

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	CHAPEL OF ST. LAWRENCE		
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 TOWN FACILITY		

2. Your project

Project Title/Name	WEST END DEVELOPMENT PROJECT		
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>	UPGRADING OF FACILITIES FOR THE CHAPEL WHICH INCLUDES THE PROVISION OF A DISABLED TOILET AND CATERING FACILITIES. TO MAKE THE BUILDING MORE ACCESSIBLE TO THE GENERAL POPULATION FOR COMMUNITY EVENTS INCLUDING RECITALS, CONCERTS AND 'ONE OFF' EVENTS SUCH AS THE RECENT ARMED FORCES CONDOLENCE BOOKS. THE CHAPEL ALSO PROVIDES A VENUE FOR A WIDE RANGE OF LOCAL CHARITABLE EVENTS.		
In which community area does your project take place? (Please give name - see section 3)	THE TOWN OF WARMINSTER.		
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 4/9/2012	No <input type="checkbox"/>

Where will your project take place?	IN THE CHAPEL	
When will your project take place?	AS SOON AS FUNDING ALLOWS.	
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>	PEOPLE ATTENDING CHAPEL EVENTS WERE REQUESTING USE OF A TOILET. ANECDOTAL EVIDENCE THAT ATTENDANCE AT EVENTS WOULD BE INCREASED BY THE PROVISION OF CATERING AND TOILET FACILITIES.	
How many people will benefit from your project?	POTENTIALLY IN EXCESS OF THE CURRENT ANNUAL ATTENDANCE OF APPROX. 1000 PEOPLE.	
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?	IMPROVING DISABLED FACILITIES. ENHANCED USE OF A CENTRALLY BASED COMMUNITY FACILITY.	
Please provide a reference/page no.		
Any other information about your project. (Limited to a 1000 characters)	<p>CURRENTLY THE CHAPEL IS, SADLY, THE FOCUS FOR THE SIGNING OF MILITARY CONDOLENCE BOOKS FOR SERVICE PERSONNEL KILLED IN ACTION.</p> <p>AN INCREASING NUMBER OF LOCAL CHARITIES E.G. DOROTHY HOUSE, GUIDE DOGS FOR THE BLIND, ETC., ARE REQUESTING USE OF THE CHAPEL AND GROUNDS TO HOST THEIR FUNDRAISING EVENTS DUE TO THE CENTRAL LOCATION.</p> <p>THESE EVENTS REQUIRE CATERING AND TOILET FACILITIES.</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"/>

4. Information relating to your last annual accounts (if applicable)		
Year ending:	Month: DEC.	Year: 2011
A - Total income:	£ 9,097.26	
B - Minus total expenditure:	£ 8,807.78	
Surplus/deficit for year: (A minus B)	£ 289.48	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£ 5,823.56	

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	£
PREPARATIONS,	£	Own fundraising/reserves	C	£ 5,823.56
EXCAVATION+FOUNDATIONS	£ 3,648			£
	£	Parish/town council TO DATE		£ 0
FLOORING/CONCRETE	£			£
TILING	£ 1,476	Trusts/foundations TO DATE		£ 0
	£			£
BUILD EXTENSION	£ 8,100	In kind TO DATE		£ 0
	£			£
ROOFING	£ 3,420			
FIXTURES+PLUMBING	£ 1,848	Other <u>NOTE.</u>		£
	£	THIS IS OUR FIRST APPLICATION FOR FUNDING THIS PROJECT.		£
BUILDING FEES	£ 420			£
Total Project Expenditure INCLUDING V.A.T.	£ 18,912	Total Project Income TO DATE		£ 5,823.56

Total project income B TO DATE	£ 5,823
Total project expenditure A	£ 18,912.
Project shortfall A – B	£ 13,089
Grant sought from Wiltshire Council Area Board	£ 4,990
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	

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="8"/>	Female	<input type="text"/>
25 – 50 years	Male	<input type="text" value="1"/>	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"/>
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?

THE REQUIRED FUNDING WILL COMPLETE THE PROJECT

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?

INCREASED ATTENDANCE AT EVENTS.
DISCUSSION WITH USERS AND GROUP ORGANISERS.
ANALYSIS OF VISITOR'S BOOK AND ATTENDANCE REGISTER.

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

NONE

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

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 *SEE - WWW.STLAWRENCECHAPEL.CO.UK*
- Evidence of ownership/lease of buildings and/or land *SEE LAND REGISTRY*

IN TOWN RESIDENTS OWNERSHIP SINCE 1575
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) *25th JULY 2012*
- 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:
Position in organisation:	<i>8th OCT. 2012</i>

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

