

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	Lea Village Hall		
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	To improve disabled access to the village 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 disabled access to the village hall, by building a permanent ramp to allow wheelchair access via a side door, which will also need to be altered. Currently we have metal ramps that have to be put in place over the existing steps to the front of the building, meaning a wheelchair user is unable to access the hall independently. There is insufficient room at this access point to place a permanent ramp.		
In which community area does your project take place? <i>(Please give name – see section 3)</i>	Lea Village		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date June 12	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?	Lea Village Hall
When will your project take place?	As soon as possible
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>	Our community has a number of wheelchair users, including The Clerk to The Parish Council and The Village Hall booking officer. At present neither are able to access the hall unassisted as access is via the use of the portable metal ramps, which have to be put in place by another person. It is our wish to create a fully inclusive situation where wheelchair users can access the hall independently without the need to seek assistance.
How many people will benefit from your project?	The whole community
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 hall is used by all age groups from small children to retired groups and includes a number of disabled adults and children
Any other information about your project. (Limited to a 1000 characters) We intend to make use of an existing entrance, which can be adapted to give wheelchair access at relatively low cost. This will ensure independence and dignity for our wheelchair users and improve overall accessibility. One of the main voluntary roles for the running of the hall is the booking officer, which is carried out by a wheelchair user. At present he has to rely on other people to assist him to carry out his job. We consider this job to be urgent to ensure proper access for people with disabilities including our own booking officer and Parish Clerk.	
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 checked="" type="checkbox"/>
Could your project be funded from your reserves?	Yes <input type="checkbox"/> No <input checked="" 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 checked="" 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="2"/>	Female	<input type="text" value="4"/>
25 – 50 years	Male	<input type="text" value="2"/>	Female	4 <input type="text"/>
Under 25 years	Male	<input type="text"/>	Female	<input type="text"/>
Disabled People	Male	<input type="text" value="1"/>	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?

This is not a long term or very expensive project and if necessary the local community would endeavour to raise the funds by holding suitable 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?

The village hall booking officer is a wheelchair user, at present he has to rely upon his wife or other people to assist him to carry out his position, which is carried out as an unpaid volunteer and is essential to the running of the hall, which is very used by many groups from the local community.

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

Yes

Date contacted CIB 6/12/11

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
no one		

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: 2012	Month: March	Year: 2012
A - Total income:	£4955.95	
B - Minus total expenditure:	£3967.86	
Surplus/deficit for year: (A minus B)	£988.09	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£nil	

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	
DSB see quote A	£558	Own fundraising/reserves		£
	£			£
	£	Parish/town council		£
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£			
	£	Other		£
	£			£
Total Project Expenditure	£558	Total Project Income		£
Total project income B		£		
Total project expenditure A		£558		
Project shortfall A – B		£558		
Grant sought from Wiltshire Council Area Board		£558		
Bank Details				
Please give the name of the organisations' bank account e.g. Barclays		Lloyds TSB		
Please give the name of the organisations' bank account e.g. Chippenham Scouts		Lea 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: 18/09/2012

Position in organisation:

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