



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	Collingbourne Kingston 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	Refurbishment of Village Hall washrooms		
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 washrooms have deteriorated to a condition where they require significant refurbishment. They lack adequate ventilation & the heating in each is poor. The sanitary ware is tired & regularly overflows. The floor coverings are old and stained and the walls are difficult to clean. The gentlemen's urinal is old & affords limited privacy. The purpose of this project is to refurbish and upgrade the 3 washrooms in the Village Hall to modern standards and décor. The end result should be washrooms that are pleasant, warm, well ventilated, easy to clean and hygienic.		
In which community area does your project take place? (<i>Please give name – see section 3</i>)	Tidworth		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date 8 Nov 11	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date 8 May 12	No <input type="checkbox"/>

Where will your project take place?	Collingbourne Kingston
When will your project take place?	August 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 700 characters only (inclusive of spaces)</i>	Although the requirement is self evident it was highlighted as a major issue during a conditioning survey of the Village Hall in late July 2011. A copy of that survey report is attached with this application. Whilst our Village Hall is used by a wide cross section of our community, we have noticed an increase in bookings, perhaps a consequence of our programme of improvements to the facilities it offers. However the washrooms let it down and there have been a number of comments about their condition and reliability. So washrooms that are pleasant, warm, well ventilated, easy to clean and hygienic will be of considerable benefit to our community..
How many people will benefit from your project?	All those who use the Hall.
How does your project demonstrate a direct link to the local community plan for your area? (see www.wiltshire.gov.uk/areaboards) or priorities of your area board) Please provide a reference/page no.	Our Village Hall provides a place for people of all ages to enjoy leisure & sporting pursuits and for the voluntary sector to conduct its activities. Page 7 of 16
Any other information about your project. (Limited to a 1000 characters)	
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? If you answer YES please provide evidence elsewhere on the application form)	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

Female

25 – 50 years

Male

Female

Under 25 years

Male

Female

Disabled People

Male

Female

Black and Minority Ethnic people

Male

Female

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

This will be difficult because the Village Hall cannot afford the balance of the payment at this stage. It will need to delay the work as it finds the remaining funds and as August is traditionally a quiet period the delay could be up to 12 months.

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 will conduct a written survey of our regular users to seek feedback on the impact of the refurbishment work, what these improvements mean for their organisation and what further improvements to the Village Hall they believe would be beneficial.

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

Collingbourne Kingston Parish Co

4,000

4,000

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

Francis Wilson Trust

2,000

2,000

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:	£6,144	
B - Minus total expenditure:	£6,203	
Surplus/deficit for year: (A minus B)	£-59	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£4,044	

5. Financial information – If you can claim back V.A.T. please exclude 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	
Washroom refurbishment	£10,634	Own fundraising/reserves		£634
	£			£
	£	Parish/town council		£4,000
	£			£
	£	Trusts/foundations		£
	£	Francis Wilson Trust		£2,000
	£	In kind		£
	£			£
	£			
	£	Other		£
	£			£
Total Project Expenditure	£10,634	Total Project Income		£6,634
Total project income B		£6,634		
Total project expenditure A		£10,634		
Project shortfall A – B		£4,000		
Grant sought from Wiltshire Council Area Board		£4,000		
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: 25/06/2012

Position in organisation:

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