

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	Luckington Village Hall		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify Registered Charity		

2. Your project

Project Title/Name	Essential repairs , maintenance and health and safety work.		
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>	The hall was built circa 1925 and some of the timber and fabric is suffering from age, together with general wear and tear caused by community usage. Rotten timber needs to be replaced and cracks in the plaster repaired. We would like to carry out the repairs, followed by redecoration inside and out. The work includes preservation of the original outside metal guttering and down pipes, rather than replacement by modern plastics, thus helping to retain the original appearance. Additionally, we would like to put covers over eight of the radiators inside the hall as a health and safety measure.		
In which community area does your project take place? (<i>Please give name – see section 3</i>)	Malmesbury		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date 12 th September 2012	
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date 12 th September 2012	

Where will your project take place?	At the village hall premises	
When will your project take place?	Asap after finalisation of finance.	
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>	Self evident deterioration identified by the Hall Committee over the last few years. The outcome will be a more attractive and safe environment, hopefully resulting in improved hall usage.	
How many people will benefit from your project?	Circa 400 .	
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.	The importance of halls in general was specifically listed in the current Malmesbury and Villages Community Plan.	
Any other information about your project. (Limited to a 1000 characters) The Hall is vital to the local community. The village has 220 houses and the only other amenities are a pub, shop, small school and childrens' playground. Situated in an area of AONB it is regularly used by many of the villagers, for example for bingo and keep fit classes. It is also popular for childrens' parties. The Hall's bank and cash reserves are required to provide a contingency for the future and to prime further improvements to the toilets, kitchen and storage area, for which a feasibility study is being undertaken (but not for this year). The Halls Advisor (Community First) has been consulted. There are no current funds in Solve and the project is outside the scope of Awards for All or Landfill. The Parish Council grant is generous in relation to a precept of only £4800 and demonstrates the importance the Councillors attach to the current project.		
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?

The regular running costs of the hall are covered by the income generated from lettings and activities.

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?

Improved usage .

Protection from injury resulting from installation of radiator covers.

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

Luckington & Alderton P. C.

1000

1000

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

n/a - see other information

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: 31st	Month: March	Year: 2012
A - Total income:	£3,451,	
B - Minus total expenditure:	£2,149	
Surplus/deficit for year: (A minus B)	£1,302	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£6,440 See additional info.	

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	
Maintenance, circa	£1,020	Own fundraising/reserves	c	£1,173
Redecoration, circa	£1,900			£
Radiator covers	£820	Parish/town council	c	£1,000
Guttering	£605			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£			
	£	Other		£
	£			£
Total Project Expenditure	£4,345	Total Project Income		£2,173
Total project income B		£2,173		
Total project expenditure A		£4,345		
Project shortfall A – B		£2,172		
Grant sought from Wiltshire Council Area Board		£2,172		
Bank Details				
Please give the name of the organisations' bank account e.g. Barclays		Santander		
Please give the name of the organisations' bank account e.g. Chippenham Scouts		Luckington Village Hall		

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: 26/09/2012

Position in organisation:

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