



Reference no
Log no
For office use

**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	THE BOUVERIE HALL CHARITY No. 240583
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 VILLAGE HALL.
2. Your project	
Project Title/Name	REPLACEMENT OF CHAIRS
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>	EXISTING CHAIRS OVER 14 YEARS OLD. HEAVY BREAKING ON A REGULAR, SEATS BADLY STAINED. EXPENSIVE TO REPAIR AND RETURN TO USE. THEY ARE DIFFICULT TO STACK AND REPAIR STORE. THE REPLACEMENT CHAIRS ARE LIGHTER AND MORE STACKABLE. MOST VOLUNTEERS WHO USE THEM ARE ELDERLY AND WEIGHT IS IMPORTANT
In which community area does your project take place? (Please give name - see section 3)	PEWSEY
I/we have discussed our project with the town/parish council?	Yes <input type="checkbox"/> Date THEY ARE AWARE FROM THEIR REPRESENTATIVE ON THE COMMITTEE No <input checked="" 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?	THE BOUVIERIE HALL, PENSEY.	
When will your project take place?	AS SOON AS FUNDING IS AVAILABLE	
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>	THE NEED FOR NEW CHAIRS IS ALWAYS EVIDENT EVERY TIME WE PUT CHAIRS ASIDE FOR REPAIR AND THE DIFFICULTY OF BRING CHAIRS INTO AND OUT OF STORE THE HALL IS USED BY MANY ORGANISATIONS IN THE LOCAL AREA AND GOOD SAFE EQUIPMENT IS ESSENTIAL. ENERGY VOLUNTEERS NEED THE LIGHTER - EASIER TO HANDLE EQUIPMENT.	
How many people will benefit from your project?	EVERY ONE INVOLVED IN USING HALL.	
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.	THE HALL IS AN IMPORTANT AMENITY FOR THE PEOPLE OF PENSEY AND SURROUNDING AREA.	
Any other information about your project. (Limited to a 1000 characters)		
WHilst we do have cash reserves these have to be maintained against falls in revenue and ever increasing running costs. We also have to hold reserves to cover the repair that may come along - windows, roof, floor, divider etc. The hall is now 25 years old. Such repairs tend to be urgent.		
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="4"/>	Female	<input type="text" value="6"/>
25 – 50 years	Male	<input type="text"/>	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"/>

Plus all the volunteers who run the events in the hall.

If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

PROJECT IS A PURCHASE OF EQUIPMENT MORE SUITED TO THE USERS.

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 FEED BACK WILL BE IMMEDIATE AND REPEATED EVERYTIME THE CHAIRS ARE BROUGHT OUT AND USED AND REPEATED WHEN THEY ARE RETURNED BY ALL USERS OF THE HALL

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
Please list with amount applied for and whether you have been successful	NO OTHER APPLICATIONS		

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:	Month: DEC	Year: 2011
A - Total income:	£ 29,382	
B - Minus total expenditure:	£ 32,251	
Surplus/deficit for year: (A minus B)	£ 2,869	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£ 28,895 at DECEMBER 2011. SEE NOTE EARLIER.	

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)		
	£		PIC	£
144 FOLDING CHAIRS	£	Own fundraising/reserves	C	£ 3,000
REF 2600. LINKING	£ 4457			£
	£	Parish/town council		£
6 CHAIR TROLLEYS	£ 1074			£
SUB TOTAL	£ 5531	Trusts/foundations		£
LESS DISCOUNT. 10%	£ 553			£
	£ 4978	In kind		£
	£			£
ADD VAT (NOT RECLAIMABLE)	£ 996			
	£	Other		£
	£			£
	£			£
Total Project Expenditure	£ 5974	Total Project Income		£ 3,000
Total project income B		£ 3,000		
Total project expenditure A		£ 5,974		
Project shortfall A - B		£ 2,974		
Grant sought from Wiltshire Council Area Board		£ 2,974		
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 **CONSTITUTION BY TRUST DEED
RULES OF COMMITTEE**
- Evidence of ownership/lease of buildings and/or land **DEEDS NEED ON HALL'S BEHALF
BY OFFICIAL TRUSTEE.**

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. **NONE REQUIRED**
- 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: <u>A. D.</u> Position in organisation: <u>THE BOUVERIE HALL COMMITTEE</u> (Hon Treasurer)	Date: <u>2nd October 2012</u>
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Please return your completed application to the appropriate Area Board Locality Team (see section 3)

