



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	Finding the Forgotten		
Contact name			
Contact address			
Contact number		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	Increasing Great War education, knowledge and awareness for Chippenham and the surrounding villages through filming of real life reconstructions.		
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 part of our ongoing development, education and commemoration plan Finding the Forgotten will produce reconstructions that will articulate what life was like for service personnel and nurses; the information provided will be based on researched personal accounts of the time. We will use professional actors to relay the messages and also a production company to ensure the finished product is of the highest quality. The produced information will be made available to all three Chippenham Secondary Schools, Chippenham Museum and Heritage Centre to ensure maximum community benefit.		
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Chippenham & surrounding villages		
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?	Chippenham and the surrounding Villages
When will your project take place?	March 20102 onwards
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>	During extensive research it has become apparent that when many people talk about the Great War there is a tendency to confuse both wars, and thus the full extent of the Great War and the impact it had on Chippenham and the surrounding villages is lost. With the passing of the Great War Generation many of the stories of the part Chippenham played in the Great War have been forgotten. Further, some of the service personnel who gave their lives lay in unmarked or unrecognised graves with in our community and because they are not on the National Roll of Honour held by the Commonwealth War Graves Commission it is as if they never existed. The education part of our project will give local knowledge to our schools and communities and enable them to tell the stories of local men whilst discovering the commitment that was given by Chippenham during the Great War.
How many people will benefit from your project?	It will benefit the whole community
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.	All of the fallen of the Great War were part of our community and a commitment was made to remember them which we renew each year.
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 checked="" type="checkbox"/>
Could your project be funded from your reserves?	Yes <input type="checkbox"/> No <input checked="" 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 checked="" type="checkbox"/>
Any other information about your project. As part of our ongoing development, education and commemoration plan Finding the Forgotten will also be applying for a Lottery Grant which will enable us to develop and build interactive education and commemoration units into which the films to which this application refers could be played. The units will be themed to look as if they are part of the Great War (see artist impressions included within the leaflet). Each unit will have a touch screen and a user friendly easily accessible menu, from which the user will be able to select a number of areas. We are proposing to build five units, one for each secondary school in Chippenham and two to be administered by Chippenham Museum and Heritage Centre. These Great War Remembrance Awareness and Education Units will reach out to Chippenham and the Surrounding Villages including Biddestone, Castle Combe, Yatton Keynell, Grittleton, North Wraxall, Ford, Langley Burrell. Kington Langley, Kington St. Michael, Sutton Benger.	

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="2"/>	Female	<input type="text" value="1"/>
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?

We will provide free updates on a voluntary basis

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?

We will continue to monitor the progress of the project and ensure that the memory of the men who gave their lives for their country is enhanced. We will contact the schools on a periodic basis to confirm the units continue to add value and be used as part of the history curriculum.

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

Heritage lotteryfund

4500

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:	Year:
A - Total income:	£Nil	
B - Minus total expenditure:	£Nil	
Surplus/deficit for year: (A minus B)	£Nil	
Free reserves currently held:	£Nil	

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	
Filming etc of reconstructions	£7500	Own fundraising/reserves		£
	£0			£
	£	Parish/town council		£
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£	Other	p	£4,500
	£			£
	£			£
	£			£
Total Project Expenditure	£7,500	Total Project Income		£4,500

Total project income B	£4,500
Total project expenditure A	£7,500
Project shortfall A – B	£3,000
Grant sought from Wiltshire Council Area Board	£3,000
Bank Details	
Please give the name of the organisations' bank account e.g. Barclays	Lloyds
Please give the title name of the organisations' bank account e.g. current	Current Society 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: 18/01/2011

Position in organisation:

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