



## 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	Lyneham & Bradenstoke Parish Council		
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	Commemorative Stone to RAF		
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>	The RAF is leaving Lyneham at the end of 2012 after being based in the village for 70 years. Residents supported a proposal that a commemorative stone be commissioned to record this long stay in Lyneham, to be placed on The Green in Lyneham. The Parish Council has taken on this project on behalf of the residents of both Lyneham & Bradenstoke.		
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Royal Wootton Bassett and Cricklade Area Board		
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?	Lyneham
When will your project take place?	Planned for June/July 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>	Discussion at Parish Council meetings and consultation through village web site and face to face with residents. Many residents in both villages have a long association with the RAF at Lyneham and wish to mark this presence in Lyneham for 70 years. In addition, people from far and wide still leave floral tributes at the main gate of RAF Lyneham on the anniversary of occasions when loved ones have lost their lives. Once the Military Training Organisation takes occupation of the base, it will not be appropriate for this to continue and such a stone is seen as a suitable alternative for this purpose. It is proposed that an Oak tree will be planted in the immediate vicinity of the stone, to celebrate HM The Queen's Diamond Jubilee. The tree will have a surrounding seat that can be used by residents and visitors alike and it is anticipated that the area will become a focus for those wishing to contemplate their memories of both the RAF and RAF personnel linked to the base.
How many people will benefit from your project?	Residents of Lyneham & Bradenstoke
How does your project demonstrate a direct link to the local community plan for your area? <a href="http://www.wiltshire.gov.uk/areboards">www.wiltshire.gov.uk/areboards</a>  Please provide a reference/page no.	We do not believe there is a community plan in place at this time
<b>To be completed ONLY where town/parish councils are making an application</b>	
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 checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Any other information about your project.</b> The Parish Council has set aside £2,500 from its Reserves for this project and the RAF at Lyneham has donated a further £500. It was felt that Wiltshire Council would wish to be associated with the project as well, as the commemoration has a wider association throughout Wiltshire and probably beyond. The stone is proposed to be made of Portland Stone with deeply carved inscription. Tenders have been sought for the work and the specification supplied to prospective tenderers is attached to this application. It is anticipated that a bench will be placed adjacent to the memorial and flower beds will be planted nearby, both to be maintained by the Parish Council. It is important that this commemorative stone is erected before the RAF leaves Lyneham in December 2012. It was also felt appropriate that the stone is erected during the Diamond Jubilee celebrations and to form part of those celebrations.	

### 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"/>	Female	<input type="text"/>
25 – 50 years	Male	<input type="text"/>	Female	<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?

Regular cleaning and maintenance will be carried out by the Parish Council, costs estimated to be minimal. It will be added to the Parish Council annual insurance. Periodic inspections will be carried out to ensure safety.

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?

Verbal feedback from local residents. Any floral tributes left beside the stone will indicate a positive impact.

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:	Month: March	Year: 2011
A - Total income:	£56,923	
B - Minus total expenditure:	£54,799	
Surplus/deficit for year: (A minus B)	£2,124	
Free reserves currently held:	£nil	

**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	
Purchase & installation of Stone	£2,634	Own fundraising/reserves		£
Bench Seat	£575			£
Mature Oak Tree	£100	Parish/town council	C	£2,500
Landscaping of Area	£200			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£	Other	C	£500
	£			£
	£			£
	£			£
<b>Total Project Expenditure</b>	<b>£3,509</b>	<b>Total Project Income</b>		<b>£3,000</b>

<b>Total project income B</b>	<b>£3,000</b>
<b>Total project expenditure A</b>	<b>£3,509</b>
<b>Project shortfall A – B</b>	<b>£509</b>
<b>Grant sought from Wiltshire Council Area Board</b>	<b>£500</b>
<b>Bank Details</b>	
<b>Please give the name of the organisations' bank account e.g. Barclays</b>	
<b>Please give the title name of the organisations' bank account e.g. current</b>	

**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:** 23/02/2012

**Position in organisation:**

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