



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	Bradford on Avon Community Area Network		
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	Summer Events Programme in May & June 2012, namely Community Sports Festival, Cultural Olympiad elements, the Olympic Torch Relay through the Town, and Her Majesty the Queen's Diamond Jubilee Celebrations both locally and Wiltshire-based at Salisbury		
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>	PLEASE NOTE: This Application is Supplementary to that submitted by the Sports Festival Shaping Group to, and considered at, the Community Area Board Meeting on 11 th January 2012. To avoid repetition, this Application should be considered alongside the aforesaid. Where appropriate, additions and/or modifications to the previous content will be indicated. The reason for this supplementary application is the realisation by the Working Group, representing BOACAN, the Town Council and other partners, of the increased scope, complexity and requirement of the Summer Events Programme.		
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Bradford on Avon Community Area, except for May 1 st at Salisbury		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date ongoing	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date ongoing	No <input type="checkbox"/>

Where will your project take place?	Bradford on Avon Community Area, except the Jubilee Event at Salisbury on 1 st May
When will your project take place?	May 1 st , May 13th-22nd, June 2 nd -5th
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>	<p>Following Working Group meetings, various discussions, the last Area Board Meeting, a well-attended public meeting, and communications from Wiltshire Council and the Lord Lieutenant's Office, four particular areas for additional attention and resource were recognised, beyond the previous emphasis on the Sports Festival and Olympic Torch Relay.</p> <p>These are:</p> <ol style="list-style-type: none"> 1. The obligation for Bradford on Avon to be represented at the Jubilee Event and Royal visit in Salisbury on 1st May; 2. The need to promote and encourage local-based celebrations for the Diamond Jubille from 2nd to 5th June; 3. The popular idea of "World for a Week" as a major part of the Cultural Olympiad element, where businesses and organisations "become" different "Nations" during the Sports Festival; <p>3. Following from the above and other deliberations, it became obvious that there was a glaring need to engage Event Management Expertise on a temporary basis, in order to ensure success in the Programme - this has been done.</p>
How many people will benefit from your project?	Majority of the 17,000 in the Area
How does your project demonstrate a direct link to the local community plan for your area? www.wiltshire.gov.uk/areaboards Please provide a reference/page no.	Besides Culture, Leisure and Sport, opportunities to showcase the area, help tourism, improve the economy, attract businesses and employment. Pages 5 & 11
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"/>
Any other information about your project.	
<p>It goes without saying that both the Torch Relay Event and Diamond Jubilee Celebrations are each a "one-off", "once in a lifetime" and very special in many ways. Therefore, the intention is to provide the widest and most suitable opportunities for members of the Community Area to become involved as and how they wish.</p> <p>At the same time, it is hoped to encourage as many as possible to become involved in collaborative and community activities from which they will gain benefit , pleasure and useful experience - particularly those less inclined to become involved under normal circumstances.</p> <p>The Temporary Event Management expertise comes from K13.biz (aka Kevin McGuire) who has been engaged on a "consultancy" basis from February to June 2012.</p> <p>It should also be pointed out that the costs in the calculations below do NOT include any consideration either for hiring a Tent/Marquee at Salisbury on 1st May, or for the construction of a stage/platform in Westbury Gardens.</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="5"/>	Female	<input type="text" value="3"/>
25 – 50 years	Male	<input type="text" value="3"/>	Female	1 <input type="text"/>
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?

Much is "one off" but it is intended that the Sports Festival becomes a regular event

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 level of involvement and enjoyment will be a significant measure, together with media coverage, feedback and longer term benefits for the area.

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
BOA Community Area Board	5,450	4,000
Area Manager (discretionary)	1,450	
BOA Town Council	3,768	3,250
Sport England	8,770	pending

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: Sports Festival 2011	Month: September	Year: 2011
A - Total income:	£4,514.22 (+ £3,680 in kind)	
B - Minus total expenditure:	£4,514.22 (+ £3,680 in kind)	
Surplus/deficit for year: (A minus B)	£0	
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	
Sports Festival Basic	£6,518	Own fundraising/reserves	c	£200
Transport for outlying children	£900			£
World in a Week/Torch Relay/etc	£3,150	Parish/town council	c	£3,250
Diamond Jubilee weekend	£3,350			£
Events Management Co-ordinator	£5,000	Trusts/foundations		£
In kind (volunteers, etc)	£3,880			£
Sports Additions (if funds)	£2,250	In kind	c	£3,880
Expenses for Salisbury Event	£500			£
	£	Other		£
	£	BOA Area Board	c	£4,000
	£	BOA Area Manager	p	£1,450
	£	Sport England	p	£8,770
Total Project Expenditure	£25,548	Total Project Income		£21,550

Total project income B	£21,550
Total project expenditure A	£25,548
Project shortfall A – B	£3,998
Grant sought from Wiltshire Council Area Board	£4,000
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: 05/03/2012

Position in organisation:

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