

Community Area Grant Application Form 2012/2013

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

To fund projects up to £1,000 without the need for matched funding
To fund up to 50% of projects costs of projects over £1,000
Maximum Grant £5,000

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	Summer Fun in Calne Playscheme		
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	Summer Playscheme		
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>	We aim to provide a good quality playscheme each summer holiday for up to 80 children age 5-13 each day. This includes art, craft, games and sport. We employ local people, students and professionals and bring in a number of specialists to organise workshops. We aim to keep prices low so all families can access the scheme and can offer reductions and free places. We provide support workers for children with specific individual needs to attend alongside siblings and friends. We have a committee made up of parents and local people who give many voluntary hours to keep costs to the minimum. .		
In which community area does your project take place? (Please give name – see section 3)	Calne		
I/we have discussed our project with the town/parish council?	Yes <input type="checkbox"/>	Date	No <input checked="" type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input type="checkbox"/>	Date	No <input checked="" type="checkbox"/>

Where will your project take place?	Calne
When will your project take place?	3-th July to 24 th August 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 800 characters only (inclusive of spaces)</i>	Over 16 years ago councillors holding a National Playday event were told by local children they had nothing to do in the summer holidays and wished the event could happen every day. From this a committee was formed and the playscheme established. We are aware that many local families on low incomes cannot afford a family holiday or to use expensive leisure provisions. We try to hold the playschemes in areas of highest need if venues are available. The project aims to involve children in a wide range of activities everyday that they may not otherwise have an opportunity to experience. We have a fundraising programme which enables us to offer free and half price places to families on low incomes. We will provide up to 80 places per day and include extra support for children with disabilities
How many people will benefit from your project?	daily up to 80 children and families.
How does your project demonstrate a direct link to the local community plan for your area (see www.wiltshire.gov.uk/areaboard) or priorities of your area board? Please provide a reference/page no.	Culture involving leisure, recreation and arts. Use culture and leisure activities to engage with children and young people
Any other information about your project. (Limited to a 1000 characters) We employ local people, all of whom are CRB checked and involve lots of local volunteers. All staff are given 3 evenings of training/induction before the scheme starts and new staff work alongside experienced ones to ensure policies and procedures are followed safely. We have secured funding from Calne Town Council, Children in Need (for staff to support children with specific individual needs) the Lions and have applied to other funders. We are seeking support funding for staff, equipment and workshop facilitators that will provide activities and experiences which will add extra value and fun to the scheme. The local Co-operative store have offered to fundraise for us but as yet we are not sure what this will mean.	
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 checked="" type="checkbox"/>
Could your project be funded from your reserves?	Yes <input type="checkbox"/> No <input checked="" 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"/>

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" value="2"/>
25 – 50 years	Male	<input type="text"/>	Female	<input type="text" value="7"/>
Under 25 years	Male	<input type="text"/>	Female	<input type="text"/>
Disabled People	Male	<input type="text"/>	Female	<input type="text" value="2"/>
Black and Minority Ethnic people	Male	<input type="text"/>	Female	<input type="text"/>

If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?
Each Playscheme is a separate project, attracting different groups of children. This will be our 16th year organising the playscheme. We have an ongoing programme of fundraising activities and would adapt activities to available funds.

How will you know whether your project has made a difference in the community? What information will be collected to enable you to know that the project has made a positive impact on your community and met the local need?

We undertake evaluation with users during and after each scheme this has consistently shown high satisfaction. We will evaluate the project in this way again this year. Committee members (also users) talk informally with families to obtain feedback.

Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?	Yes <input type="checkbox"/>	Date contacted CIB	No <input checked="" type="checkbox"/>

To whom have you applied for funding for this project (<i>other than Wiltshire Council</i>)? <i>Please list with amount applied for and whether you have been successful</i>	Name of Funder	Amount Applied For	Amount Received
	Children in Need	1800	1800
	Calne Town Council	3,500	3,500
	Calne Welfare charity	275	
	Lions and local businesses		

Have you or do you intend to apply for a grant from another area board within this financial year? <i>If yes, please state which one(s).</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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4. Information relating to your last annual accounts (if applicable)				
Year ending: March 31 st 2012		Month:	Year: 2011-2012	
A - Total income:		£15,103		
B - Minus total expenditure:		£12,921		
Surplus/deficit for year: (A minus B)		£2,182Staff		
Free reserves currently held (i.e. money not committed to other projects/operating costs)		£		
5. Financial information – If you can claim back V.A.T. please <u>exclude</u> VAT from the figures you provide us. If you have to pay the V.A.T then please include V.A.T. in the figures you provide us.				
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	
Running costs (Admin, CRB etc)	£9,353	Own fundraising/reserves	C	£1,900
Facilitated workshops	£1,550			£
Equipment/materials	£840	Parish/town council	C	£3,500
Venue Hire	£850			£
new shed for storage, materials	£500	Trusts/foundations	C	£2847
	£	Hills, Rotary etc	P	£500
	£	In kind		£
	£			£
	£			
	£	Other		£
	£	subs	P	£2,000
	£	Co-op unknown	P	£500
Total Project Expenditure	£13,093	Total Project Income		£11,247
Total project income B		£11,247		
Total project expenditure A		£13,093		
Project shortfall A – B		£1,846		
Grant sought from Wiltshire Council Area Board		£1,846		
Bank Details				
Please give the name of the organisations' bank account e.g. Barclays		Barclays of Calne		
Please give the name of the organisations' bank account e.g. Chippenham Scouts		Summer Fun in Calne		

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)

- All 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...

- This application meets all 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 a grant is received, I will provide copies of all receipts and invoices associated with the grant and provide information and photographs to demonstrate how the grant was spent.
- That any other form of licence or approval for this project has been received prior to submission of this grant 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: 10/05/2012

Position in organisation:

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