Wiltshire Council
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Reference no
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Community Area Grant Application Form
2010/2011

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
We strongly advise that you contact your Community Area Manager before completing your application.

1 - Your organisation or group

Name of organisation	
Contact name	Cllr Hubbard
Contact address	
Contact number	e-mail
Organisation type	**Not for profit organisation** ☐ **Parish/town council** ☐ **Other, please specify** Wiltshire Councillor

2 – Your project

In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Melksham
Does your town/parish council know about your project?	**Yes** ☒ **No** ☐
What is your project? **Important: This section is limited to 300 characters only (inclusive of spaces).**	To run a 4 day programme of holiday activities for Melksham children and young people aged 5 – 13yrs. A range of activities for children to choose from, each taking place across 4 central Melksham venues.
Where will your project take place?	Melksham House, The Manor School, Assembly Hall, Spencer
When will your project take place?	Monday 26th - Thurs 29th July 2010
How many people will benefit from your project?	90 - 360 children & their parents
How does your project demonstrate a direct link to the community plan for your area? **Please provide a reference/page no.**	Children & YP's activities, especially during the holidays. 2009 MTC survey identified need. Section 4 of community strategy

What is the link between your project and other local priorities? e.g. Priorities set by your area board and parish plans.

Priorities for Extended Services are to ensure adequate holiday activities for young people during the holidays. This enables parents to work / train and provides stimulating things to do for children.

How did you discover there was a need for your project and how will your project benefit your local community?

Important: Please do not type in paragraphs – This section is limited to 1200 characters only (inclusive of spaces)

It is necessary to create a more sustainable way of setting up and running holiday activities in Melksham. Schools and activity providers must forge a workable system for providing holiday activities, by hiring out venue spaces to run activities, commissioning activity providers, working in partnership with Melksham Town Council and sourcing funding and/or charging parents. This will enable schools to move their core offer status from 'Full' to 'Sustainable' and be less reliant on Extended Services to provide activities, enabling the role to evolve as a broker.

Melksham Town Council undertook a consultation exercise of 312 Melksham young people aged 9 – 13yrs, in November 2009. The purpose was to establish the views of children and young people on the activities and facilities available to them in the Melksham Community Area.

The highest percentage returns for activities young people currently do in their spare time were for, playing/listing to music (59%), playing console games (63%), playing on the computer (68%), going to friend's house (66%), watching TV (70

Survey Monkey online consultation with children aged 4 - 13.

Any other information about your project.

It is important to note that Extended Services projects are community activities for parents, children and young people across the town and outlying villages which operate through the schools, in partnership with a variety of community partners to make things happen. No ES projects are by any means for core school activities or curiculum activities that should and are funded by the schools.

Extended Services funding is predominantly for the development of services and embedding of ways of working which are sustainable. For this reason it would not be wholey appropriate for a sizable portion of ES funding to be spent on activities although there is discretion to do so if no other more appropriate funding sources are available.

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3 - Management

How many people are involved in the management of your group/organisation? -8†
Of these, how many are:

Over 50 years	**Male**		**Female**	
25 – 50 years	**Male**	3	**Female** 5	
Under 25 years	**Male**		**Female**	
Disabled People	**Male**		**Female**	
Black and Minority Ethnic people	**Male**		**Female**	

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

When the Free Time subsidy funding becomes available from September the costs to parents can be increased to better cover the outgoing costs, and low income families can access FT funding to subsidise the cost, making it accessible.

If you were not awarded the full amount requested, what would be the impact on your project?
The Steering group would discuss the possibility of using ES funding, which would impact on planned other future projects, where some would not be able to go ahead and therefore have the impact desired for families of Melksham.

How will you know whether your project has made a difference in the community?
Feedback from pupils and parents upon returning to school after holidays. Online survey to all participants will be undertaken to gauge impact and to improve future programmes.

Have you contacted Charities Information Bureau for help with your application/ to seek funding?	Yes ☐ No ☒
To who have you applied for funding for this project (other than Wiltshire Council)?	Melksham Town Council
Have you been successful?	Yes ☐ No ☒
Have you or do you intend to apply for a grant from another area board within this financial year? **If yes, please state which ones.**	Yes ☐ No ☒
Are you in receipt or anticipating other funding from Wiltshire Council for this project?	Yes ☒ No ☐

4 - Information relating to your last annual accounts (if applicable)

Year ending: 2010	**Month:** March	**Year:** 2010
A - Total income:	£54615	
B - Minus total expenditure:	£4615	
Surplus/deficit for year: (A minus B)	£50000	
Free reserves held:	£4790 uncommitted over nxt 2yrs	

5 - Financial information

Project Costs A Please provide a full 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	
Venues 3 per day x4 days	£1,603	**Own fundraising/reserves**		£
Activities (12)	£2,970			£
Flyers printing (8000)	£279	**Parish/town council**		£
Refreshments (water)	£110			£
	£	**Trusts/foundations**		£
	£			£
	£	**In kind**		£
	£	Ext Servic Co-ord time	C	£n/a
	£	**Other**		£
	£	Charges to parents		£3,000
	£			£
	£			£
	£			£
Total Project Expenditure	£4,962	**Total Project Income**		£3000

Total project income B	£3000
Total project expenditure A	£4,962
Project shortfall A – B	£1,962
Award sought from Wiltshire Council Area Board	£1,962
Bank Details	
Please give the name of the organisations' bank account e.g. Barclays	
Please give the title name of the organisations' bank account e.g. current	

6 – Supporting information – Please enclose the following documentation

Enclosed (please tick)

☒ Written quotes including the one you are going to use

☒ Latest inspected/audited accounts or annual report

☒ Income and expenditure budget for current financial year

☒ Project budget (if applicable)

☒ 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 - Equalities and Inclusion – Wiltshire Council is committed to ensuring that its work through the Area Boards benefits all sections of our community and promotes equality and inclusion. To assist us in assessing how your application aims to meet our commitment to equality and inclusion, please provide a brief answer to the following:

a) **How does your project work to either (a) promote equality and access to services/facilities, and/or (b) reduce disadvantage?**

low fees enabling all families to access activities. £10 per day for 1st child, £5 for second child, and £3 for 3rd child.

b) **How does your project work to promote inclusion, participation and good community relations?**

Activities are accessible to all. Children from all 10 schools participating in clusterwide activities.

c) **Is your project targeted at a specific group? If yes, please tick any of the following which apply**

☒ Under 25's   ☐ Over 50's

☐ Mostly or all men/boys   ☐ Mostly or all women/girls

☐ Specific minority ethnic groups (please state which groups)

☐ Specific faith groups (please state which groups)

☐ People/families on low income

☐ Other disadvantaged groups (please state which groups)

8 - Declaration (on behalf of organisation or group) – I confirm that…

☒ **I have read 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 an award is received, I will complete and return an evaluation sheet.**

☒ **That any other form of licence or approval for this project has been received prior to submission of this application.**

☒ **That the necessary policies and procedures will be in place prior to the commencement of the project outlined in this application.   ☒ Child Protection   ☒ 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:** 16/04/2010
Position in organisation:	

Please return your completed application to the appropriate Area Board Locality Team