



## 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	Minety Village Hall		
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	Minety Village Hall Refurbishment Programme		
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>	Continuing repairs and improvements to Minety Village Hall to make the Hall more attractive and safer for users This phase of the programme involves resurfacing badly worn driveway surfaces, the installation of a Height Restricting Barrier to reduce damage by heavy lorries, the installation of a Hearing Loop for the hard of hearing and laying safety vinyl flooring over slippery tiles in the toilets..		
In which community area does your project take place? (Please give name – <a href="#">see section 3</a> )	Malmesbury		
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 type="checkbox"/>	Date	No <input checked="" type="checkbox"/>

<b>Where will your project take place?</b>	Minety Village Hall, Hornbury Hill, Minety, SN16 9QH	
<b>When will your project take place?</b>	Aug 2012	
<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>  <i>Important: Please do not type/write in paragraphs – This section is limited to 800 characters only (inclusive of spaces)</i>	Obvious signs of wear and tear. Community consultation was undertaken in October 2011 in which residents were asked to comment on the planned works. A copy of the Questionnaire results is attached.	
<b>How many people will benefit from your project?</b>	230 Users over varying activities	
<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>  <b>Please provide a reference/page no.</b>	The project aims to provide high standard facilities for local residents and groups groups  18	
<b>Any other information about your project. (Limited to a 1000 characters)</b> Under the Landfill Communities Fund rules as laid down by HMRC, an amount equal to 11.11% of the amount of the monies to be spent may not be provided by the Landfill Communities fund. This amount is called the CTP and it can be provided from the applicants own resources or other sources. Accordingly the basis of this application is that Minety Village Hall would like to apply to the Area Board for 50% of the CTP in accordance with the Boards own funding rules.		
<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 type="checkbox"/>
<b>Could your project be funded from your reserves?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Is your project urgent (having to be completed in this financial year? If you answer YES please provide evidence elsewhere on the application form)</b>	Yes <input 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" value="2"/>	Female	<input type="text" value="3"/>
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 will continue after the Wiltshire Council funding runs out, how will you continue to fund it?  
Further grants will be sought from other providers

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?

Continuing dialogue with Hall users

Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?

Yes

Date contacted CIB

No

To whom have you applied for funding for this project (*other than Wiltshire Council*)?

Name of Funder

Amount Applied For

Amount Received

Landfill Communities Fund

12993

*Please list with amount applied for and whether you have been successful*

Minety Parish Council -

811

811

Have you or do you intend to apply for a grant from another area board within this financial year?

Yes

No

*If yes, please state which one(s).*

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: 2011		Month: October	Year: 2011	
A - Total income:		£9825.95		
B - Minus total expenditure:		£11708.94		
Surplus/deficit for year: (A minus B)		£1882.99		
Free reserves currently held (i.e. money not committed to other projects/operating costs)		£2000		
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	
Driveway Groundworks-Rockstone	£9,237	Own fundraising/reserves		£
Height Limiting Barrier-Rockston	£2,356			£
Hearing Loop-7pds	£1,558	Parish/town council	C	£811
Vinyl Flooring-Park Flooring	£1,464			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£			
	£	Other		£
	£	Landfill Communities Fund	P	£12,993
	£			£
<b>Total Project Expenditure</b>	<b>£14,615</b>	<b>Total Project Income</b>		<b>£13,804</b>
<b>Total project income B</b>		£13,804		
<b>Total project expenditure A</b>		£14,615		
<b>Project shortfall A – B</b>		£811		
<b>Grant sought from Wiltshire Council Area Board</b>		£811		
Bank Details				
Please give the name of the organisations' bank account e.g. Barclays				
Please give the name of the organisations' bank account e.g. Chippenham Scouts				

**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:** 28/05/2012

**Position in organisation:** Member - Management Committee

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