



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	Neston Memorial Hall		
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	Fit to burst project!		
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>	Finding and funding additional storage space for the users of Neston Memorial hall, predominantly, Pre-school Playgroup, Drama group and Hall equipment. By doing this we will free up the existing rooms, stage and main hall areas from equipment which cannot be housed anywhere else and make it a safer and more acceptable place to hold functions. Planning permission granted on 8 th August 2012 on a temporary license to site 3 storage containers, renewable every 3 years.		
In which community area does your project take place? <i>(Please give name – see section 3)</i>	Corsham and Neston		
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 type="checkbox"/>	Date	No <input checked="" type="checkbox"/>

Where will your project take place?	At the Memorial Hall
When will your project take place?	As soon as funding is agreed, within 3 months
How did you discover there was a need for your project (please provide evidence) and how will your project benefit your local community? Important: Please do not type/write in paragraphs – This section is limited to 800 characters only (inclusive of spaces)	Over the years user groups have been increasing the amount of equipment they need to undertake their activities. To ensure 'ease of use', they prefer to keep this equipment at the hall rather than having to transport it back and forward between members homes and the hall. This has resulted in the main hall and ancilliary rooms of the hall becoming congested storage areas. In addition, it is becoming an increasing health and safety hazard as the equipment is being left in vital fire escape routes because there is no alternative. By creating a new storage facility and moving all the equipment into it we will be able to clear the main function areas of the hall, thereby complying with health and safety requirements and making it a more useable and pleasant space to hire.
How many people will benefit from your project?	hundreds, local and wider community
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.	by benefiting the local community and giving all users a friendlier and safer environment in which to meet
Any other information about your project. (Limited to a 1000 characters) The village hall and the user groups that use the hall are run by volunteers for the benefit of others in the community. The hall is also a popular venue for weddings and parties by many people in the local and wider community The hall management committee, Pre-school Playgroup, Drama group and other users have combined together to solve the storage problem at the hall. Planning permission has been granted to site 3 storage containers to the side of the hall with direct access from the hall itself. An access area to the containers will be built whereby users of the hall will be able to access the storage directly from the hall without going out into the elements. This also means that the storage facilities will be more secure. The grant is required towards the above ground work ie the storage element of the project. All site clearance, groundworks and preparations for the containers is being funded by the hall reserves independent of the grant application..	
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"/>	Female	<input type="text" value="6"/>
25 – 50 years	Male	<input type="text" value="3"/>	Female	<input type="text" value="5"/>
Under 25 years	Male	<input type="text" value="0"/>	Female	<input type="text" value="0"/>
Disabled People	Male	<input type="text" value="0"/>	Female	<input type="text" value="0"/>
Black and Minority Ethnic people	Male	<input type="text" value="0"/>	Female	<input type="text" value="0"/>

If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?
This will be funded by normal running expenses of the hall which is funded by collecting rents from our user groups and private hirers

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?

Positive feedback from our user groups and the other hirers of the hall. An increase in private hire due to a more useable space available. Set up times for the pre-school will be much reduced because equipment is more efficiently stored and accessible and getting back a smaller committee room for meetings instead of use as a store.

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

none

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: February	Year: 2012	
A - Total income:	£9677.64		
B - Minus total expenditure:	£8821.13		
Surplus/deficit for year: (A minus B)	£856.51		
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£		
5. Financial information – If you can claim back V.A.T. please <u>exclude</u> 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
3 x ISO Containers	£7,434	Own fundraising/reserves	£2,886
Installation of Electric	£999		£
Door access from hall	£959	Parish/town council	£
Vestibule area	£1,194		£
Civil Engineer	£750	Trusts/foundations	£
Structural Engineer	£1,000		£
	£	In kind	£1,750
	£	(£1750 breakdown, painting,	£
	£	groundworks, fencing)	
	£	Other	£
	£	Pre-school playgroup	£2,700
	£		£
Total Project Expenditure	£12,336	Total Project Income	£7,336
Total project income B	£7,336		
Total project expenditure A	£12,336		
Project shortfall A – B	£5,000		
Grant sought from Wiltshire Council Area Board	£5,000		
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) 08/08/2012
- 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: 12/10/2012

Position in organisation: Management committee member

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