



## 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 | Charlton Recreation Centre                                                                                                                                                               |        |  |
| Contact name         |                                                                                                                                                                                          |        |  |
| Contact address      |                                                                                                                                                                                          |        |  |
| Contact number       |                                                                                                                                                                                          | e-mail |  |
| Organisation type    | Not for profit organisation <input checked="" type="checkbox"/> Parish/town council <input type="checkbox"/><br>Other, please specify Recreation Centre/Village Hall (Charitable Status) |        |  |

### 2. Your project

|                                                                                                                                                            |                                                                                                                                                                                                                                                                               |               |                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------------------------------|
| Project Title/Name                                                                                                                                         | Kitchen- Total Refurbishment                                                                                                                                                                                                                                                  |               |                                        |
| What is your project about and what does it aim to achieve?<br><br><i>Important: This section is limited to 600 characters only (inclusive of spaces).</i> | To renovate the existing Kitchen - which is now over 30 years old and needs to be brought up to a standard befitting current times - 2012 and beyond.<br><br>In order to achieve the regular usage of the hall by varying clientele - Both local residents and outside users. |               |                                        |
| In which community area does your project take place? <i>(Please give name – see section 3)</i>                                                            | Malmesbury Area Board                                                                                                                                                                                                                                                         |               |                                        |
| I/we have discussed our project with the town/parish council?                                                                                              | Yes <input checked="" type="checkbox"/>                                                                                                                                                                                                                                       | Date 15/03/12 | No <input type="checkbox"/>            |
| I/we have discussed our project with our Wiltshire councillor?                                                                                             | Yes <input type="checkbox"/>                                                                                                                                                                                                                                                  | Date          | No <input checked="" type="checkbox"/> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Where will your project take place?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Charlton recreation Centre, Charlton                                                                                                                                                                                                                                                                                                                           |
| <b>When will your project take place?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | August 2012                                                                                                                                                                                                                                                                                                                                                    |
| <p><b>How did you discover there was a need for your project (please provide evidence) and how will your project benefit your local community?</b></p> <p><i>Important: Please do not type/write in paragraphs – This section is limited to 800 characters only (inclusive of spaces)</i></p>                                                                                                                                                                                                                                                                                                                                          | <p>The walls &amp; ceilings are showing signs of wear &amp; tear with visible dampness.</p> <p>The appliances are very old (30 year approx) and need replacing.</p> <p>A new kitchen will not only benefit local residents but also outside users - both of whom often bring in outside caterers who use the facilities which are now old and dilapidated.</p> |
| <b>How many people will benefit from your project?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | All local villagers & many outsiders                                                                                                                                                                                                                                                                                                                           |
| <p><b>How does your project demonstrate a direct link to the local community plan for your area (see <a href="http://www.wiltshire.gov.uk/areaboards">www.wiltshire.gov.uk/areaboards</a>) or priorities of your area board?</b></p> <p>Please provide a reference/page no.</p>                                                                                                                                                                                                                                                                                                                                                        | It helps the local community to have a better facility - where they can reflect their views & opinions and I believe reflects "Community First".                                                                                                                                                                                                               |
| <p><b>Any other information about your project. (Limited to a 1000 characters)</b></p> <p>We are in quite a unique position as we are not a parish council facility as we are not on parish land but on a private land with a 25 year lease from the local land owner - The Right Honourable the Earl of Suffolk And Berkshire.</p> <p>who leases the land/Facility (for a peppercorn rent £1) to the village/community to run and maintain themselves essentially as a small business but with charitable status.</p> <p>I hope that this explains how village involvement is paramount and the history and status of our project</p> |                                                                                                                                                                                                                                                                                                                                                                |
| <b>To be completed ONLY where town/parish councils are making an application</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                |
| <b>Is your project one which parish/town councils have powers to raise local taxes to fund?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                            |
| <b>Could your project be funded from your reserves?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Yes <input checked="" 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 type="checkbox"/>           | No <input checked="" type="checkbox"/> |
| <b>3. Management</b>                                                                                                                                                                                                                                                                                                                         |                              |                                        |                                        |
| How many people are involved in the management of your group/organisation?<br>Of these, how many are:                                                                                                                                                                                                                                        |                              |                                        |                                        |
| Over 50 years                                                                                                                                                                                                                                                                                                                                | Male                         | <input type="text" value="3"/>         | Female <input type="text" value="3"/>  |
| 25 – 50 years                                                                                                                                                                                                                                                                                                                                | Male                         | <input type="text" value="3"/>         | Female <input type="text" value="3"/>  |
| Under 25 years                                                                                                                                                                                                                                                                                                                               | Male                         | <input type="text"/>                   | Female <input type="text"/>            |
| Disabled People                                                                                                                                                                                                                                                                                                                              | Male                         | <input type="text" value="1"/>         | Female <input type="text"/>            |
| Black and Minority Ethnic people                                                                                                                                                                                                                                                                                                             | Male                         | <input type="text" value="1"/>         | Female <input type="text"/>            |
| If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?<br>Yes by further fund raising<br>we are looking at relaunching after works completion with revised booking Fees & tariffs to reflect our new facilities                                                                       |                              |                                        |                                        |
| 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?<br>We hope to get increased bookings due to having new and improved facilities and survey this at a later date |                              |                                        |                                        |
| 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> )?<br><br><i>Please list with amount applied for and whether you have been successful</i>                                                                                                                                                        | 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?<br><br><i>If yes, please state which one(s).</i>                                                                                                                                                                                          | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |                                        |
| 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"/> |                                        |

| 4. Information relating to your last annual accounts (if applicable)                                                                                                                                      |                |                                                                                                              |            |               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------|------------|---------------|
| Year ending: 2011                                                                                                                                                                                         |                | Month: August                                                                                                | Year: 2011 |               |
| A - Total income:                                                                                                                                                                                         |                | £14766.60                                                                                                    |            |               |
| B - Minus total expenditure:                                                                                                                                                                              |                | £15442.96                                                                                                    |            |               |
| Surplus/deficit for year: (A minus B)                                                                                                                                                                     |                | £-676.36                                                                                                     |            |               |
| Free reserves currently held (i.e. money not committed to other projects/operating costs)                                                                                                                 |                | £8500                                                                                                        |            |               |
| 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<br>Please provide a <u>full</u> breakdown e.g. equipment, installation etc.                                                                                                               |                | Project Income B<br>Please list all sources of funding for this project, as provisional (P) or confirmed (C) |            |               |
|                                                                                                                                                                                                           |                |                                                                                                              | P/C        |               |
| Removal of fixtures/fittings                                                                                                                                                                              | £502           | Own fundraising/reserves                                                                                     | c          | £7,540        |
| Rework water/gas/Electric                                                                                                                                                                                 | £945           |                                                                                                              |            | £             |
| Supply/fit New units inc Bar                                                                                                                                                                              | £4,560         | Parish/town council                                                                                          |            | £             |
| Supply/fit New appliances                                                                                                                                                                                 | £2,353         |                                                                                                              |            | £             |
| Plaster/Paint walls/ceilings etc                                                                                                                                                                          | £2,090         | Trusts/foundations                                                                                           |            | £             |
| VAT                                                                                                                                                                                                       | £2,090         |                                                                                                              |            | £             |
|                                                                                                                                                                                                           | £              | In kind                                                                                                      |            | £             |
|                                                                                                                                                                                                           | £              |                                                                                                              |            | £             |
|                                                                                                                                                                                                           | £              |                                                                                                              |            |               |
|                                                                                                                                                                                                           | £              | Other                                                                                                        |            | £             |
|                                                                                                                                                                                                           | £              |                                                                                                              |            | £             |
| <b>Total Project Expenditure</b>                                                                                                                                                                          | <b>£12,540</b> | <b>Total Project Income</b>                                                                                  |            | <b>£7,540</b> |
| <b>Total project income B</b>                                                                                                                                                                             |                | £7,540                                                                                                       |            |               |
| <b>Total project expenditure A</b>                                                                                                                                                                        |                | £12,540                                                                                                      |            |               |
| <b>Project shortfall A – B</b>                                                                                                                                                                            |                | £5,000                                                                                                       |            |               |
| <b>Grant sought from Wiltshire Council Area Board</b>                                                                                                                                                     |                | £5,000                                                                                                       |            |               |
| Bank Details                                                                                                                                                                                              |                |                                                                                                              |            |               |
| <b>Please give the name of the organisations' bank account e.g. Barclays</b>                                                                                                                              |                |                                                                                                              |            |               |
| <b>Please give the name of the organisations' bank account e.g. Chippenham Scouts</b>                                                                                                                     |                | Charlton Recreation Centre- Reg Charity-279819                                                               |            |               |

**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:** 24/05/12

**Position in organisation:** Treasurer

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