Wiltshire Council
Where everybody matters

Community Area Grant Application Form
2011/2012

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
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	Wiltshire People First
Contact name	
Contact address	
Contact number	e-mail
Organisation type	**Not for profit organisation** ☒ **Parish/town council** ☐ **Other, please specify**

2. Your project

Project Title/Name	Our Lives, Our History
What is your project about and what does it aim to achieve? *Important: This section is limited to 600 characters only (inclusive of spaces).*	Our project will provide an oral history of the lives of people with learning difficulties in West Wiltshire over the last 100 years. There have been huge developments in attitude and policy during this period and as WPF celebrates its 15th anniversary we want to preserve our unique heritage as told from perspective of people with learning difficulties.We will do this by involving the local community to contribute ideas and share their stories which will be filmed as part of the DVD and written narratives,to be archived at WSHC and available to all interested citizens.
In which community area does your project take place? (*Please give name – see section 3 of the grants pack*)	Trowbridge, Melksham and Bradford on Avon

I/we have discussed our project with the town/parish council?	**Yes** ☒	**Date** 10/05/12	**No** ☐
I/we have discussed our project with our Wiltshire councillor?	**Yes** ☒	**Date** 10/05/12	**No** ☐

Where will your project take place?	Project based Semington, Community halls in Trowbridge, Melksham and Bradford on Avon
When will your project take place?	between October 2012 to Nov 2014
How did you discover there was a need for your project (*please provide evidence*) and how will your project benefit your local community? *Important: Please do not type/write in paragraphs – This section is limited to 1000 characters only (inclusive of spaces)*	Members of Wiltshire People First (all people with learning difficulties) are keen to tell the public about their lives, aspirations and achievements about what they can do, not the negatives often heard.Few published records exist as rarely do ordinary pwld have opportunity to give their own account of their lived experiences and feelings about significant events happening around and to them. Community groups, students and academics often ask us to work with them to improve their understanding of the issues and improve communicate with pwld, we feel the best way to remove barriers and promote inclusion is by pwld doing this themsleves with support. The community will benefit by having the project legacy outputs to refer to, will be able to build on links made with WPF and its members thus leading to greater community inclusion, community participation via the history focus group sessions, potential volunteering opportunities and overall fostering of goodwill and respect for all
How many people will benefit from your project?	min 20 Trow, 15 Melksham and 15 BoA
How does your project demonstrate a direct link to the local community plan for your area? **www.wiltshire.gov.uk/areaboards** **Please provide a reference/page no.**	BoA - Health & Social Care, Melk - Comm Dev & Inc, Trow - education 15, 5, 39

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** ☐	**No** ☐
Could your project be funded from your reserves?	**Yes** ☐	**No** ☐
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** ☐	**No** ☐

Any other information about your project.

We plan to hold the community events in: the meeting rooms at Melksham Assembly Hall, St. James's Church Hall, Trowbridge and St. Margarets Hall, BoA. The money from each area will be used for room hire (£100), transport for people with learning difficulties (£150), 3 support workers (£230) and refreshments (£20).

The legacy outputs including DVD, photos and posters, will form part of an exhibition display being held in the towns libraries open to the public. All those involved will be invited to a launch event. We hope that as a consequence of the variety of community involvment in the project it will be a tipping point - create further opportunities for local people to network, provide a warm welcome to new members and agree ways to further improve the lives of people with learning difficulties in their towns. (eg supporting people to have more of a voice in Melksham via WPF, friendship club in Trowbridge, new social group in BoA)

3. Management

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

Over 50 years	**Male**	4	**Female**	4
25 – 50 years	**Male**	2	**Female**	0
Under 25 years	**Male**	1	**Female**	0
Disabled People	**Male**	7	**Female**	4
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?
N/A

How will you know whether your project has made a difference in the community? What evidence will be collected to enable you to know that the project has made a positive impact on your community and met the local need?
Feedback sought after the community and focus events via easy read feedback forms.
Monitor participation and volunteering opportunities.
Project Steering group will provide evaluation report as required for Lottery Heritage funding.
Ideas raised at meetings to improve pwld lives will be followed up with the CAPs in Trowbridge, Melksham, BoA (see other info about project)

Have you contacted Charities Information Bureau for help with your application/ to seek other funding?	**Yes** ☒ **Date** Aug 2011 **No** ☐

To whom have you applied for funding for this project (*other than Wiltshire Council)?* *Please list with amount applied for and whether you have been successful*	**Name of Funder**	**Amount Applied For**	**Amount Received**
	Heritage lottery	20000	

Have you or do you intend to apply for a grant from another area board within this financial year? *If yes, please state which one(s).*	**Yes** ☒ **No** ☐ Melksham, BoA, Trowbridge

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:** March	**Year:** 2011
A - Total income:	£137,147	
B - Minus total expenditure:	£138,693	
Surplus/deficit for year: (A minus B)	£-1,546	
Free reserves currently held:	£3,000	

5. Financial information – *If you can claim back V.A.T. please exclude from figures given below*

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	
Support workers - extra hours	£6,240	**Own fundraising/reserves**	C	£1,060
Project manager	£4,320			£
Media expert	£2,400	**Parish/town council**		£
Training for volunteers	£720			£
Travel for staff	£600	**Trusts/foundations**		£
Travel & expenses for volunteers	£2,360			£
DVD consumables	£180	**In kind**		£
Publicity and promotion	£600			£
Project Evaluation	£800	**Other**		£
O/heads, contingency, inflation	£1,800	Heritage Lottery Fund	P	£20,000
Events: room hire, refreshments	£1,650			£
Equipment and materials	£890			£
Total Project Expenditure	£22,560	**Total Project Income**		£21,060

Total project income B	£21,060
Total project expenditure A	£22,560
Project shortfall A – B	£1,500
Grant sought from Wiltshire Council Area Board	£1,500
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 all the following documentation as failure to do so may lead to a delay in your application being considered

Enclosed (please tick)

☒ 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…

☒ **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** ☒ **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:** 30/07/2012
Position in organisation:	

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