

## South West Wiltshire Area Board Area Board Project

### 1. What is the aim of the project?

In June 2012 it will be the Queen's Diamond Jubilee. In July 2012 the Olympic torch will be passing through the South West area of Wiltshire. The aim of this project is to provide a simple process for awarding grants to support celebrations within the South West Wiltshire Community Area.

### 2. How will the project work?

#### Who can apply?

The key outcome that the Area Board is hoping to achieve is to strengthen neighbourhoods through increased social cohesion. Applications are therefore welcomed from any of the following:

- Parish Council
- Neighbourhood groups
- Groups of commonality or common interests
- Residents associations

The Area Board wishes to encourage the development of stronger local communities. It will therefore accept applications from groups that have no constitution or terms of reference but have come together for the purpose of organising a celebration event.

#### Can a Parish Council support more than one application?

Yes. There is no limit on the number of applications from any one Parish. However, the Area Board Councillors will need to ensure that awards are fairly and evenly distributed.

#### Who will manage the funds?

It is important that we are accountable for public funds. It is therefore proposed that all applicants must have the full support of the Parish Council. Any grants agreed will be paid to the Parish Council who will be the accountable body. They will need to decide upon the best way to distribute the funding but it is recommended that where a group has no constitution and bank account, the Parish Council takes on that role. For example, the Parish Council could use the funds to pay for hire of items for the group to use.

Any unspent funds will be returned to the Area Board by the Parish Council. Any profits made from an event may be retained by the Parish Council.

#### Application form and Criteria to be used for deciding?

A draft application form is attached to this project proposal. It has been simplified considerably in order to make the process as easy and straight forward as possible for the applicant, Parish

Council and the Area Board.

In deciding upon whether a grant should be awarded, the key consideration will be:

- Will the event help create stronger neighbourhoods and communities and will the award of a grant help this to occur.

### **Financial implications**

It is proposed that :

- £41k is ring fenced for this project. If there is any funding unspent, this will revert back to the Area Board general funding pot.
- Grants will be awarded up to a maximum of £1000. The exception to this is that Mere, Tisbury and Wilton parishes will be awarded up to a maximum of £2000.
- The Parish Council will be responsible for managing any awards given within its Parish.

### **3. Where is the project taking place?**

Within the South West Wiltshire Community Area.

### **4. When will the project take place?**

#### **Process for applying:**

<b>What</b>	<b>When</b>	<b>Who</b>
Take member initiative proposal to Area Board for agreement	29 February 2012 Area Board Meeting	Area Board
Write to all Parish Councils inviting them to promote the project within their Parish and to act as a conduit for applications, subject to approval at Area Board meeting on 29 February 2012	By end of January 2012	Area Board
Publicise the opportunity, support applicants to complete application form. Send completed forms to Area Board.	January – 23 March 2012	Parish Councils (supported by Area Board)
Sort through application forms sifting out any that are unsuitable and putting together recommendation	No later than end of March 2012	Area Board
Members decide upon awards at Area Board Meeting and Parish Councils informed	29 Feb, 22 Mar and 11 Apr 2012	Unitary Councillors
Run events	June/July 2012	Groups or Parish

### **5. What are the Community benefits/evidence of need/desired outcomes?**

Similar events have proved very successful in bringing local communities together. They allow people living in the same area to meet, often for the first time, and to get to know each other. The outcome is a legacy of increased community cohesion and support.

### **6. Who will manage/be responsible for this project?**

**The Community Area Manager and Area Board Chairman will manage the overall process. The Parish Councils will be responsible for deciding which applications will be submitted from within their own Parish.**

**The Unitary Councillors will be responsible for deciding which awards should be granted. The Parish Council will provide confirmation that the event has taken place, a simple account summary detailing how funds were spent, and photographic or video evidence to the Community Area Manager within 3 months of the event. The Parish Council will also return any unspent funds to Wiltshire Council within 3 months of the event.**

#### **7. Costs/quotes/ match funding?**

**£41k to be ring fenced from the existing budget for 2011/12.**

**No match funding is required but councillors will look favourably on applications where some contribution towards funding has been raised.**

**South West Wiltshire Area Board  
Diamond Jubilee / Olympic Torch Celebration  
Application Form 2011/2012**

PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE CONSIDERED  
Please contact your Parish Council before completing your application

**1. Your organisation or group**

<b>Name of organisation/group</b>			
<b>Contact name</b>			
<b>Contact address</b>			
<b>Contact number</b>		<b>e-mail</b>	
<b>Organisation type</b>	Not for profit organisation <input type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify		

**2. Your Celebration**

<b>Celebration Title/Name</b>	
<b>Please briefly describe what type of celebration or street party you are organising (Max 150 words)</b>	

<b>Where will your celebration take place?</b>	
<b>When will your celebration take place?</b>	
<b>If you are successful with your application, what will the funding be used for?</b>	
<b>How many people do you expect to attend?</b>	

**3. Funding**

<b>How do you think your project will make a difference to your community?</b>	
<b>How much funding are you applying for (£1000 maximum or £2000 for Mere, Tisbury and Wilton PCs)</b>	

What will be the total cost of your celebration?			
If you are expecting to receive any other funding for your celebration, please give details.	Source of Funding	Confirmed	Amount

#### 4. Declaration (on behalf of organisation or group) – I confirm that...

- The information on this form is correct, that any award received will be spent on the activities Specified.
- Any form of licence, insurance or other approval for this project will be in place prior to the commencement of the project outlined in this application.
- Acknowledgement will be given of South West Wiltshire Area Board support in any publicity, printed or electronic.
- I give permission for press and media coverage by Wiltshire Council in relation to this project.

Name:

Date:

Position in organisation:

#### 5. Declaration (on behalf of Parish Council, including where Parish Council is also the applicant) – We ....

- (If appropriate) Confirm that the applicant has discussed the celebration with us and to the best of our knowledge, the information on this form is correct.
- Support this application for funding.
- Confirm that if an award is received, we will manage the funds and ensure that it is spent as outlined within this application. Any unspent funds will be returned within 3 months of the event being held.
- If an award is received, we will provide South West Wiltshire Area Board with confirmation that the event has taken place, a simple account summary detailing how funds were used and photographic / video proof within 3 months of the event being held. I give permission for Wiltshire Council to use this media content.

Name:

Date:

Position in Parish Council:

All completed application forms should be sent to:

Stephen Harris  
Community Area Manager

Tel: 01722 434211  
email: [stephen.harris@wiltshire.gov.uk](mailto:stephen.harris@wiltshire.gov.uk)