



## 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	West Ashton Village Hall and Institute		
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 Registered Charity		

### 2. Your project

Project Title/Name	Acoustic Panels in Main Hall to reduce echo and improve hearing capability of hall users		
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 Project is to reduce "echo" in the main hall. The hall is extremely well used by a wide range of groups from the whole of the Trowbridge hinterland and Trowbridge itself. The hall has a considerable amount of "hard surfaces" and thus there is an echo which affects the ability to clearly hear speakers. The aim is to reduce the "echo" to acceptable levels and thus improve clarity of speech in the hall. The reverberation times (echo) are outside current British Standards. In addition we intend to provide soft lighting in place of the temporary "fairy lights"		
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	West Ashton, Trowbridge		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/> <input type="checkbox"/>	Date 16 <sup>th</sup> Nov 2011	No
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date 16 <sup>th</sup> November 2011	

Where will your project take place?	West Ashton Village Hall	
When will your project take place?	March/April 2012	
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>	Complaints from both hirers of the hall and regular visitors to the hall. The benefit will permit groups using the hall to be able to hear more clearly. This applies particularly the older and the disabled groups who use the hall regularly.	
How many people will benefit from your project?	100 per week	
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.		
<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="5"/>	Female	<input type="text" value="3"/>
25 – 50 years	Male	<input type="text" value="1"/>	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?

It is a one-off project, which will provide improved acoustics for the future

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?

Customer surveys when complete

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

Yes

Date

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

West Ashton Parish Council

135

50

Landfill

1085

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: June 2011	Month: June	Year: 2011
A - Total income:	£28,137 + 32,878.04 (b/f)	
B - Minus total expenditure:	£38,276.13	
Surplus/deficit for year: (A minus B)	£22,738.91	
Free reserves currently held:	£see attached note	

**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	
Online acoustics - fitted panels	£3,735	Own fundraising/reserves	c	£1,000
New lighting ( self fit)*	£300			£
Electrical work verbal quote	£100	Parish/town council	c	£50
Estimated (free) labour costs	£200			£
	£	Trusts/foundations	p	£1,085
	£			£
	£	In kind	p	£200
	£			£
	£	Other		£
	£			£
	£			£
	£			£
<b>Total Project Expenditure</b>	<b>£4,335</b>	<b>Total Project Income</b>		<b>£2,335</b>

<b>Total project income B</b>	£2,335
<b>Total project expenditure A</b>	£4,335
<b>Project shortfall A – B</b>	£2,000
<b>Grant sought from Wiltshire Council Area Board</b>	£2,000
<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) for 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:**

**Date:** 18/11/2011

**Position in organisation:**

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