



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	Kennet Valley Village Hall			
Contact name				
Contact address				
Contact number	<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 80%;"></td> <td style="border: none; text-align: center; width: 10%;">e-mail</td> <td style="border: none; width: 10%;"></td> </tr> </table>		e-mail	
	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	Replacement of Sit-on Mower			
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 Hall Committee's maintenance budget for Fiscal 2011-12 was agreed and committed in September 2011. Two emergencies then arrived, the first has already been supported by the MAB for new Security Lighting. The second emergency was the condemning of the Hall's sit on mower which is a fundamental piece of equipment used weekly to maintain the grass surrounding the Hall. The grass cutting is carried out by a volunteer rather than using a contractor which would be a greater drain on financial resources. The present mower has been condemned by the service agent so replacement is the only solution.			
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Marlborough Area Board			
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/> Date No <input type="checkbox"/>			
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/> Date No <input type="checkbox"/>			

Where will your project take place?	Kennet Valley Hall grounds	
When will your project take place?	Spring 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 1000 characters only (inclusive of spaces)</i>	Part of the essential maintenance of the Hall is to keep the surrounding grass area neat and presentable for all hall users. Our Committee member/ volunteer performs this task on a weekly basis. The second hand sit-on mower that was purchased 6 years ago has unexpectedly been condemned by the service agent Roses of Devizes and because the model is now obsolete any future repairs would be uneconomical. There is no other option but to purchase another more up-to-date [second hand] mower. The grass area to be maintained is extensive and the option of using a contractor is uneconomical as cutting is a weekly routine. Evidence if required can be obtained from Roses of Devizes where the current mower was declared irreparable. In normal circumstances we would consider our own funds sufficient to deal with such an expense but our structured programme of improvements to the hall's fabric has already been budgeted and therefore financially committed	
How many people will benefit from your project?	All visitors to the village hall	
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.	It supports the Hall Committee's remit to provide this community amenity for the villages of East Kennet, West Overton, Lockeridge and Fyfield 7.6/19	
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. We have already investigated the cost of a replacement mower. The actual cost will depend on what suitable product is available at the time. However we believe a budget of £1000 will enable us to acquire a suitably priced product to suit our needs. Please note that we appreciate that the MAB has already provided the Hall Committee with a similar grant earlier in this financial year but we have decided to apply again within the same fiscal year as we were just not prepared for two unexpected emergencies to happen at the same time - having already committed our own maintenance budget on other improvements.		

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="5"/>
25 – 50 years	Male	<input type="text" value="1"/>	Female	<input type="text" value="6"/>
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?

This is a one-off requirement. Ongoing maintenance will be budgetted from the Hall's maintenance budget

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?

The Hall has an enviable reputation for its attractive visual setting, which needs to be maintained. Any deterioration in this presentation would certainly be noticed and have an adverse effect on the hall's reputation which has improved quite dramatically over the last 6 years due to the Committee's programme of improvements.

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

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: 31/07/11	Month:	Year:
A - Total income:	£21702	
B - Minus total expenditure:	£20908	
Surplus/deficit for year: (A minus B)	£794	
Free reserves currently held:	£9399 but much committed	

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	
Budget to purchase 1 x Mower	£1,000	Own fundraising/reserves		£
	£			£
	£	Parish/town council		£
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£	Other		£
	£			£
	£			£
	£			£
Total Project Expenditure	£1,000	Total Project Income		£

Total project income B	£
Total project expenditure A	£1,000
Project shortfall A – B	£1,000
Grant sought from Wiltshire Council Area Board	£1,000
Bank Details	
Please give the name of the organisations' bank account e.g. Barclays	Lloyds TSB
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:

Date: 12/12/2011

Position in organisation: Chairman - Hall Management Committee

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