

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	The Merchant's House (Marlborough) Trust
Contact name	[REDACTED]
Contact address	[REDACTED]
Contact number	[REDACTED]
e-mail	[REDACTED]
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	The Missing Link - restoration of 17 th century kitchen
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 has two main aims: 1. To restore the 17th century kitchen so as to provide a more complete house and base in order 2. To increase visitor numbers and community use by extending opening hours and developing further the education programme. Restoring the kitchen will enable the Trust to: • Bring back into use a most important part of the building • Provide an accurate insight into the domestic life • Enhance re-enactments and educational activities that take place in the house by demonstrating 'downstairs life' in the 17th century alongside the upstairs workings of the house.
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Marlborough
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/> Date 20/9/11 No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/> Date 5/10/11 No <input type="checkbox"/>

Where will your project take place?	At The Merchant's House in Marlborough
When will your project take place?	2012
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? <i>Important: Please do not type/write in paragraphs – This section is limited to 1000 characters only (inclusive of spaces)</i>	One of the most frequent questions we get asked by our visitors is 'where is the kitchen'. This, together with feedback from the National Trust which states that the kitchen is the main room most people like to visit in a house, highlighted the need for us to make the restoration of The Merchant's House kitchen our next priority. The benefit of completing this project is in encouraging more visitors - old & new - to the House and therefore this has a direct impact on the Town. We are also looking to further develop our links with local schools and run re-enactment programs with the children to enhance their understanding and learning of history.
How many people will benefit from your project?	3000pa
How does your project demonstrate a direct link to the local community plan for your area? www.wiltshire.gov.uk/areabords Please provide a reference/page no.	The economy - lack of tourism & need to improve existing provision Culture - encourage community events to create a sense of pride P7 1.6 / P21 8.5
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? <i>If you answer YES please provide evidence elsewhere on the application form</i>)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Any other information about your project. As part of the ENTRUST Community First landfill tax application we are required to secure a 'third party contribution' of 12.4% of the total budget hence this application to Wiltshire Council.	

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"/>	Female	<input type="text" value="3"/>
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?

Revenue costs (day to day running expenses) are covered through profits from the shop. We work hard to increase visitor, subscription & events income, and will continue to fundraise for capital restoration works.

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?

Increased visitor numbers; regular involvement with local schools; greater support from the local community to our annual free Open Day; wider range of in house lectures & events based around the kitchen. We record all income and visitor/user numbers and measure these against targets agreed by the Board of Trustees which includes 2 Marlborough Town Councillors.

Have you contacted Charities Information Bureau for help with your application/ to seek other funding?

Yes Date 2011 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
landfill tax Community First	25785.95	
In-house kitchen appeal	4200	2000
Private companies / individuals	5500	5000
volunteer in kind contribution		1000

Have you or do you intend to apply for a grant from another area board within this financial year?

Yes No

If yes, please state which one(s).

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: December	Year: 2010
A - Total income:	£122654	
B - Minus total expenditure:	£128866	
Surplus/deficit for year: (A minus B)	£-6212	
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	
Building work	£2,796	Own fundraising/reserves	P/C	£4,200
Electrical work	£3,600			£
Plasterwork	£10,368	Parish/town council		£
Oak doors, frames etc	£2,945			£
Ironwork	£1,060	Trusts/foundations		£
Glazing	£2,026			£
Stone flooring	£6,369	In kind	C	£1,000
External brickwork	£1,031			£
Plank doors etc	£1,538	Other		£
Misc. inc contingency	£3,700	Private company / individual	P/C	£5500
Furnishings	£2,000	Landfill Community First	P	£25,785
Project management / education	£2,704			£
Total Project Expenditure	£40,136	Total Project Income		£36,458
Total project income B		£36,280		
Total project expenditure A		£40,136		
Project shortfall A – B		£3,678		
Grant sought from Wiltshire Council Area Board		£3,678		
Bank Details				
Please give the name of the organisations' bank account e.g. Barclays		[REDACTED]		
Please give the title name of the organisations' bank account e.g. current		[REDACTED]		

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) 20/01/2011
- 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: 01/10/2011

Position in organisation: Trust Manager

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

