raffle, Yellow Moon commission from catalogue purchases, Easter cake sale, Sports day events, etc.

3 – Additional information to support and strengthen your application e.g consultation, community involvement, energy efficiency measures

Please tell us more about the organisations and groups that are involved in your project, who will benefit from the award and how will you know that it is making a difference.
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Publicity will raise the profile of our Pre-School. We already have a website, better ICT facilities would make it easier to keep this updated. Internet access would mean communication to the Pre-School by email would be possible. Records, reports, planning, policies, etc could be done and held centrally which would mean better channels of communication and smoother transitions between committee, staff, County, etc. The children would become more ICT proficient with digital cameras designed for their age group that they were able to use themselves and were robust. It would increase their independence and skills. The photos would also be able to be used in their Learning Journals and be displayed in the setting.

4 – Relationship between your project and Wiltshire Council priorities. Which of the following statements apply to the project/service your hope to provide? *Please tick as many as you think apply.*

The project will:	
Engage with local people to find out their priorities and work with them to deliver solutions	☒
Increase number of local people involved in regular volunteering	☐
Increase the number of affordable homes	☐
Improve access to services for people with dementia	☐
Improve access to primary care services for people with learning disabilities	☐
Encourage people to make lifestyle changes that will have a positive impact on the health of both themselves and their family	☐
Improve adult participation in sport	☐
Improve young people's participation in positive activities	☒
Improve business productivity through innovation e.g. provide business with specific information, knowledge events and other support	☐
Increase the number of people who feel safe in their community	☐
Improve local area through intergenerational activities such as street clean ups and community events	☐
Reduce perceptions of antisocial behaviour	☐
Reduce deaths through accidents	☐
Increase uptake of energy efficiency and renewable energy measures	☐
Increase levels of recycling and re-using household waste especially amongst those people who currently do not recycle	☐
Increase awareness of climate change adaptation, leading to action taken by individuals, communities and businesses	☐
Reduce carbon emissions from transport through development, sustainable transport, traffic management and new technology	☐
Improve local biodiversity	☐

THE FOLLOWING INFORMATION MUST BE PROVIDED, FAILURE TO DO SO WILL RESULT IN THE APPLICATION BEING REJECTED

5 – Information relating to your last annual accounts (if applicable)

Year Ending:	Month: August	Year: 2009
Total Income:	£26467.57	
Minus Total Expenditure:	£25258.45	
Surplus/Deficit for year:	£1209.12	
Reserves held:	£12000	

6 - Financial Information

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	
				£
Laptop	£400			£
separate keyboard	£25			£
mouse	£20			£
Microsoft Office(Home & Student)	£100			£
external hard drive	£50			£
memory sticks (£10 x 2)	£20			£
Mobile phone (Nokia-use same sim	£100			£
card and number)	£			£
Child's digital cameras(£50 x2)	£100			£
	£			£
	£			£
TOTAL PROJECT EXPENDITURE	£815	TOTAL PROJECT INCOME		£

Total Project Income B	£
Total Project Expenditure A	£965
Project Shortfall A - B	£965
Award sought from Wiltshire Council Area Board	£965
Is your organisation able to claim VAT?	Yes ☐ No ☒

7 – Management

How many people are involved in the management of your group/organisation?

People Over 50 years	Male	Female 1
People Under 25 years	Male	Female
Disabled People	Male	Female
Black & Minority Ethnic people	Male	Female

8 – Supporting Information – Please enclose the following documentation

Enclosed (please tick)

☒   Latest inspected/audited accounts or Annual Report

☒   Income & expenditure budget for current financial year

☒   Project budget (if applicable)

☒   Terms of Reference/Constitution/Group Rules

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.

9 – Equal Opportunities – To assist us with our equalities monitoring please indicate whether your application is specifically targeted at people within one or more of the six equality strands. You may tick yes for more than one category e.g. if your project is for ethnic minority senior citizens.

Please note that by answering NO to any of the following questions WILL NOT PREJUDICE your application.

a) **Is your project targeted towards, or of particular relevance to, people of a specific age?**

☒ Yes ☐ No **If 'Yes' please tick…** ☒ Under 25's ☐ Over 50's

b) **Is your project targeted towards, or of particular relevance to, people with disabilities (physical or mental/emotional)?**

☐ Yes ☒ No

c) **Is your project targeted towards, or of particular relevance to, people of a specific gender?**

☐ Yes ☒ No **If 'Yes' please tick….** ☐ Male ☐ Female

d) **Is your project targeted towards, or of particular relevance to, people of a specific sexuality?**

☐ Yes ☒ No **If 'Yes' please tick….** ☐ Gay ☐ Lesbian ☐ Bisexual

e) **Is your project targeted towards, or of particular relevance to, people from a specific ethnic background?**

☐ Yes ☒ No **If 'Yes', indicate the ethnic background of the people who will benefit from your project.**

White ☐ British ☐ Irish ☐ Other **Mixed** ☐ Mixed ethnic background

Asian or Asian British ☐ Indian ☐ Pakistani ☐ Bangladeshi ☐ Other Asian

Black or Black British ☐ Caribbean ☐ African ☐ Other Black

Chinese or other ethnic group ☐ Chinese ☐ Other ethnic group

f) **Is your project targeted towards, or of particular relevance to, people from a specific religion or faith?**
(e.g. a Muslim women's sports club, which encourages active participation, rather than promoting religious beliefs)

☐ Yes ☒ No **If 'Yes' please specify**

10 – Declaration (on behalf of organisation or group) – I confirm that……

☐ **Accounts and quotes where appropriate are enclosed.**
☒ **A copy of our constitution or terms of reference are enclosed.**
☒ **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** ☒ **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 or printed material.**
☒ **I give permission for press and media coverage by Wiltshire Council in relation to this project.**

Name: **Position in organisation:**	**Date:** 13/02/2010

Please return your completed application to the appropriate Area Board Locality Team (see pages 9-10)