



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	Friends of Downton Queen's Diamond Jubilee		
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	Downton Queen's Diamond Jubilee Celebration		
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>	To provide a day of festivities for Downton and the surrounding communities – a carnival, street party (food and transport provided for OAPs) and evening concert - so that everyone in Downton and surrounding villages can be involved in celebrating the Queen's Diamond Jubilee. The aim is not only to have fun but also to foster, and so increase, cohesion in the community not only through the day itself but also from the fund raising events beforehand. We aim to involve as many village organisations as possible.		
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Downton - Southern Wiltshire Area Board		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date Oct 2010	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date Oct 2011	No <input type="checkbox"/>

Where will your project take place?	Downton
When will your project take place?	Saturday 2 nd June 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>	Following the successful Millennium and Golden Jubilee festivities, many local people suggested we have a similar day for the Diamond Jubilee. Thus an open meeting was held in Oct 2010 to plan a new day of celebration. About 60 attended including representatives from many local organisations such as the Parish Council and Primary School. There was great enthusiasm for the project; the programme was planned, committees formed and a budget presented. Participating organisations will benefit through increased visibility plus some also financially eg Trafalgar School by selling refreshments. Local businesses can benefit by advertising in the concert programme. But above all the main objective is to give the community a day to remember in which all can be involved either in the organisation, by taking part, or as a member of the audience. The entertainment will be suitable for all ages. Like the earlier events we expect to foster a feel good factor in the community.
How many people will benefit from your project?	2500
How does your project demonstrate a direct link to the local community plan for your area? www.wiltshire.gov.uk/areboards Please provide a reference/page no.	1 Greater community cohesion should help to reduce anti-social behaviour. 2 Raising awareness of activities/ organisations within the community P10 section 28 and page 15 section 61
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"/>
Any other information about your project. The day will comprise: Carnival - through the village. Floats will include local groups (local businesses will provide suitable transport), steam engines, other vehicles and bands. Street party on the greens in the Borough - all resident OAPS will receive an invitation and refreshments will be provided for them. Early evening entertainment in the Memorial Gardens will finish with an air display and include participation by the schools. Concert - a stage will be erected in the Memorial Gardens (venue chosen to allow as many people as possible to attend). The concert will commemorate the 60 years of the Queen's reign in drama, dance and song. There will be a firework finale.	

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="8"/>	Female	<input type="text" value="2"/>
25 – 50 years	Male	<input type="text" value="2"/>	Female	<input type="text" value="3"/>
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?

N/A

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?

Mainly through word of mouth and letters of thanks from individuals and organisations.

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

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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:	Year:
A - Total income:	£	
B - Minus total expenditure:	£	
Surplus/deficit for year: (A minus B)	£	
Free reserves currently held:	£	

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	
Insurance	£556	Own fundraising/reserves	C	£3,825
Carnival entertainers	£1850		P	£1,250
Coal for steam engines	£752	Parish/town council		£
St John's Ambulance	£102			£
Portaloos	£546	Trusts/foundations		£0
Street party food/ other	£750			£
Early evening entertainmen	£1,800	In kind		£
Concert stage building/insurance	£2,500	Street party food	P	£500
Sound/Lighting/Costumes/Props	£4000	Other		£
Printing programmes etc	£840	Concert sponsorship/ adverts		£1,600
Fireworks	£3,000	Bar/ Icecream sales profit		£700
Contingency	£1,500	Concert Tickets/ Programmes		£7,750
Total Project Expenditure	£18,196	Total Project Income		£16,289

Total project income B	£16,289
Total project expenditure A	£18,238
Project shortfall A – B	£1,907
Grant sought from Wiltshire Council Area Board	£1,204
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	Friends of Downton Diamond Jubilee

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:

Date: 03/01/2012

Position in organisation: Chairman

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