



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	Aldbourne Memorial Hall
Contact name	Mrs V Butler
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	Cooker hood replacement
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 purchase a new industrial cooker hood for the kitchen in order to comply with present-day Gas Health & Safety Regulations
In which community area does your project take place? (Please give name – see section 3)	North
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/> Date No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/> Date No <input type="checkbox"/>

Where will your project take place?	Aldbourn Memorial 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>	During the annual gas inspection , the gas inspector informed us that the present cooker hood did not comply with Gas H&S Regulations and needed updating. The purchase of a new cooker hood will ensure that all hirers of the Hall who use the kitchen will be working within a safe and healthy environment	
How many people will benefit from your project?	All hirers of the Hall kitchen	
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.	It continues to enable us to provide facilities for people who wish to hire the Hall for an event which includes use of the kitchen, e.g. lunches, etc 18	
Any other information about your project. (Limited to a 1000 characters)		
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	<input type="text" value="1"/>
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?
N/A

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?

Feedback from users of the Hall and obtaining the required Gas certificate

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

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: 2012	Month: August	Year: 2012
A - Total income:	£20051	
B - Minus total expenditure:	£20093	
Surplus/deficit for year: (A minus B)	£42	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£2500	

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	
See attached	£5,076	Own fundraising/reserves	C	£2,500
	£		C	£
	£	Parish/town council		£
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£			£
	£	Other		£
	£			£
Total Project Expenditure	£	Total Project Income		£

Total project income B £2,500

Total project expenditure A £5,076

Project shortfall A – B £2,576

Grant sought from Wiltshire Council Area Board £2,500

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: Vanessa Butler

Date: 11/10/2012

Position in organisation: Chair

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

Aldbourne Memorial Hall

QUOTATION

1: Provide and install X 1 new stainless steel extraction canopy, complete with grease filters, ducting, and roof cowl and fan speed controller.

Includes all labour and materials to:

Remove existing domestic canopy. Create opening to flat roof / ceiling in kitchen. Install galvanised telescopic liner between ceiling and roof construction. Create timber fan support. Supply and fit fan and GRP / Composite weather-proof roof cowl and apron. Make good flat roof flashings / opening via approved flat roofing contractor.

Upgrade existing gas isolation system to comply with current BS 6173 gas safety interlock standards.

Supply and fit new wall mounted emergency switch to exit door wall. Supply and fit new air pressure switch and wall mounted key switch control panel for interlock. Supply and fit X 2 air pressure switches to extraction and to the existing mechanical air supply system.

All visible electrical work to be via 20mm white plastic surface mounted conduit and single core wiring within.

Move fluorescent strip light to allow new canopy to be installed.

Replace x 2 gas isolators in adjacent room.

Issue gas safety certification for premises.

£4230.00 + VAT = £ 5 076

Regards,

Andy Ratcliffe – RCM Catering Equipment Ltd