



## 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	Melksham Scout Group		
Contact name			
Contact address			
Contact number		e-mail	strangebuttons@hotmail.com
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 replace the broken sewage drains and make more accessible the outside space at the Scout Hut		
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>	Priority is excavation & replacement of current sewage drains as cracked & open in the external area to the rear of the scout hut which is used by the children. This is a H&S priority as the open sewers need to be closed off from the children. As part on the ongoing project to develop the outside space at the rear of the scout hut the Group would like to develop the area to provide a more permanent, safer area for camp fire activities for the younger children (Beavers/Cubs) by providing a fire pit and benching; whilst still giving an area for the young adults (Scouts) to build their own fires		
In which community area does your project take place? ( <i>Please give name – <a href="#">see section 3</a></i> )	Melksham		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date 11/11/12	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date 09/11/12	No <input type="checkbox"/>

<b>Where will your project take place?</b>	Melksham Scout Hut, next to King George V park (entrance to Waitrose car park)
<b>When will your project take place?</b>	January 2013 - Summer 2013
<b>How did you discover there was a need for your project (please provide evidence) and how will your project benefit your local community?</b>  <i>Important: Please do not type/write in paragraphs – This section is limited to 700 characters only (inclusive of spaces)</i>	Rats (dead & living) have been seen at the rear of the scout hut & were disturbed when the Committee members cleared all the overgrowth on 20th Oct to enable area to be assessed & quotations to be sought for the work. When the Scout Hut accommodated the children overnight (June) as unable to camp under canvas due to excessive rain, the drains backed up, blocked and took 2 hours to clear. Subsequent examination revealed that the clay pipe work was cracked, and therefore blocked, due to tree root growth. At the Fathers Day BBQ in June the area had to be sealed off due to live rats in the area due to the potential risk of Weil's disease. Hut and external space available to hire by community
<b>How many people will benefit from your project?</b>	80 children
<b>How does your project demonstrate a direct link to the local community plan for your area? (see <a href="http://www.wiltshire.gov.uk/areaboard">www.wiltshire.gov.uk/areaboard</a>) or priorities of your area board) Please provide a reference/page no.</b>	Melksham Community Area Action Plan July 2012 Children & Young People page 7. 2) Provide recreational activities/spaces for young people.
<b>Any other information about your project. (Limited to a 1000 characters)</b> The older Scouts have and will be involved with the ideas, development and planning of the open area and its envisaged that the children, parents, leaders and committee will be involved in the building work at differing levels. The firewood and bbq (used for fund raising events and camps) are stored externally and the addition of a purpose build awning (constructed of wood) off of the main scout hut, to keep these items dry and protected, is the final phase of the project. The Group want to make it as easy and safe as possible for young people to experience outdoor activities; this is at the heart of scouting. Scout camp is often the first time young people stay away from home.  Hut and external space is used Mon, Tues, Weds, Thurs evening by Scout group as well as events (some District wide) but available to the community for hire too. Hired by Spiritualist Church on Sundays. Hired by individuals for children's parties, Jubilee events etc.	
<b>To be completed ONLY where town/parish councils are making an application</b>	
<b>Is your project one which parish/town councils have powers to raise local taxes to fund?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Could your project be funded from your reserves?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Is your project urgent (having to be completed in this financial year? If you answer YES please provide evidence elsewhere on the application form)</b>	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"/>	Female	<input type="text"/>
25 – 50 years	Male	<input type="text" value="7"/>	Female	<input type="text" value="9"/>
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?

Subscriptions. Own fundraising events including Christmas Fayre (17<sup>th</sup> November 2012), Summer Fayre in June, Christmas Post deliveries (Dec 2012), Asda Bag packing (conducted Sept 2012) and planned for next year. Hall hire.

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 increased use of the outside area by both the Scout Group and the wider community ; this will be monitored.

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

Yes

Date contacted CIB 29/02/12

No

To whom have you applied for funding for this project (*other than Wiltshire Council*)?

Name of Funder

Amount Applied For

Amount Received

Rotary Club

£300

pending

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)**

<b>Year ending:</b> 31	<b>Month:</b> March	<b>Year:</b> 2012
<b>A - Total income:</b>	£9,776.16	
<b>B - Minus total expenditure:</b>	£12,342.56	
<b>Surplus/deficit for year: (A minus B)</b>	£2,566.40 LOSS	
<b>Free reserves currently held (i.e. money not committed to other projects/operating costs)</b>	£2,015.52	

**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.**

<b>Project Costs A</b> Please provide a <u>full</u> breakdown e.g. equipment, installation etc.		<b>Project Income B</b> Please list all sources of funding for this project, as provisional (P) or confirmed (C)		
			<b>P/C</b>	
Drains - materials	£400	Own fundraising/reserves	C	£835
Labour 3 days	£490			£
Digger 3 days	£200	Parish/town council		£
To improve area:	£			£
Grd clear - in kind	£300	Trusts/foundations		£
Landscape fabric	£80			£
Gravel 6 tonne	£360	In kind	C	£300
Construct fire pits	£150			£
Bench seating	£130			
Construct awning	£250	Other		£
Log store	£75	Rotary Club	P	£300
<b>Total Project Expenditure</b>	<b>£2,435</b>	<b>Total Project Income</b>		<b>£1,435</b>
<b>Total project income B</b>		£1,435		
<b>Total project expenditure A</b>		£2,435		
<b>Project shortfall A – B</b>		£1,000		
<b>Grant sought from Wiltshire Council Area Board</b>		£1,000		
<b>Bank Details</b>				
<b>Please give the name of the organisations' bank account e.g. Barclays</b>				
<b>Please give the name of the organisations' bank account e.g. Chippenham Scouts</b>				

**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:** Teresa Strange

**Date:** 14/11/2012

**Position in organisation:** Member, Melksham Scout Grp Executive Comm

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