



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	The Radnor Hall, Bodenham		
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	Improvements to access points and car park.		
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 hall has two narrow access points for visitors. Increased usage of the hall has resulted in severe deterioration of these access points and areas of the car park. They now pose hazards to motor and pedestrian traffic. Areas of wear have been 'patched up' over the years and the local authority has recently repaired the public footpath adjacent to one of the entrances. Permanent improvement works, including widening, are however urgently required.</p> <p>The hall has made significant improvements in services over recent years. This is evidenced by increased usage and by the award of Hallmark levels 1 and 2 in January 2011. We are close to the necessary standard for Hallmark level 3, except for completion of this the project.</p>		
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Southern Wiltshire		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date 11/5/11	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date 16/5/11	No <input type="checkbox"/>

Where will your project take place?	The Radnor Hall, Bodenham
When will your project take place?	As soon as funding is available – target start date January 2012.
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 1200 characters only (inclusive of spaces)</i>	The management committee regularly inspect and review the condition of the property. We have also received reports of damage to several cars. The photographs accompanying this application make clear the need for the improvement works described. The project will benefit the local community by removing hazardous and unsightly surfaces. A better-maintained and more attractive entrance and car park will also help to attract more users, increasing the viability of the hall as a community resource.
How many people will benefit from your project?	2,000
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.	By supporting the provision and retention of community facilities e.g. post offices, schools. Odstock Parish Council has not produced a parish plan, however the attached letter makes clear their support for this project. Page 13, point 52
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 checked="" type="checkbox"/>
Could your project be funded from your reserves?	Yes <input checked="" 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 checked="" type="checkbox"/> No <input type="checkbox"/>
Any other information about your project. The Radnor Hall was established over 100 years ago, for the benefit of local agricultural workers. The hall has developed a valuable resource for the wider community. In addition to village based events such as amateur dramatics, family parties, WI meetings and folk dancing, the hall is attracting users from across the southern area of Salisbury. User groups such as Salisbury Deaf Association, a thriving playgroup, art classes and local musicians all practice regularly use the hall. The hall has recently been extended to provide improved facilities for the disabled, increased storage for equipment and an outside play and picnic area. The increased attraction of the hall and the wider catchment area from which it now draws have revealed the inadequacies of current access arrangements. The site has two entrances/exits. Both are very narrow and the concentration of traffic over such a restricted area has led to a deterioration of the entrance kerbing and car park surface. (See attached photographs). This project provides for the widening and re-kerbing of both entrance and the stripping off and resurfacing (with aggregate) of areas of concentrated traffic. A quotation has been obtained from M. Moores, in the sum of xxxxx including VAT. A much larger scheme was envisaged earlier this year. M. Moores submitted the most competitive quote at the time. The management committee felt it appropriate to negotiate the revised scheme on this basis rather than re-tender. The hall has cash reserves of £9,035 at November 2011. Normal operating expenditure and the cost of essential repairs and renewals totaled £9520 in the last financial year. We feel it prudent to maintain a cash reserve approximating to one year's normal expenditure and therefore require assistance with the funding of this project. The hall gained Hallmark accreditation at levels 1 and 2 earlier this year. We are keen to progress to level 3 and are confident we can do so providing the health and safety and appearance issues posed by the current poor access arrangements can be solved.	

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="3"/>
25 – 50 years	Male	<input type="text"/>	Female	<input type="text" value="2"/>
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?
Not applicable

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?
By user surveys and by monitoring the type and number of bookings.

Have you contacted Charities Information Bureau for help with your application/ to seek other
Yes Date 16/5/11 No

To whom have you applied for funding for this project (<i>other than Wiltshire Council</i>)? <i>Please list with amount applied for and whether you have been successful</i>	Name of Funder	Amount Applied For	Amount Received
	Not applicable		

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:	Month: April	Year: 2011
A - Total income:	£9385	
B - Minus total expenditure:	£9521	
Surplus/deficit for year: (A minus B)	£-134	
Free reserves currently held:	£10066	

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	
Widen existing openings and resurface car park	£3065	Own fundraising/reserves	C	£1550
	£			£
	£	Parish/town council		£
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£	Other		£
	£			£
	£			£
Total Project Expenditure	£3065	Total Project Income		£1550

Total project income B	£1550
Total project expenditure A	£3065
Project shortfall A – B	£1515
Grant sought from Wiltshire Council Area Board	£1515
Bank Details	
Please give the name of the organisations' bank account e.g. Barclays	Santander
Please give the title name of the organisations' bank account e.g. current	Current Account, The Radnor Hall

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: 8/11/11

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