



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	Kington St Michael Parish Hall Committee		
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	Installation of permanent stone ramp to Village Hall, Village Shop and Post Point		
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>	<p>The project consists of installing a permanent stone ramp for able bodied and disabled access to the Village Hall. This is also the only entrance to the village owned Community Shop and Post Point which rents premises within the Village Hall.</p> <p>A temporary wooden ramp has deteriorated over time. The safety is in doubt and could compromise access to the building in future.</p> <p>The permanent stone structure will provide a larger and more robust access which will enable ease of access and for larger objects to be taken into the premises.</p>		
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Chippenham Area Board.		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date	A number of times in 2011/12
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date	10/10/11 No <input type="checkbox"/>

Where will your project take place?	At the Village Hall, Kington St Michael, SN14 6HX	
When will your project take place?	Late 2011/early 2012	
How did you discover there was a need for your project (please provide evidence) and how will your project benefit your local community? Important: Please do not type/write in paragraphs – This section is limited to 1000 characters only (inclusive of spaces)	<p>The temporary wooden ramp utilised on a daily basis by users of the Village Shop and Post Point and also as an alternative and disabled entrance to the Village Hall. It has deteriorated and a permanent ramp will be much easier to maintain.</p> <p>The shop is open from 9.00 am to 5.00 on weekdays and also from 9.30 to 1.00 on Saturdays providing retail and via the "post point", full postal services. This facility is used by many parishioners as well as a number of patrons from outside the village.</p> <p>The Village Hall provides social and leisure facilities. It is a vital community resource which receives custom and support from many organisations within the local community. Examples of users of the hall are as follows: Womens Insitute, Acorns Play Group (all weekdays), Music and Movement, Parish Church, Dog Training, Parish Council, Tai-Chi, Line Dancing Club, Salsa Club, Scrap book club. See www.kingtonstmichael.com for details of both facilities and a copy of the Parish Plan</p>	
How many people will benefit from your project?	1000+ from the locality	
How does your project demonstrate a direct link to the local community plan for your area? www.wiltshire.gov.uk/areaboards Please provide a reference/page no.	<p>The Village Hall and Community Shop and Post Point were identified as core community resources in the Village Plan produced in 2007.</p> <p>Pg 14,16, 36, 38</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? 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.

The project could be funded from reserves, but we are requesting 50% as we need to maintain a significant reserve to enable us to maintain the Village Hall, the Old Village Hall and surrounding grounds.

These buildings were constructed in the 1800's and the maintenance of these, located in a conservation area, is expensive. E.g. the Village Hall has a bell tower which will require extensive restoration within the next 2 or 3 years.

As well as on-going maintenance, the facilities in the Village Hall will require upgrading to better meet the community's needs, e.g. the possible enlargement of the hall, more storage space, etc. Such projects will require significant amounts of equity from the reserves of the Village Hall Committee.

The £250 from the Parish Council is provisional and will be submitted for approval at the PC meeting on 10 Nov. The PC would have preferred to consider more, but have no spare budget due to unexpected repairs at the recreation field.

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="2"/>	Female	<input type="text" value="4"/>
25 – 50 years	Male	<input type="text" value="0"/>	Female	<input type="text" value="4"/>
Under 25 years	Male	<input type="text" value="0"/>	Female	<input type="text" value="0"/>
Disabled People	Male	<input type="text" value="0"/>	Female	<input type="text" value="0"/>
Black and Minority Ethnic people	Male	<input type="text" value="0"/>	Female	<input type="text" value="0"/>

If your project is intended to continue after the Wiltshire Council funding runs out, how will you continue to fund it?

The project will require minimal on-going funding as the ramp will be constructed of stone, there may be a small cost saving as the temporary wooden ramp requires painting every year with preservative and regular repair.

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?

As highlighted in the Parish Plan, the Village Hall and Community Shop provide a vital local need and require access for users.

If the temporary ramp deteriorates further, then this could become unsafe and limit access to the Village Hall and the Shop and Post Point.

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

Yes

Date

2010

No

To whom have you applied for funding for this project (other than Wiltshire Council)?

Name of Funder

Amount Applied For

Amount Received

Rural Development Programme

N/A

Nil

Please list with amount applied for and whether you have been successful

<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: 31	Month: March	Year: 2011
A - Total income:	£21397.80	
B - Minus total expenditure:	£13725.45	
Surplus/deficit for year: (A minus B)	£7672.35	
Free reserves currently held:	£41516	

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	
Architech fees	£620	Own fundraising/reserves	C	£5,564
Building Costs	£10,194			£
	£	Parish/town council	P	£250
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£	Other		£
	£			£
	£			£
	£			£
Total Project Expenditure	£10,814	Total Project Income		£5,814

Total project income B	£5,814
Total project expenditure A	£10,814
Project shortfall A – B	£5,000
Grant sought from Wiltshire Council Area Board	£5,000.00
Bank Details	
Please give the name of the organisations' bank account e.g. Barclays	Barclays
Please give the title name of the organisations' bank account e.g. current	Current : Community Account

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) 31/10/2010
- 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:

Position in organisation:

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