



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	PURTON PARISH COUNCIL ACTING AS TRUSTEE		
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	ADDITIONAL TABLES AND STORAGE TROLLEY FOR MILLENNIUM HALL		
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>	PROVIDING SMALLER TABLES AND STORAGE TROLLEY FOR THE MILLENNIUM HALL TO COMPLIMENT THE EXISTING FULL SIZE TRESTLE TABLES. IT HAS BEEN IDENTIFIED THAT SOME GROUPS USING THE HALL REGULARLY WOULD FIND SMALLER TABLES EASIER TO USE BEING MORE MANAGIBLE IN SIZE AND WEIGHT AND MORE CONVENIENT FOR CERTAIN ACTIVITIES.		
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	ROYAL WOOTTON BASSETT AND CRICKLADE		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date	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?	MILLENNIUM HALL, PURTON
When will your project take place?	AS SOON AS THE FUNDING IS AVAILABLE
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>	REQUEST FROM PURTON GUIDE GROUP MADE AT THE COUNCIL'S CHARITY USER GROUP MEETING. SMALLER TABLES WILL BE LESS AWKWARD FOR LEADERS AND CHILDREN TO HANDLE DUE TO THE COMPACT SIZE AND LIGHTER WEIGHT. THE SMALLER TABLES WOULD BE AN ADVANTAGE FOR SMALL GROUP ACTIVITIES 3's OR 4's eg. BEETLE DRIVE, AND ALSO MORE PRACTICAL AT PRIVATE FUNCTIONS eg. PARTIES, SOCIALS ETC FOR GUESTS TO REST FOOD AND DRINK..
How many people will benefit from your project?	UNLIMITED - ALL USERS AND HIRERS
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.	ENCOURAGE CULTURAL ACTIVITIES IN THE PARISH OF PURTON RECREATION CULTURE AND LEISURE PAGE 22/23
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 checked="" type="checkbox"/> No <input type="checkbox"/>
Could your project be funded from your reserves?	Yes <input checked="" 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 checked="" type="checkbox"/>

Any other information about your project.

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="9"/>	Female	<input type="text" value="1"/>
25 – 50 years	Male	<input type="text"/>	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?
N/A

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?
FEEDBACK FROM SCOUT AND GUIDE GROUPS. HIRERS AND ATTENDEES AT PRIVATE FUNCTIONS, SOCIALS ETC.

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

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<p>Have you or do you intend to apply for a grant from another area board within this financial year?</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>Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?</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:	Month: MARCH	Year: 2011
A - Total income:	£59,744	
B - Minus total expenditure:	£62,638	
Surplus/deficit for year: (A minus B)	£-2,864	
Free reserves currently held:	£6,634 GENERAL RESERVE	

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	
C/DA2 CONTOUR TABLES	£489	Own fundraising/reserves		£0
SMALL TABLE TROLLEY	£174			£
	£	Parish/town council		£0
	£			£
	£	Trusts/foundations		£0
	£			£
	£	In kind		£0
	£			£
	£	Other		£0
	£			£
	£			£
	£			£
Total Project Expenditure	£664	Total Project Income		£0

Total project income B	£0
Total project expenditure A	£664
Project shortfall A – B	£664
Grant sought from Wiltshire Council Area Board	£664
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: 16/02/2012

Position in organisation:

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