



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	First Stages		
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	First Stages Essential Equipment		
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>	First Stages provides professional training and experience for local young people in all aspects of musical theatre. To do this, we need technical equipment to present the most professional shows possible and to give our members valuable experience in using and working with this equipment. Hire costs are very expensive and are not covered by our membership fees which we keep as low as possible so no talented child is disadvantaged on grounds of cost.		
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Devizes		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date	No <input checked="" type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date	No <input checked="" type="checkbox"/>

Where will your project take place?	Devizes community area
When will your project take place?	on-going
How did you discover there was a need for your project (please provide evidence) and how will your project benefit your local community? Important: Please do not type/write in paragraphs – This section is limited to 1000 characters only (inclusive of spaces)	<p>First Stages was started in January 2008 for talented local young people aged from 8 years to learn to be performers and give something back to their community. As well as performing arts,drama, singing and dance, valuable life skills are developed, including team working, dealing with difficult situations such as bullying, self-confidence and presentation techniques which will last their whole lives. There is no other not-for-profit organisation in Devizes offering this. Members learn in a safe environment supported by professionals who want to work with enthusiastic and talented people. Members gain experience in performance and production as well as the opportunity to support the local community in concerts and shows for groups like PHAB and Help for Heroes, raising funds for Devizes Carnival, schools and other organisations.</p>
How many people will benefit from your project?	35 (members + hundred of others)
How does your project demonstrate a direct link to the local community plan for your area? www.wiltshire.gov.uk/areboards Please provide a reference/page no.	<p>By encouraging community involvement and volunteering among young people</p> <p>13</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"/>
Any other information about your project. <p>Since we started we have presented shows of the highest standard, attracting audiences and compliments from all over the world . With our current membership of 35, we need to maintain these standards but we cannot do it from our membership income which just covers our running costs. We want to put Devizes on the map in the context of the London Olympics and attract tourism. We have been awarded the Inspire mark form LOCOG for our song Salute which we have recorded and are using to promote the Games and Sport for All in Devizes and Wiltshire. This is an amazing achievement in itself, but we could do so much more to raise the profile of our town. Last year we obtained the rights from EMI to record the song "White Horses" . We want to use our version of the song to promote our lovely area. Costs of making a professional promotional video of "Salute" and recording of "White Horses", plus the costs of hiring in special production equipment are high.</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="1"/>	Female	<input type="text" value="1"/>
25 – 50 years	Male	<input type="text" value="2"/>	Female	<input type="text" value="2"/>
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?

by applying for more grants as required

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?

by attendance at our shows and workshops, by repeat bookings, website hits and by messages of thanks and press cuttings which are collated and recorded.

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

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: 31 December 2011	Month: Jan	Year: 2012
A - Total income:	£5524	
B - Minus total expenditure:	£4595	
Surplus/deficit for year: (A minus B)	£929	
Free reserves currently held:	£1500	

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	
Haze Machine	£50	Own fundraising/reserves		£
2 x RODE Mics	£294			£
Camcorder + case	£114	Parish/town council		£
Stage Monitor	£175			£
Speaker Stands	£35	Trusts/foundations		£
Mixer	£245			£
LED Footlight	£72	In kind		£
	£			£
	£	Other		£
	£			£
	£			£
	£			£
Total Project Expenditure	£985	Total Project Income		£

Total project income B	£0
Total project expenditure A	£985
Project shortfall A – B	£985
Grant sought from Wiltshire Council Area Board	£985
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: 26/02/2012

Position in organisation:

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