



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

2. Your project

Project Title/Name	The provision of new Christmas lights in Tisbury in time for the festive season		
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>	In December 2009, the first Tiz The Season event successfully brought c2000 people into the village for a Christmas market and festive occasion, including the Lighting-Up ceremony. That first day was hugely successful and has turned into an annual event, but sadly the lights themselves, billed as a highlight of the occasion, are now well past their 'sell-by' date and need to be replaced with something more modern and appropriate.		
In which community area does your project take place? <i>(Please give name – see section 3)</i>	South West Wiltshire Area Board		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date 6 Sept 2012	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input type="checkbox"/>	Date	No <input checked="" type="checkbox"/>

Where will your project take place?	Tisbury High Street and Square
When will your project take place?	1 st December 2012 and annually
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>	In the last 2 years, Tiz The Season has struggled to provide enough working lights to light the High Street. In 2011, we scraped through the PAT testing with a warning from our electricians that they would not do it again. Equipment is out of date, or faulty. Replacement bulbs are no longer available. The cables are worn and potentially dangerous. Replacement of the lights will re-invigorate the Tiz The Season event and enliven the whole village. Last year there were so many complaints about the lights not working. It was an embarrassment. Replacement of the lights in 2012 will demonstrate that we have listened to feedback, and that we are keen to meet the needs of the community.
How many people will benefit from your project?	c2000+ ie the whole community
How does your project demonstrate a direct link to the local community plan for your area? (see www.wiltshire.gov.uk/areaboard) or priorities of your area board) Please provide a reference/page no.	contributing to community life; supporting existing small businesses; focus on arts and leisure events for small communities; promotion of well being; SWAB Planning event 5/3/2012
Any other information about your project. (Limited to a 1000 characters) In 2009/10, the Area Board kick-started 'Tiz The Season' with grant funding. Since then, we have raised funds ourselves, and covered running costs but it is difficult to meet major capital outlays such as this. The proposed new lights form a 'lights canopy' over The Square, Tisbury. They will be energy saving LED's, more reliable than the previous lighting, environmentally friendly with a projected life-span of 10 years. They should be much easier to put up and take down than the previous lights – with the chosen suppliers providing ½ day of training as part of package. In future years, it is planned gradually to purchase additional lighting, and also to set aside a budget for replacements. The project is supported by volunteers amongst the group who provide many hours of their time and expertise free of charge. This year, we would like to add a 'WOW' factor to the event, so that when Father Christmas arrives to switch on the lights, they really will have been worth waiting for.	
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 type="checkbox"/> No <input type="checkbox"/>
Could your project be funded from your reserves?	Yes <input type="checkbox"/> No <input 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 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?
membership subscriptions and fund-raising events

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?

increased positive feedback and an absence of complaints from members of the public. An air of enthusiasm in the village at Christmas.

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

none

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: Sept	Year: 11/12
A - Total income:	£9171.14	
B - Minus total expenditure:	£5782.22	
Surplus/deficit for year: (A minus B)	£4183.90	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£3994.00	

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	
Blachere-illumination	£3427.48	Own fundraising/reserves	C	£1,214
	£			£
	£	Parish/town council		£500
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind	P	£
	£			£
	£			
	£	Other		£
	£			£
Total Project Expenditure	£3,427	Total Project Income		£1,714
Total project income B		£1,714		
Total project expenditure A		£3,427		
Project shortfall A – B		£1,714		
Grant sought from Wiltshire Council Area Board		£1,714		
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: 19 Sept 12

Position in organisation:

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