

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	Great Bedwyn Playgroup and Toddlers		
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	Laptop & children's furniture		
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>	Great Bedwyn Playgroup and Toddlers have recently been registered to expand their provision (the number of preschool children/session) from 26 to 32. We are seeking funding to purchase a more powerful laptop and new children's furniture to support this expansion. This will bring increased access to pre-school education for the local community.		
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Pewsey Area		
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?	Village Hall, Great Bedwyn (premises of the Playgroup)
When will your project take place?	May 2012
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>	Great Bedwyn Playgroup and Toddlers is a highly regarded education provider that is indispensable to the local parents and their pre-school children. It has been established for 43 years, and during those years has become a real focal point for the village community. The management committee has decided to increase preschool provision at the playgroup from 26 to 32 places per session (a session is roughly equivalent to a half day). To support this enhanced provision, we need to upgrade the laptop currently used for administrative purposes to allow it to run new management software. The Superfox software is recommended and supplied by Wiltshire Council, and should vastly improve our professionalism, operational efficiency and service we offer parents. It will also free up more staff time to devote to the children who attend the playgroup. We also need to purchase extra child sized tables and chairs to accommodate them.
How many people will benefit from your project?	Approximately 40 pre-school children
How does your project demonstrate a direct link to the local community plan for your area? www.wiltshire.gov.uk/areaboard Please provide a reference/page no.	Great Bedwyn Playgroup and toddlers contributes to the provision of high quality pre-school educational provision. page 20 (para 5.1)
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. We consider the purchase of the laptop and furniture to be capital expenditure. The existing laptop will be used to improve ICT equipment at the playgroup. If the Area Board are unable to provide a grant for both items, we would like to prioritise the purchase of the laptop. We have been advised of the necessity of holding a term's worth of running costs as our reserve funds - this is the reason for maintaining a reserve fund of approximately £15K. We aim to take advantage of a discount of 15% (ex VAT) on the price of the laptop through a special friends and family scheme; the cost shown in Section 5 includes this discount and the £19.99 delivery charge. Please follow these hyperlinks to view quotes for the items that the grant will fund: http://www.dell.com/uk/p/popular-laptop-deals?~ck=mn (laptop - 3rd of the 5, the Inspiron 15 with 1TB hard drive) http://www.morleysearlyyears.co.uk/product.php?pr=107 (tables) http://www.morleysearlyyears.co.uk/product.php?cl2=106&pr=30 (chairs)	

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="0"/>	Female	<input type="text" value="0"/>
25 – 50 years	Male	<input type="text" value="0"/>	Female	<input type="text" value="10"/>
Under 25 years	Male	<input type="text" value="0"/>	Female	<input type="text" value="0"/>
Disabled People	Male	<input type="text" value="0"/>	Female	<input type="text" value="0"/>
Black and Minority Ethnic people	Male	<input type="text" value="0"/>	Female	<input type="text" value="1"/>

If your project is intended to continue after the Wiltshire Council funding runs out, how will you continue to fund it?

n/a - this is a one-off cost to purchase capital equipment. Running costs for the playgroup are met by the nursery voucher scheme, parent's fees, donations and fundraising.

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 our ability to admit more pre-school children to the playgroup.

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

None

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: 2010	Month: August	Year: 2010
A - Total income:	£50,042.52	
B - Minus total expenditure:	£55,998.13	
Surplus/deficit for year: (A minus B)	£-5995.61	
Free reserves currently held:	£15,781.58	

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	
Laptop	£384	Own fundraising/reserves	C	£0
2 x stacking tables	£148		C	£0
6 x stacking chairs	£112	Parish/town council	C	£0
	£		C	£0
	£	Trusts/foundations	C	£0
	£		C	£0
	£	In kind	C	£0
	£		C	£0
	£	Other	C	£0
	£			£0
	£			£
	£			£
Total Project Expenditure	£644	Total Project Income		£0

Total project income B	£0
Total project expenditure A	£644
Project shortfall A – B	£644
Grant sought from Wiltshire Council Area Board	£644
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: 28/03/2012

Position in organisation: Management Committee Member

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