

Reference no
Log no Mel.11.018 <b>For office use</b>

## 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)**

<b>1. Your organisation or group</b>			
Name of organisation	The Shaw Hill Playing Field and Village Hall Committee		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation		
<b>2. Your project</b>			
Project Title/Name	Provision of a Wheelchair Access Disabled Toilet and moving of female WC to accommodate new disabled access WC		
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>	<ul style="list-style-type: none"> <li>• Provision of a Wheelchair Access Disabled Toilet</li> <li>• The Friendship Club in particular has several disabled members and it is intended to provide fully compliant wheelchair disabled WC access. Letters of support for the Project have been received from the main organisations that use the Hall.</li> </ul>		
In which community area does your project take place? <i>(Please give name – see section 3 of the grants pack)</i>	Melksham Without Council		
I/we have discussed our project with the town/parish council?	Yes	Date	14 December 2010
I/we have discussed our project with our Wiltshire councillor?	No	Date	

Where will your project take place?	Shaw Village Hall, The Beeches	
When will your project take place?	When funding is available hopefully in Spring 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>	<p>This has been discussed for several years , a Business Plan was established in 2010 and this project given top priority following replacement of the Boiler in Autumn 2010. Business Plan is attached In drawing up the Business Plan for the Hall we prioritised the projects identified, the need for disabled toilets came top of the list. We then asked the organisations that use the hall regularly to discuss the benefits with their members and write to us with that feedback, letters of support have been received from the following groups: Weekly Whist Drive, PCC Christ Church Shaw, Shaw and Whitley Pre-School, Shaw and Whitley Friendship Club.</p>	
How many people will benefit from your project?	Over a year expect it to be dozens of people using disabled facilities , but it will also improve facilities for babies (changing table) and small children (child level WC in female toilet)	
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.	<p>It supports the whole community since groups of all ages use the Hall and Playing Field. It especially supports people with disabilities.</p> <p>The Community Plan for the Melksham Area 2011-2025 Access and Disability Section does not mention disabled WC's - it should !</p>	
<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	No
Could your project be funded from your reserves?	Yes	No
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	No
Any other information about your project.		
<b>3. Management</b>		
How many people are involved in the management of your group/organisation? Of these, how many are: (approximately)		
Over 50 years	Male 4	Female 3
25 – 50 years	Male 2	Female 2
Under 25 years	Male	Female
Disabled People	Male	Female
Black and Minority Ethnic people	Male	Female

If your project is intended to continue after the Wiltshire Council funding runs out, how will you continue to fund it? Running costs will be covered by normal revenue from Hall and Pitch hire.

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?

It will encourage uses of the facilities by disabled people , feedback will be sought at Committee Meetings from User Group representatives, e.g. Friendship Club, Pre-School Playgroup, etc.,

<p>Have you contacted Charities Information Bureau for help with your application/ to seek other funding?</p>	<p>Yes    Julie Allen    Date    July 2011</p>		
<p>To whom have you applied for funding for this project (other than Wiltshire Council)?</p> <p><i>Please list with amount applied for and whether you have been successful</i></p>	<p><b>Name of Funder</b></p>	<p><b>Amount Applied For</b></p>	<p><b>Amount Received</b></p>
	<p>Community First (Landfill Community Fund)</p>	<p>£3,500</p>	<p>£3,073</p>
	<p>New Hall Fund (Elemasynary)</p>	<p>£2,000</p>	<p>£2,000</p>
<p>Have you or do you intend to apply for a grant from another area board within this financial year?</p> <p><i>If yes, please state which one(s).</i></p>	<p><b>No</b></p>		
<p>Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?</p>	<p><b>No</b></p>		

<b>4. Information relating to your last annual accounts (if applicable)</b>			
<b>Year ending:</b>	<b>Month:</b> December	<b>Year:</b>	2010
<b>A - Total income:</b>	£	17,375	
<b>B - Minus total expenditure:</b>	£	12,800	
<b>Surplus/deficit for year: (A minus B)</b>	£	4,574	
<b>Free reserves currently held:</b>	£6,912.73 Savings acc / £2,726.63 Current acc / £591.83 Building Fund as of 30/09/2011		

**5. Financial information – If you can claim back V.A.T. please exclude from figures given below**

<b>Project Costs A</b> Please provide a <b>full</b> breakdown e.g. equipment, installation etc.	<b>Project Income B</b> Please list all sources of funding for this project, as provisional (P) or confirmed (C)			
		<b>P/C</b>		
Robin Lydall quote	£	<b>Own fundraising/reserves</b>	C	£ 420
Unisex Wheelchair Access WC to be created in old Female WC (building)	<b>£ 2,743</b>			£
New female WC in old boiler room (building)	£ 3,624	<b>Parish/town council</b>		£
Plumbing for both	£ 3,504			£
	£	<b>Trusts/foundations</b>		£
	£			£
	£	<b>In kind</b>		£
	£			£
	£	<b>Other</b>		£
	£	New Hall Fund (Elemasynary)	C	£ 2,000
	£	Community First (LCF)	C	£ 3,073
	£			£
<b>Total Project Expenditure</b>	<b>£ 9,871</b>	<b>Total Project Income</b>		<b>£ 5,493</b>
<b>Total project income B</b>	<b>£ 5,493</b>			
<b>Total project expenditure A</b>	<b>£ 9,871</b>			
<b>Project shortfall A – B</b>	<b>£ 4,378</b>			
<b>Grant sought from Wiltshire Council Area Board</b>	<b>£ 4,378</b>			
<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 **see attachment**

Latest inspected/audited accounts or annual report or Income/expenditure budget for current financial year **included in Business Plan**

Terms of reference/constitution/group rules see Business Plan

Evidence of ownership/lease of buildings and/or land **refer to Melksham Without Council**

**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 granted (4/11/2010)

and Melksham Without Parish Council approval given 14 December 2010

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:

Position in organisation:

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