



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 Unit 491 of the Sea Cadet Corps		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input checked="" type="checkbox"/> Parish/town council <input checked="" type="checkbox"/> Other, please specify		

2. Your project

Project Title/Name	Purchase of Replacement Minibus		
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>	A replacement minibus is vital for the Sea Cadets to be transported safely to outdoor recreational pursuits of sailing, boat pulling and canoeing, as well as to aid participation in training and development sessions, competitions and events. These activities encourage self confidence and team spirit. They lead young people towards responsible adulthood by encouraging high standards of conduct		
In which community area does your project take place? (Please give name – see section 3)	Trowbridge with cadets also from Trowbridge, Westbury and West Wilts villages.		
I/we have discussed our project with the town/parish council?	Yes <input type="checkbox"/>	Date	No <input checked="" type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date	No <input type="checkbox"/>

Where will your project take place?	Minibus to be housed at TS Achilles, Frome Rd. Trowbridge
When will your project take place?	As soon as funds become available
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 800 characters only (inclusive of spaces)</i>	Present minibus is 13 years old and is reaching the end of its useful life. It is becoming increasingly expensive to maintain. Without a minibus we will be unable to transport the cadets to activities and events which form the major part of their training. Some of our cadets live in the Westbury area, so your former mayor Cllr Windess encouraged us to apply to Westbury for a grant when he attended the RNP in March. The minibus will be available to transport cadets to Civic events such as Remembrance Day and other parades, and will be loaned to Veterans Associations, if convenient, such as White Ensign, Bath and District Royal Marines Assoc. (West Wilts branch) and others as these associations are our loyal supporters.
How many people will benefit from your project?	29 cadets at present .
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.	It addresses SPORTS and ACTIVE LEISURE and EDUCATION and LIFELONG LEARNING
Any other information about your project. (Limited to a 1000 characters) This replacement minibus is essential to the Sea Cadet Corps as it will provide a safe, reliable means of transport for young people during the weekday evenings and weekends. The Cadet Corps offers an attractive alternative to what members of their peer group may offer when bored with nothing to do. It can but enhance the lives of the young people in the area. The total cost to put the minibus on the road will be around £16,000. This is a very large amount for the young people of the area to try to raise themselves. However, they contribute by doing bagpacking in supermarkets, car washing and other sponsored activities. I should point out that the Royal Navy does not give financial help (as do the Army and Air Force) to their cadets.).	
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	<input type="text" value="6"/>	Female	<input type="text" value="2"/>
25 – 50 years	Male	<input type="text" value="6"/>	Female	<input type="text" value="6"/>
Under 25 years	Male	<input type="text" value="4"/>	Female	<input type="text" value="0"/>
Disabled People	Male	<input type="text"/>	Female	<input type="text"/>
Black and Minority Ethnic people	Male	<input type="text" value="1"/>	Female	<input type="text"/>

If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?
Maintenance of the van will be funded via regular fundraising activities by the cadets, also by grants/donations given by groups interested in the continued wellbeing of the Sea Cadets. We will continue to apply for grants and donations.

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?

Responses from the Sea cadets to their Commanding Officers about the benefits of their taking part in the variety of activities and courses held away from the unit.

Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?

Yes Date contacted CIB 28/06/2012 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	£1000	£500
Trowbridge Town Trust	£2000	not known
Wilts Community Transport	£5000	£000
Bernard Sunley Foundation	£5000	not known

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: MARCH	Year: 2012		
A - Total income:	£7158			
B - Minus total expenditure:	£11,625			
Surplus/deficit for year: (A minus B)	£-£4467			
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£1250			
5. Financial information – If you can claim back V.A.T. please <u>exclude</u> 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	
See attached quotes for minibus	£15,000	Own fundraising/reserves	C	£2,000
Road Fund , Insurance etc	£1,000	Donations veterans assoc and oth	C	£2,500
	£	Parish/town council	C	£500
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£			
	£	Other	P	£1,000
	£	Conditional Wilts (Trowbridge)Ar	P	£5,000
	£			£
Total Project Expenditure	£16,000	Total Project Income		£11,000
Total project income B	£11,000			
Total project expenditure A	£16,000			
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: 21/09/2012

Position in organisation:

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