



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	Trowbridge Arts Festival		
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	Trowbridge Arts Festival		
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>	Highlight and programme arts events within the BA14 area. The aims of the festival include: •Increase exposure of, and access to, all art forms and artists within the BA14 district •Foster the arts to engage those persons currently underrepresented and/or disengaging in the arts •Encourage participation in the arts from minority groups, in particular representation from the Moroccan and Polish communities, in order to enhance understanding, respect, cohesion and social capital •Enhance awareness and respect for local heritage, in particular the mills and textile heritage		
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Trowbridge		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date October 2011	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?	At various venues throughout the BA14 area
When will your project take place?	between September 14 th and 29 th
<p>How did you discover there was a need for your project (please provide evidence) 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>A steering group has been developing ideas and plans for the festival for 12 months, consulting with key partner organisations and individuals. BA14 Culture has been active in supporting the aims of the festival. The festival also feels it has a key role to play in ensuring the BA14 Area remains seen as a place where the arts and culture are valued, as has been demonstrated by the community in response to the closure of The Arc.</p> <p>The Community Area Plan also talks about the need for a festival and piloted a fringe festival in 2011, this arts festival will build on the learning gained from this. This will benefit our community in terms of the profile of our community area, opportunities for increased integration; the opportunity for people to experience a wide variety of arts and culture; to support local business through the arts and to provide something of high quality for the community to feel proud of.</p>
How many people will benefit from your project?	1000's throughout the festival.
<p>How does your project demonstrate a direct link to the local community plan for your area?</p> <p>www.wiltshire.gov.uk/areboards</p> <p>Please provide a reference/page no.</p>	<p>Need for an arts festival, within Culture.</p> <p>Section 4</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?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Could your project be funded from your reserves?	Yes <input type="checkbox"/> No <input 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 type="checkbox"/>
<p>Any other information about your project.</p> <p>The funding requested from the Area Board will primarily used for the marketing/publicity costs of the Festival</p>	

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" value="8"/>	Female	<input type="text" value="5"/>
25 – 50 years	Male	<input type="text" value="5"/>	Female	<input type="text" value="5"/>
Under 25 years	Male	<input type="text" value="2"/>	Female	<input type="text" value="2"/>
Disabled People	Male	<input type="text"/>	Female	<input type="text"/>
Black and Minority Ethnic people	Male	<input type="text" value="1"/>	Female	<input type="text" value="2"/>

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

We will re invest any income generated from this festival and look to build on sponsorship with a successful year behind us to use as a tool to encourage further sponsorship/ funding.

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 have feedback forms at every event for people to share their thoughts on the events and festival. We will also build a profile within social media to continue to consult and build a relationship with our community.

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
Trowbridge Town Council	5000	5000
Arts Council England unconfirmed	2000	
Heritage Lottery Find unconfirme	3000	

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

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	
Production of 15,000 brochures	£4,265	Own fundraising/reserves		£
venue	£3,400			£
programming costs	£5,000	Parish/town council		£
Marketing	£600	TTC	c	£5,000
commission of community play	£3,000	Trusts/foundations		£
creation of angels	£712	ACE	p	£2,000
Food Festival	£500	In kind		£
piano tuning	£100		c	£3,450
piano hire	£600	Other		£
picture framing	£500	HLF	p	£3,000
admin (in kind)	£1,950	Ticket sales	p	£2,000
	£	private sponsorship	p	£300
Total Project Expenditure	£20,627	Total Project Income		£15,750

Total project income B	£15,750
Total project expenditure A	£20,627
Project shortfall A – B	£4,877
Grant sought from Wiltshire Council Area Board	£4,877
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: 02/02/2012

Position in organisation:

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