



## 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	West Ashton Parish Council		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input type="checkbox"/> Parish/town council <input checked="" type="checkbox"/> Other, please specify		

### 2. Your project

Project Title/Name	Part-funding purchase of a Laptop projector for use by the Parish Council, and other Community Organisations		
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>	Our project involves the purchase of a laptop projector for use by the Parish Council and other Community Organisations. The Parish Council will use the projector at meetings to highlight the key facts regarding important issues affecting the whole community, thus aiming to ensuring that vital information is more easily accessible to the whole community, and enabling those attending the meeting to make better informed decisions and comments. Other organisations, including the village school will be able to use the projector for educational and other purposes.		
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Trowbridge Community Area		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date 18/1/12	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date attended above meeting	

Where will your project take place?	West Ashton
When will your project take place?	Whenever use of projector is required
<p>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?</p> <p><i>Important: Please do not type/write in paragraphs – This section is limited to 1000 characters only (inclusive of spaces)</i></p>	<p>More and more information on Consultations and Planning etc. originating from Wiltshire Council and other sources is being provided in electronic format. It is often not practical or cost effective to print off larger documents, for wider circulation, and discussion, and some of the information on-line is often very detailed and difficult to put into context and compare with other documents. A trial was carried out using a borrowed projector at a Parish Council meeting and proved very effective in highlighting information on important matters affecting the community, promoting a better understanding of the key issues, thus ensuring informed decisions and comments could be made on behalf of the community. It is hoped that whole community involvement and participation at meetings can be further encouraged by use of the projector. Consultation with other local organisations in the Community, including the School, also revealed a positive response to shared use of the projector.</p>
How many people will benefit from your project?	Up to potentially approx. 300 people
<p>How does your project demonstrate a direct link to the local community plan for your area?</p> <p><a href="http://www.wiltshire.gov.uk/areboards">www.wiltshire.gov.uk/areboards</a></p> <p>Please provide a reference/page no.</p>	<p>Theme 7&amp;10, Opportunity to ensure that community is better informed/educated on key issues. Shared use of projector promotes community partnership</p> <p>Page 6 &amp; 8</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 <input checked="" type="checkbox"/> No <input type="checkbox"/>
Could your project be funded from your reserves?	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
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 <input checked="" type="checkbox"/> No <input type="checkbox"/>

**Any other information about your project.**

The Parish Council tries to ensure that any proposed increase in the precept is kept to a minimum, despite having little control over some of the expenses it incurs. In the current financial climate Councillors are aware that any larger than normal rise in the precept will ultimately effect contributions that Parishioners have to pay, and therefore considers that it would not be reasonable to entirely fund the cost of this project from the precept. Over time the Parish Council has managed to build up a moderate level of reserves, part of which could be used to help part-fund the purchase of the projector, but again it would not be prudent to use all the available reserves to cover the entire cost. There are several very important consultations due to be considered in the following months, including the Draft Core Strategy in which West Ashton is featured extensively, and the proposed Wind Farm, which demonstrates the importance of the need for a projector as soon as possible.

**3. Management**

**How many people are involved in the management of your group/organisation?  
Of these, how many are:**

<b>Over 50 years</b>	<b>Male</b>	<input type="text" value="6"/>	<b>Female</b>	<input type="text" value="1"/>
<b>25 – 50 years</b>	<b>Male</b>	<input type="text"/>	<b>Female</b>	<input type="text" value="1"/>
<b>Under 25 years</b>	<b>Male</b>	<input type="text"/>	<b>Female</b>	<input type="text"/>
<b>Disabled People</b>	<b>Male</b>	<input type="text"/>	<b>Female</b>	<input type="text"/>
<b>Black and Minority Ethnic people</b>	<b>Male</b>	<input type="text"/>	<b>Female</b>	<input type="text"/>

**If your project is intended to continue after the Wiltshire Council funding runs out, how will you continue to fund it?**

The Parish Council will budget for any on-going maintenance of the projector, and ensure that it is adequately insured.

**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?**

The Parish Council will be able to determine from analysis of attendance and involvement at meetings if the project has been successful and made a difference in the community, as well as recording details of when other organisations in the Community borrow the equipment.

**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**

NONE

<p><b>Have you or do you intend to apply for a grant from another area board within this financial year?</b></p> <p><i>If yes, please state which one(s).</i></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>	
<p><b>Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?</b></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>	

4. Information relating to your last annual accounts (if applicable)		
Year ending: 31st	Month: March	Year: 2011
A - Total income:	£4,078.50	
B - Minus total expenditure:	£3,648.12	
Surplus/deficit for year: (A minus B)	£430.38	
Free reserves currently held:	£1,642	

**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	
Purchase of projector (Approx)	£1,000	Own fundraising/reserves		£
	£			£
	£	Parish/town council	C	£500
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£	Other		£
	£			£
	£			£
	£			£
<b>Total Project Expenditure</b>	<b>£1,000</b>	<b>Total Project Income</b>		<b>£500</b>

<b>Total project income B</b>	<b>£500</b>
<b>Total project expenditure A</b>	<b>£1,000</b>
<b>Project shortfall A – B</b>	<b>£500</b>
<b>Grant sought from Wiltshire Council Area Board</b>	<b>£500</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
- 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:** 30/01/2012

**Position in organisation:**

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