



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	Trowbridge Town 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	Active Sports and Play Festival		
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 Olympic Celebrations in May 2012 was a chance for communities to join together in celebrations across the United Kingdom. Trowbridge was one of the places to be picked on the Olympic Torch route. Next June we would like to continue the Olympic Legacy for the County Town of Wiltshire by arranging a sports and play festival working very closely with all local sports clubs and promoting sports which are available in Trowbridge and surrounding areas.		
In which community area does your project take place? (Please give name – see section 3)	Trowbridge		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date 15/06/12	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date 15/06/12	No <input type="checkbox"/>

Where will your project take place?	Trowbridge Park
When will your project take place?	Saturday 8th June 2013
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>	After the Olympic Play Day in May we had over 8000 people enjoying our event and through verbal consultation the community wanted a sports festival . We are working with local partners to arrange a day of sports and activities promoting or offering experiences in sports available for the community. The one off day event is to promote sports and to encourage the community of Trowbridge to have a healthy future and the legacy of the Olympics in Trowbridge.
How many people will benefit from your project?	6000+
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.	Economy - Tourism - encouraging more people to spend their free time in town Leisure, Recreation, Heritage- encouraging vibrant/ inclusive community 1 & 4
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 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 type="checkbox"/> No <input checked="" 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"/>	Female	<input type="text"/>
25 – 50 years	Male	<input type="text"/>	Female	<input type="text" value="1"/>
Under 25 years	Male	<input type="text" value="2"/>	Female	<input type="text" value="1"/>
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?

No not intended to continue

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?

The impact on the day - the amount of people in Trowbridge Park during the festival as opposed to normal usage. Press coverage showing this use. Actual feedback from the public on the streets of Trowbridge, comments made to Councillors and Council Officers.

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

Trowbridge Town Council

5,000

5,000

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

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	
Staffing Costs	£1,375	Own fundraising/reserves		£
Alternative Sports Are	£3,600			£
Wiltshire Councils Bus	£320	Parish/town council	C	£5,470
Oxonwood	£715			£
	£	Trusts/foundations		£
Marketing	£320			£
	£	In kind		£
Archery	£150			£
Circus Sensible	£1,490			
	£	Other		£
Large Sports equipment	£2,500			£
Total Project Expenditure	£10,470	Total Project Income		£5,470

Total project income B	£5,470
Total project expenditure A	£10,470
Project shortfall A – B	£5,000
Grant sought from Wiltshire Council Area Board	£5,000
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: 21/06/2012

Position in organisation:

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