



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	GLOUCESTER ROAD ALLOTMENT ASSOCIATION		
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	OPERATION DRAINAGE WEST SIDE		
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>	Our project is the drain the west side of the allotments from Plot 17-31B approx 100m, the reasons given below. A land drain will be dug, the probation Service has offered their services. A perforated land drain pipe, 160mm will be laid, making sure the levels are correct and covered with a membrane and stone. The area around will be left tidy for tenants who can then channel excess water down the side of their plots to the drain. Bordering plots 17-22B there is a lowish fence, afterwards this will be landscaped and planted with a donation from the Woodland Trust of Wild Harvest hedging.		
In which community area does your project take place? <i>(Please give name – see section 3)</i>	TROWBRIDGE AREA BOARD		
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"/> <input type="checkbox"/>	Date SEPT 2012	No

Where will your project take place?	GLOUCESTER ROAD ALLOTMENTS TROWBRIDGE BA140AP	
When will your project take place?	AUTUMN/WINTER 2012	
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>	Over the years properties in Rock Rd and Pitman Ave have built garages, sheds, concreted parking areas and road bordering the allotment. This has increased surface water onto the site. An expert from WC said it was too difficult to force these landowners to drain their own properties after all this time and the only solution was a land drain. WWDC installed drainage from 32 down so our new drain will channel into that and down to the bottom of the site. Plot 31B has suffered the worst as all water has gathered there, this is gardened by the adults with learning difficulties from Ashton St Daycare centre and they have been unable to garden this year to their disappointment.	
How many people will benefit from your project?	45+ & productivity of allotments	
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.	we are closely involved with the community holding events, the well being of our tenants is important enabling them to enjoy their allotments.	
Any other information about your project. (Limited to a 1000 characters) Although we have a healthy balance we like to leave £1200 in account for unknown eventualities as we are responsible for the whole site including all fencing. We could have horrendous costs if something happened. We are always looking to improve our site and all monies are ploughed back into the allotment site for the benefit of tenants and the local community. In the financial information, sundries could be anything from weedkiller, top soil, repairing anything damaged during the drainage work. This project will get rid of excess water away from the site to enable our tenants to cultivate their plots fully. The Wild Harvest Hedging we are able to put in after draining will help with security, drainage and help with the environment by planting new hedging.		
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="4"/>	Female	<input type="text" value="5"/>
25 – 50 years	Male	<input type="text" value="1"/>	Female	3 <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?
Should be in budget, if further work needs doing we will look to raise funds ourselves.

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?

Hopefully if we have wet times again the work we have done will have alleviated the flooding problem and all the tenants will be able to use all their plots to full capacity. Happy vegetable growers feeding their families and in the case of the Ashton Street people they will have the satisfaction of being able to come to the allotments to work their plot fully.

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

<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>
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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: August	Year: 2012
A - Total income:	£4245.91	
B - Minus total expenditure:	£3712.57	
Surplus/deficit for year: (A minus B)	£542.34	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£1915.46	

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	
100mx160mm pipe	£310	Own fundraising/reserves	C	£200
10 tons 40mm stone	£320			£
6 cu yd skip	£140	Parish/town council		£
VAT	£154			£
Sundries	£76	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£			
	£	Other		£
	£			£
Total Project Expenditure	£1,000	Total Project Income		£200
Total project income B		£200		
Total project expenditure A		£1,000		
Project shortfall A – B		£800		
Grant sought from Wiltshire Council Area Board		£800		
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: 24/09/2012

Position in organisation:

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