

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	Chippenham Museum and Heritage Centre		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation Parish/town council <input checked="" type="checkbox"/> Other, please specify		
2. Your project			
Project Title/Name	Chippenham Primary School's Archaeology Project		
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>	An introduction to the methods and workings of archaeologists, so that Yr5/6 pupils know how & why archaeologists work in the way they do, what they aim to achieve and the practices they adopt. This is aimed at developing a life long love of history and academic study and practice.		
In which community area does your project take place? <i>(Please give name – see section 3 of the grants pack)</i>	Chippenham Area Board		
I/we have discussed our project with the town/parish council?	Yes	Date	No <input checked="" type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes	Date	No <input checked="" type="checkbox"/>

Where will your project take place?	Across all 10 Chippenham Primary Schools
When will your project take place?	Initial phases begun Sept 2011 with the main 'dig' phase beginning from May to July 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>	Direct feedback from consultation with the primary schools indicated a need for 'hands-on' history projects with a locally based bias. The benefits for both the museum and pupils will be an increased awareness of the role that the museum and the archaeology service play in discovering, documenting and preserving both local and national history.
How many people will benefit from your project?	500 pupils will benefit from direct 1 on 1 interaction, with 3000 pupils benefiting indirectly through assemblies etc.
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.	Although there is no direct link to the designated sub sections within the 'Education' LCP, this is an education based project that will foster a continued and life- long love of academic learning and practices and directly links with the LCP p9 section 'What People Value-Chippenham' reference to 'Chippenham Museum & Heritage Centre'.
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 No x
Could your project be funded from your reserves?	Yes No x
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 x No
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	Female	x
25 – 50 years	Male	x	Female
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? No - the project will continue in a different form, being expanded into local village schools, if the initial project proves successful			
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? An exhibition will be mounted by the schools within the museum with the public asked to express their opinions/comment.			

Have you contacted Charities Information Bureau for help with your application/ to seek other funding?	Yes	Date
	No	x

To whom have you applied for funding for this project (other than Wiltshire Council)? <i>Please list with amount applied for and whether you have been successful</i>	Name of Funder N/A	Amount Applied For	Amount Received

Have you or do you intend to apply for a grant from another area board within this financial year? <i>If yes, please state which one(s).</i>	Yes	No	X
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Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?	Yes	No	X
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4. Information relating to your last annual accounts (if applicable)		
Year ending:	Month: 03	Year: 2012
A - Total income: Education Service	£ 48,827	
B - Minus total expenditure:	£	
Surplus/deficit for year: (A minus B)	£	
Free reserves currently held:	£ 0	

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	
Dig equipment	£ 320	Own fundraising/reserves	£
Digital Media	£ 560		£
Misc Expenses e.g wood, publicity, printing costs	£ 100	Parish/town council	£
	£	Trusts/foundations	£
	£	In kind	£
	£	Other	£
Total Project Expenditure	£ 980	Total Project Income	£

Total project income B	£
Total project expenditure A	£ 980.00
Project shortfall A – B	£
Grant sought from Wiltshire Council Area Board	£ 980.00

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:

Position in organisation:

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