



## 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

<b>Name of organisation</b>	St Laurence Church Hilmarton Parochial Church Council		
<b>Contact name</b>			
<b>Contact address</b>			
<b>Contact number</b>		<b>e-mail</b>	
<b>Organisation type</b>	Not for profit organisation <input type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify Voluntary Committee		

### 2. Your project

<b>Project Title/Name</b>	The Community Corner		
<b>What is your project about and what does it aim to achieve?</b>  <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	Pews will be removed from a corner of the building, the floor levelled and a disabled toilet with nappy-changing table built. These will be fronted by a kitchen inside oak cupboards to fit in with the old wood in the church and an open meeting space. These amenities will provide comfort facilities for those many members of the parish who need support away from home or would not otherwise be able to attend. The area will be a welcoming social space usable both at community events, regularly held in the church, including the Remembrance Service (detailed below).		
<b>In which community area does your project take place? (Please give name – see section 3)</b>	Hilmarton Calne Area		
<b>I/we have discussed our project with the town/parish council?</b>	Yes <input checked="" type="checkbox"/>	<b>Date</b>	No <input type="checkbox"/>
<b>I/we have discussed our project with our Wiltshire councillor?</b>	Yes <input type="checkbox"/>	<b>Date</b>	No <input checked="" type="checkbox"/>

<b>Where will your project take place?</b>	St Laurence's Church, Hilmarton	
<b>When will your project take place?</b>	When permission granted from the Diocese 2012	
<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 800 characters only (inclusive of spaces)</i>	<p>Hilmarton Church is used for many secular activities: concerts, exhibitions, seasonal festivals, by local social and interest groups who will all benefit from a welcoming social space, with comfort and refreshment facilities. Our plans focus on the many elderly, disabled, infirm and young in the locality. Pews will be removed, the current basic kitchen removed, the floor levelled, disabled toilet with nappy-changing table made with storage space, fronted by a kitchen inside cupboards and an open sitting space.</p> <p>Volunteers have been aware of the need for some time, so to show this, a questionnaire was sent to all households in the parish. Most said they would come to events more often if adequate facilities were provided. Those in vulnerable groups will feel more confident and comfortable about coming when they know there is a toilet in the building. Clear space in front of the war memorial window made by removing six pews and levelling the floor will mean Remembrance Day and other such occasions will be more dignified and accessible. A regular meeting place for those usually housebound will be provided by a kitchen where refreshments can be served. It will also be useful for the Primary School.</p>	
<b>How many people will benefit from your project?</b>	Approx 700 whole parish and visitors	
<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?</b>  <b>Please provide a reference/page no.</b>	<p><b>Page 9 – Aspirations – providing services for the elderly</b></p> <p>We will also provide opportunities in the parish for those with mobility problems, infirmity, young children and difficulty leaving home for social events to come out and mix socially at church or secular events. This will contribute towards their quality of life and enrich us all.</p>	
<b>Any other information about your project. (Limited to a 1000 characters)</b>		
<p>The area in question contains the memorial window and brass plaques with the names of the World War fallen of the parish. At present, it is impossible to give this the respect it deserves as the pews and raised floor restrict access. The removal of the pews would mean that on Remembrance Day and other related occasions, the resulting clear space in front would allow laying the poppy wreath and reading the names to be accomplished with proper dignity. The church is host to concerts and school events. With the addition of a lavatory and a refreshment space, all these events can offer essential facilities and a welcoming, comfortable atmosphere. This will encourage greater use by more people, who at present find leaving home a difficult experience through infirmity, illness or disability.</p> <p>The primary school, playschool, Phoenix (women's) Group, Smile Group (for those with mobility problems), HAGGIS (Hilmarton and Goatacre Improving Safety), Gardening Club, flower arrangers' group, and the Heritage Society all use the church. Visitors whose families originate locally come to find gravestones and records; bellringers, local and visiting, ring in displays and competitions. Historians visit the building, the King James Bible and the memorial window and plaques, which are situated near our project, for research. Fairtrade goods are served and sold. None of these can happen in the school hall - too expensive to hire (extra for kitchen use) - or the community hall - too small, both unavailable during the school day. The memorial area needs to be opened up to allow proper respect and access. Most of all, we want to give those who find leaving their homes difficult (of which there are many in the parish) the facilities they need when attending social secular events.</p>		
To be completed ONLY where town/parish councils are making an application		
<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" value="3"/>	Female	<input type="text" value="6"/>
25 – 50 years	Male	<input type="text" value="1"/>	Female	<input type="text" value="3"/>
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?  
Local fundraising, grants already awarded

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?

People will tell us and we will ask. Attendance at events will increase, especially by those previously restricted. A formal assessment will be made a year after the project takes effect. Also, please note that this project has had strong parish support since its inception in 2006.

Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?	Yes <input checked="" type="checkbox"/>	Date contacted CIB	No <input type="checkbox"/>

To whom have you applied for funding for this project ( <i>other than Wiltshire Council</i> )?  <i>Please list with amount applied for and whether you have been successful</i>	Name of Funder	Amount Applied For	Amount Received
	Big Lottery Fund	50000	0
	Allchurches Trust	1250	1250
	Wiltshire Historic Churches Trust	3000	3000
	Community Fund for Wiltshire and Swindon	3464	3464
	National Churches Trust	10000	10000
	Landfill Trust	Application in progress	

Have you or do you intend to apply for a grant from another area board within this financial year?  <i>If yes, please state which one(s).</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	------------------------------	--

Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	------------------------------	--

#### 4. Information relating to your last annual accounts (if applicable)

<b>Year ending:</b>	<b>Month:</b> December	<b>Year:</b> 2011
<b>A - Total income:</b>	£28,732.09	
<b>B - Minus total expenditure:</b>	£29,372.86	
<b>Surplus/deficit for year: (A minus B)</b>	£640.77	
<b>Free reserves currently held (i.e. money not committed to other projects/operating costs)</b>	£0	

**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>	
Preliminaries	£3,800	<b>Own fundraising/reserves</b>		£7,293.85
Schedule of works	£32,184	Private Donations		£1,729.09
Archaeologist for excavation supervision	£700	<b>Parish/town council</b>		£
Drain connection	£600			£
Water connection	£1,200	<b>Trusts/foundations</b>		£1,250
Extra drainage works	£500	Community Foundation for Wiltshire and Swindon		£3,464
Extra internal ground works	£150	Wiltshire Historic Churches Trust		£3,000
Sink and taps	£200	National Churches Trust		£10,000.00
Baby changing shelf, refrigerator	£400	<b>Other</b>		
Light fittings	£200	Christmas coffee morning		£250
Tiles, adhesive, grout	£300	Open Garden teas		£400
	£	Spring Jumble Sale & refreshments		£400
		Metal detecting day		£3,000
<b>Total Project Expenditure</b>	<b>£40,234</b>	<b>Total Project Income</b>		<b>£30,787</b>

<b>Total project income B</b>	<b>£30,787</b>
<b>Total project expenditure A</b>	<b>£40,234</b>
<b>Project shortfall A – B</b>	<b>£9,447</b>
<b>Grant sought from Wiltshire Council Area Board</b>	<b>£5,000</b>
<b>Bank Details</b>	
<b>Please give the name of the organisations' bank account e.g. Barclays</b>	Lloyds TSB
<b>Please give the name of the organisations' bank account e.g. Chippenham Scouts</b>	PCC Hilmarton

**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) Nov 2007 or granted (date) 01/09/2012
- 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:** 22/08/2012

**Position in organisation:** Member of Parochial Church Council

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