

Reference no
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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		Teffont Village Hall [Charity number 800083]	
Contact name			
Contact address			
Contact number		e-mail	
Organisation type		Charity	
2. Your project			
Project Title/Name		Village Hall Refurbishment	
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>		Teffont Village Hall is the hub for the mixed and integrated community of Teffont. It serves a community ranging from young families with children to elderly people. (250 direct inhabitants plus another 100 regular users from the surrounding area). This project will ensure safe and appropriate access for young and old as well as enhancing the Village Hall's offering to all ages by providing increased facilities (thereby also increasing its revenue capacity and long term stability). It will also refurbish some parts of the hall in need of immediate help.	
In which community area does your project take place? (Please give name – see section 3 of the grants pack)		Southern Area Board	
I/we have discussed our project with the town/parish council?		Yes	Date January 2012
I/we have discussed our project with our Wiltshire councillor?		Yes	Date October 2011
Where will your project take place?		Teffont Village Hall	
When will your project take place?		During early part of 2012 - in time for Queen's Jubilee Celebrations that will be centred around the Village Hall.	
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>		Teffont Village Hall is over 100 years old. The fabric and layout is in need of refurbishment. It is one of the few secular buildings in Teffont and is much used for clubs and other community activities. However, in order to comply with current HSE requirements, the access needs to be levelled and made safe for wheelchairs. In addition, the flat roof area over the toilets needs renewing. All but 2 of the windows have needed to be replaced already and these final 2 are now rotting. The main door is currently unsafe and boarded up. We need to refurbish this to allow for the disabled access as well as general access from the	

	<p>hall to the outside areas.</p> <p>Finally, the community has requested an AV system for a variety of uses (clubs, businesses as well as small live music groups - usually supplied through RAW, as well as film nights, plus the hearing loop to ensure we are inclusive for all residents).</p>
How many people will benefit from your project?	250 residents from Teffont plus all visitors to the Village Hall for meetings, clubs or other activities
<p>How does your project demonstrate a direct link to the local community plan for your area?</p> <p>www.wiltshire.gov.uk/areaboards</p> <p>Please provide a reference/page no.</p>	<p>Any Teffont local community plan needs to encompass the requirements of the diverse age ranges and needs of our population. The projects in hand will ensure that the village hall is able to meet the needs and requirements of these people plus the clubs and services that exist to support them.</p> <p>Our local travel plan also requires that entertainment and community support is provided in-village wherever possible rather than encouraging people to travel by car.</p>

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?	No
Could your project be funded from your reserves?	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>)	No , but there is an urgency to complete all works, so it will be completed in 2012 in time for Queen's Jubilee celebrations.

Any other information about your project.

Teffont villagers have put a lot of effort and support into the refurbishment of this Hall to meet the current needs. This project will almost conclude the work required to fulfil this aim. From the Junior Wildlife Group and committee meetings; from History of Art and Pilates courses; from family parties to Village social occasions - these activities (and others) engage the Villagers (and others nearby) in a welcoming and friendly venue for all. We need to keep it in good order and meet the needs of the Village.

3. Management

How many people are involved in the management of your group/organisation?				8
Of these, how many are:				
Over 50 years	2	Male	Female	3
25 – 50 years	1	Male	Female	2
Under 25 years	0	Male	Female	0
Disabled People	0	Male	Female	0
Black and Minority Ethnic people	0	Male	Female	0

If your project is intended to continue after the Wiltshire Council funding runs out, how will you continue to fund it? Any additional and on-going costs will be met with fundraising.

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?

- * Increased use of Village Hall (including outside spaces as well as inside)
- * Increased income for Village Hall
- * Establishing new events based on AV system.

<p>Have you contacted Charities Information Bureau for help with your application/ to seek other funding?</p>	<p>No</p>
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To whom have you applied for funding for this project (<i>other than Wiltshire Council</i>)?	Name of Funder	Amount Applied For	Amount Received
<p><i>Please <u>list</u> with amount applied for and whether you have been successful</i></p>	Teffont Village Trust	£7,000 (i.e 50% of costs of project)	agreed in principle

<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>No</p>
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<p>Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?</p>	<p>No</p>
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4. Information relating to your last annual accounts (if applicable)			
Year ending:	Month: AUG	Year: 2011	
A - Total income:	£ 13905.92		
B - Minus total expenditure:	£ 15963.08		
Surplus/deficit for year: (A minus B)	£ -2057.16		
Free reserves currently held:	£ 1758		
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	
Disabled Access	£ 2160	Own fundraising/reserves	£ 1,000
AV system	£ 7450.17	from Quiz, rentals, jumble sale, meals etc..	£
Replace Flat roof	£ 600	Parish/town council	£
Replace 2 windows + refurbish main door	£ 4518.29		£
Replace threshold stone for door	£ 180	Trusts/foundations	£
Any associated re-decoration	£ 600	Teffont Village Trust	£ 7,000
	£	In kind	£
	£		£
	£	Other	£
	£		£
	£		£
	£		£
Total Project Expenditure	£15,508.46	Total Project Income	£ 8,000
Total project income B	£ 8,000		
Total project expenditure A	£ 15,508.46		
Project shortfall A – B	£ 7,508.46		
Grant sought from Wiltshire Council Area Board	£ 7,508.46		
Bank Details			
Please give the name of the organisations' bank account e.g. Barclays	HSBC		
Please give the title name of the organisations' bank account e.g. current	Teffont Village Hall, Current Account		

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: 26.1.2012

Position in organisation:

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