



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 | Manton Pre-School | | | |
| Contact name | | | | |
| Contact address | | | | |
| Contact number | <table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 70%;"></td> <td style="border: none; text-align: center; width: 10%;">e-mail</td> <td style="border: none; width: 20%;"></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 | | | |
| 2. Your project | | | | |
| Project Title/Name | Manton Village Hall Refurnish | | | |
| 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> | As a result of a recent refurbishment in the village hall, the setting for Manton Pre-school, the children's tables no longer fit safely or easily in to the allocated storage space. New tables are required which can be stacked onto an easily transportable trolley and wheeled into place in the cupboard. This will provide a safe, quick and easy solution to current problem. | | | |
| In which community area does your project take place? (Please give name – see section 3 of the grants pack) | Marlborough | | | |
| I/we have discussed our project with the town/parish council? | Yes <input type="checkbox"/> Date No <input checked="" type="checkbox"/> | | | |
| I/we have discussed our project with our Wiltshire councillor? | Yes <input type="checkbox"/> Date No <input checked="" type="checkbox"/> | | | |

| | |
|--|---|
| Where will your project take place? | Manton Village Hall |
| When will your project take place? | 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> | Manton Pre-School has run out of Manton Village Hall for 41 years. The village hall was recently refurbished and the storage cupboards remodelled as a result. The pre-school furniture must be packed into an allocated storage cupboard at the end of every session or private party. The irregular shape of the tables makes stacking difficult and results in a leaning tower of tables which have been identified as a threat to the health and safety of those using the village hall, namely Pre-School children, staff and members of the local community (see enclosed photograph). Refurnishing the pre-school will benefit all users of the village hall, particularly Manton Pre-school and those who hire the hall for children's parties. |
| How many people will benefit from your project? | Users of Manton Village Hall |
| How does your project demonstrate a direct link to the local community plan for your area? www.wiltshire.gov.uk/areaboard Please provide a reference/page no. | 2.7 Manton Pre-school is a direct feeder to Preshute Primary school. 8.3& 8.5 the village hall provides a venue for cultural community events. pages 9 and 20 |
| 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. | |

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

The safe use of the village hall by members of the Marlborough community

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

Yes

Date

Oct 11

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: | Month: 31 August | Year: 2011 |
| A - Total income: | £31028 | |
| B - Minus total expenditure: | £42526.20 | |
| Surplus/deficit for year: (A minus B) | £- 2759.38 | |
| Free reserves currently held: | £11938.85 this sum is ring fenced | |

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 | |
| Tables | £696 | Own fundraising/reserves | | £ |
| Gopak small trolley | £300 | | | £ |
| | £ | Parish/town council | | £ |
| | £ | | | £ |
| | £ | Trusts/foundations | p | £ |
| | £ | | | £ |
| | £ | In kind | | £ |
| | £ | | | £ |
| | £ | Other | | £ |
| | £ | | | £ |
| | £ | | | £ |
| | £ | | | £ |
| Total Project Expenditure | £996 | Total Project Income | | £ |

| | |
|---|------|
| Total project income B | £ |
| Total project expenditure A | £996 |
| Project shortfall A – B | £996 |
| Grant sought from Wiltshire Council Area Board | £996 |
| 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:

Date: 12/12/2011

Position in organisation: Chair of Pre-school Committee

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