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## 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 Team		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Community Interest Company Not for profit organisation		

### 2. Your project

Project Title/Name	Trowbridge Weekly Market		
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>	<p>The project aims to successfully launch a weekly market in the Fore Street area of Trowbridge that encourages small to medium local business, craftspeople and producers of fresh, local food.</p> <p>Our primary objectives are to put the beating heart back into Trowbridge town centre by increasing footfall, encouraging tourism and localised employment opportunities and by providing a healthy, sociable, regular event.</p> <p>The purpose of applying for this grant is to raise the capital in order to purchase umbrellas of good quality so that the market will have a unified look and feel befitting the County Town.</p>		
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	Date	21/06/12
I/we have discussed our project with our Wiltshire councillor?	Yes	Date	21/06/12

Where will your project take place?	Fore Street, Trowbridge
When will your project take place?	Winter 2012/2013
How did you discover there was a need for your project ( <i>please provide evidence</i> ) 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>	Following work carried out as part of the Portas Pilot application process it became apparent that Trowbridge is lacking a quality street market offer within the town centre. This view has been expressed by a number of local traders, residents, town councillors and professional bodies and is reflected in the national policy being adopted to introduce street markets into towns across the country in a drive to create more vibrant and community based events within our ailing town centres. Wiltshire Council, with whom we are partnering in this project, have also undertaken an extensive consultation process in order to establish a market here but have not, as yet made the results available.
How many people will benefit from your project?	Street markets have the ability to access and benefit a wide cross section of the residential and business community.
How does your project demonstrate a direct link to the local community plan for your area? (see <a href="http://www.wiltshire.gov.uk/areaboard">www.wiltshire.gov.uk/areaboard</a> ) or priorities of your area board) Please provide a reference/page no.	P.1 – Economy, Tourism and employment: Establishing a community market in the town centre shall provide a tourist and visitor attraction in addition to boosting the local economy and providing job opportunities. P.4 – BA14 Culture: The Community Market will offer space to bussing arts and craftspeople in addition to offering performance space for a range of cultural mediums. P.6 – Environment: Buying Local & Sustainable is an important criteria of the Area Plan. While Fore Street cannot be called derelict it is experiencing high vacancy rates and a market can help deliver economic regeneration. P.7 Education: The market will operate a policy that as far as is practicable, primary producers will attend market stalls, offering a wealth of knowledge to be imparted to the customer. Additionally the market offer shall provide environmental and other educational activities. P.8 – Health and Social Care: Street markets offer an opportunity for increased access to fresh fruit and vegetables at affordable prices. Market policy shall encourage local growers and gardeners to become involved also.
<b>Any other information about your project. (Limited to a 1000 characters)</b>	
<b>To be completed ONLY where town/parish councils are making an application</b>	
Is your project one which parish/town councils have powers to raise local taxes to fund?	<b>No</b>
Could your project be funded from your reserves?	<b>No</b>
Is your project urgent (having to be completed in this financial year? <i>If you answer YES please provide evidence elsewhere on the application form</i> )	<b>No</b>
<b>3. Management</b>	



**4. Information relating to your last annual accounts (if applicable) N/A**

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		
15 x 2.5m x 2.5m Zapp Canopy Umbrellas	£14,1818.34	Own fundraising/reserves		£
Market Insurance	£125.00			£
Marketing	£500.00	Parish/town council	C	£3,000
FARMA Certification	£250.00			£
Premises Licence	£150.00	Trusts/foundations	P	£10,000
Administration (Funded by Trowbridge Town Council)	£3,000			£
	£	In kind		£
	£			£
	£			
	£	Other		£
	£	Market Membership x 20 @ £10 per annum		£ 200
<b>Total Project Expenditure</b>	<b>£18,206.34</b>	<b>Total Project Income</b>		<b>£13,200.00</b>

<b>Total project income B</b>	<b>£13,200.00</b>
<b>Total project expenditure A</b>	<b>£18,206.34</b>
<b>Project shortfall A – B</b>	<b>£5,006.34</b>
<b>Grant sought from Wiltshire Council Area Board</b>	<b>£5,000.00</b>
<b>Bank Details</b>	
Please give the name of the organisations' bank account e.g. Barclays	

**Name:**

**Date:** 26/07/12

**Position in organisation:** Town Team Lead

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

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.