



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	Chippenham Rotary and Inner Wheel Trust Limited		
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 Charity, Company limited by Guarantee		

2. Your project

Project Title/Name	Kitchen improvements, Rotary Hall		
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>	To improve and upgrade the present unsatisfactory arrangements in the kitchen of the Rotary Hall by the provision of new specialist equipment, fittings and kitchen furniture. to ensure that it complies with current food safety and H & S regulations and that it is a pleasant and modern facility up to modern standards. for the benefit of those community organisations who hire the hall. The current equipment has been in place for well over 15 years, was second-hand when installed, and has more or less reached the end of its useful life.		
In which community area does your project take place? <i>(Please give name – see section 3)</i>	Chippenham		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date July, 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?	at the Rotary Hall, 16, Station Hill, Chippenham, SN15 1EG	
When will your project take place?	As soon as funding is in place	
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>	A Food Safety Self Assessment Questionnaire completed in July 2012 and provided to Wiltshire Council in lieu of a formal inspection gave rise to many areas of concern which prompted the Trust to decide to take action to seek competitive tenders from specialist contractors to carry out improvement works to the kitchen. Many organisations from the local community hire the hall and kitchen, on concessionary terms and they will benefit from having new, up to date and safe facilities when they serve food to their members/guests.	
How many people will benefit from your project?	many hundreds	
How does your project demonstrate a direct link to the local community plan for your area? (see www.wiltshire.gov.uk/areboards) or priorities of your area board) Please provide a reference/page no.	A need for funding of community halls has been identified . see. Para 7.4	
Any other information about your project. (Limited to a 1000 characters) The freehold of the Rotary Hall is owned by the Trust, which bought the property in 1986..The hall is leased for management and operational purposes to the Chippenham Rotary Company Ltd., a wholly owned subsidiary.The principal objective imposed on the Company is to hire out the hall to social and community group[s] and not for profit organisations in the Town and surrounding district at a rent and in a manner which will attract and encourage the widest range of users, and, as a secondary activity, to hire out the hall for use by private and commercial persons and organisations. All surplus income, after management/maintenance expenses, is paid over at each year end to the Trust, which subsequently distributes these surpluses, with other money raised by the Chippenham Rotary Club by its normal fund-raising activities to local, national and international Good Causes. The Trust retains in its balances sufficiently funds to allow it to deal with any emergency running repairs ..		
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 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="7"/>	Female	<input type="text" value="4"/>
25 – 50 years	Male	<input type="text"/>	Female	<input type="text"/>
Under 25 years	Male	<input type="text"/>	Female	<input type="text"/>
Disabled People	Male	<input type="text"/>	Female	<input type="text" value="1"/>
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?

From income from hall hiring

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 Trust regularly seeks feedback from its hirers, and will continue to do so.

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

Yes Date contacted CIB 5th July, 2012
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
Chippenham Town Council	Up to £5000	not yet
Chippenham Borough Lands Charity	Up to £5000	not yet
Viridor Waste Management Ltd.	Up to £5000	not yet
Gannett Foundation	Up to £5000	not yet

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

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: 31 st March 2011	Month: March	Year: 2010-11
A - Total income:	£5259	
B - Minus total expenditure:	£9774	
Surplus/deficit for year: (A minus B)	£-4515	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£19124.96	

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	
contractors's quote	£17,580	Own fundraising/reserves	c	£2,280
gas connections	£2,000			£
Dish washer	£2,700	Parish/town council	p	£5,000
	£			£
	£	Trusts/foundations	p	£5,000
	£			£
	£	In kind		£
	£			£
	£			
	£	Other	p	£5,000
	£			£
Total Project Expenditure	£22,280	Total Project Income		£17,280
Total project income B		£17,280		
Total project expenditure A		£22,280		
Project shortfall A – B		£5,000		
Grant sought from Wiltshire Council Area Board		£5000		
Bank Details				
Please give the name of the organisations' bank account e.g. Barclays		Natwest		
Please give the name of the organisations' bank account e.g. Chippenham Scouts		Chippenham Rotary and Inner Wheel Trust Ltd.		

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: 06/08/2012

Position in organisation:

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