



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	Berwick St James Reading Room 1998		
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	Berwick St James Reading Room 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>	The Reading Room is our village hall, which has cob walls. These walls appear permanently damp on the inside and the hall smells musty. The project is to enhance the attractiveness of the hall for the community activities by erecting a new wall inside and screening the damp walls with a ventilated membrane system, redecorating the walls and providing more storage cupboards, together with new curtains and tables and chairs.		
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Amesbury Area Board		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date	12 th May 2011 & 13 th Oct 2011
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date	27 th Sept 2011

Where will your project take place?	Reading Room, Berwick St James	
When will your project take place?	As soon as funds have been collected	
<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 1200 characters only (inclusive of spaces)</i></p>	<p>The people of the parish and visitors, who have attended Reading Room activities, have commented on the state of the walls and on the musty smell in the hall. Many have said they would use the hall more if it was a more attractive venue. As this is our only community gathering place making it more appealing will increase its usage, and would foster greater community participation in our activities.</p>	
How many people will benefit from your project?	Approx 200	
<p>How does your project demonstrate a direct link to the local community plan for your area? www.wiltshire.gov.uk/areaboards</p> <p>Please provide a reference/page no.</p>	<p>See web site: www.berwickstjames.org.uk For our community plan ideas. Under culture ref is made to the Reading Room being a centre of activities of this nature. Also see village magazine which is enclosed</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"/>
<p>Any other information about your project.</p>		

3. Management

How many people are involved in the management of your group/organisation?
Of these, how many are:

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

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

The normal fund raising events, such as the summer fete, market stall, Christmas Bazaar, as well as from the Parish Precept (£ 500 a year)

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?

Then annual accounts show money raised from letting the hall, and a comparison can be made from previous years, enabling the impact to be judged. We are planning an open day after the project, inviting the villagers and newcomers.

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

Yes Date 6 / 9/11 We met up with Kirsty Haasjes who recommended this grant.
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

<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"/> No <input checked="" type="checkbox"/> considering a Big Lot Awards for all if we do not succeed here.</p>
<p>Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>

4. Information relating to your last annual accounts (if applicable)		
Year ending:	Month: April	Year: 2011
A - Total income:	£ 2,318.47	
B - Minus total expenditure:	£ 2307.90	
Surplus/deficit for year: (A minus B)	£ 10.57	
Free reserves currently held:	£ 2283.79	

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	
Interior Walls and Shelving	£ 5130	Own fundraising/reserves		£
Painting	£ 1125			£
Curtains	£ 1683	Parish/town council		£
	£			£
Chairs and Tables	£ 872.10	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£	Other		£
	£			£
	£			£
	£			£
Total Project Expenditure	£ 8810.10	Total Project Income		£

Total project income B	£
Total project expenditure A	£ 8810.10
Project shortfall A – B	£
Grant sought from Wiltshire Council Area Board	£ 8810.10
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:
Position in organisation:

Date: 9/10/11

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