



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	Pitton & Farley Parish Council		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input type="checkbox"/> Parish/town council <input checked="" type="checkbox"/> Other, please specify		

2. Your project

Project Title/Name	Upgrading of parish website - www.pittonandfarley.co.uk		
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 parish website (www.pittonandfarley.co.uk) was built 4 years ago (launched June 2008) and now attracts ~10,000 visits per year. Following repeated hacking attacks in the spring of 2012, we need urgently to implement an upgrade to the technology platform that supports the site, to make it more secure and so less vulnerable to hacking, and enable additional features to be incorporated on the site. Rebuilding the site using modern software components will help ensure site availability for our audience for several years to come.		
In which community area does your project take place? <i>(Please give name – see section 3)</i>	Southern		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/> <input type="checkbox"/>	Date 27/06/2012	No
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/> <input type="checkbox"/>	Date 14/03/2012	No

Where will your project take place?	The work will be undertaken in the parish	
When will your project take place?	As soon as possible.	
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>	During February and March 2012, the village website experienced multiple invasive attacks - causing many interruptions to the availability of the site, and presenting our users with all sorts of unexpected and unsavoury screens, virus alerts etc, preventing people from viewing the local information they wanted and needed to view. This was evidenced by the number of e-mails and telephone calls received by the web editor. The website has become an important parish facility to provide news and information about people, services and events, and local businesses have gained trade via their presence on the site. Analysis of the attacks pinpointed the age of our CMS as a critical vulnerability.	
How many people will benefit from your project?	approximately 750 parish residents	
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.	Nos 50, 51, 59 and 61 Pages 13 and 14	
Any other information about your project. (Limited to a 1000 characters) The Council is anxious that users feel safe and secure accessing the website for local information, news and events. Much work has been done by committed individuals in their own time to repeatedly clean up and secure the site as far as possible, but the supporting technology is old, and the site remains vulnerable to further attacks. Incidents have continued since February, and the Parish Council is keen to start the work as soon as possible. Scoping and review of the specification by our website editor and his colleagues has been entirely done without charge to the Council, in private time (estimate ~50 hours of uncharged time). A team of 3 people has now been identified to do the work; two (unpaid) to supervise the work of a Junior Developer, who will spend 160 hours rebuilding the site on a new and more robust platform. Council believes that this plan is highly cost-effective, being considerably cheaper than commercial alternatives for a high quality site.		
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 checked="" type="checkbox"/>	No <input 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?

From parish council funding, duly allocated in an appropriate budgeting exercise and raised via the precept

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?

Metrics collected since the site went live in June 2008 show that site usage has increased steadily with visitors from the UK, Europe, the USA and Australia. The site is regularly commended by visitors. During the various outages this spring, a large number of people contacted the web editor to raise concerns.

2008/09 - 4,450 visits by 2,110 visitors

2011/12 - 10,673 visits by 5,851 visitors

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

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

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: 31	Month: March	Year: 2012
A - Total income:	£7614	
B - Minus total expenditure:	£6634	
Surplus/deficit for year: (A minus B)	£980	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£4214	

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	
Software development	£1,100	Own fundraising/reserves	C	£600
	£			£
	£	Parish/town council		£
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£			
	£	Other		£
	£			£
Total Project Expenditure	£1,100	Total Project Income		£

Total project income B	£600
Total project expenditure A	£1,100
Project shortfall A – B	£500
Grant sought from Wiltshire Council Area Board	£500
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	Pitton & Farley Parish Council

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: 04/07/2012

Position in organisation: Parish Clerk

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