



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	South Wilts Mencap		
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 Registered charity/company ltd by guarantee		

2. Your project

Project Title/Name	Fun days for young people with learning disabilities in the Salisbury area		
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 series of 5 themed Fun Days throughout 2013, linked to school/college holidays, to provide creative experiences for young people with learning disabilities in transition from children's to adult services, respite AND support to their parent carers and siblings.		
In which community area does your project take place? (<i>Please give name – see section 3</i>)	Salisbury		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date	No <input 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?	Stratford Social Club, Stratford sub Castle, Salisbury	
When will your project take place?	School/college holidays through 2013	
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>	<p>*Initially, meetings with members of the parent liaison group at Exeter House Special School identified the concern of parents at the lack of social activities for young people in transition as they approach school leaving age.</p> <p>* Feedback from the users of the Wiltshire Short Breaks Service (respite) also strongly reflected the need for more activities geared to this group.</p> <p>*There was also an evident information gap for parents about opportunities for further education and/or employment for their youngsters.</p> <p>*There were major concerns about building confidence in both the young people and their carers to allow them to participate in mainstream activities for young people.</p>	
How many people will benefit from your project?	c 45 young people + their carers	
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.	<p>Action points 2, opportunities for young people to get involved and 4 supporting more activities in holiday periods for families.</p> <p>Our Salisbury p 31</p>	
Any other information about your project. (Limited to a 1000 characters)		
<p>* Linked with our Fun Days for the young people we will provide a space at each session for family carers, with speakers providing information on relevant services, for networking and sharing issues and concerns, supported by the SW Mencap Family visitor. Real anxiety about Safeguarding vulnerable young people as they enter the adult world is a major concern of carers and we are able to provide a safe environment and build confidence.</p> <p>* A specific socially isolated group whose needs we have identified are the stated young people who leave Wiltshire to attend specialist colleges and then return home without a peer network.</p> <p>* Dates of the planned Fun Days are February, April, May, August and October 2013 each in school holidays.</p> <p>* Staffing costs calculated as preparation time by two leaders x 5 hours per session x 5 sessions x £13+ £650; On day costs 4 staff x 6 hours x 5 sessions x £12 per hour+ £1440.</p> <p>* SWM free reserves form a sinking fund for the replacement of our minibus.</p>		
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="5"/>	Female	<input type="text" value="4"/>
25 – 50 years	Male	<input type="text" value="1"/>	Female	<input type="text" value="2"/>
Under 25 years	Male	<input type="text"/>	Female	<input type="text"/>
Disabled People	Male	<input type="text"/>	Female	<input type="text"/>
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?

After our pilot year we will seek to support from within our charitable funding

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?

All SW MENCAP events are evaluated and the feedback used as the basis for future activities: we usually get 70-80% responses. We also hold regular carers lunches and conferences - again with a high level of feedback from family carers.

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*)?

Please list with amount applied for and whether you have been successful

Name of Funder	Amount Applied For	Amount Received

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:	Month: Dec	Year: 2011
A - Total income:	£116,296	
B - Minus total expenditure:	£112,832	
Surplus/deficit for year: (A minus B)	£) £3,464	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£28,000	

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	
Venue 5 x £60	£300	Own fundraising/reserves	c	£
Prep time x 5 sessions	£650	Staff prep+on day	c	£2,090
Staff 4 x 5 x 6h £12	£1,440	Parish/town council		£
Entertainment X 5	£1,000			£
Materials x 5	£250	Trusts/foundations		£
Volunteer expenses	£300			£
Volunteers 4x30hrsx£7	£840	In kind		£840
Catering	£850			£
	£			
	£	Other		£
	£			£
Total Project Expenditure	£5,630	Total Project Income		£2,930
Total project income B		£2,930		
Total project expenditure A		£5,630		
Project shortfall A – B		£2,700		
Grant sought from Wiltshire Council Area Board		£2,700		
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: 25/09/2012

Position in organisation: Trustee/development officer

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