



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 | 1 st Colerne Sea Scouts | | |
| 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 | Upgrading insulation, installing door and repairs to roof. | | |
| 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> | The focus is on reducing heat loss from the building through roof insulation and building a door between the two stores where all the heat escapes from. Future insulation of stores a possibility. 1. Repair ceiling and insulate - leaks and damage to ceiling panel/plasterboard risk eliminated; install insulation; more energy efficient building. 2. Insert new door frame and door into Stores - reduce heat loss, provide secure storage, reduce risk of injury to children through limiting access to large equipment stores 3. Gable End repair - structural repair . | | |
| In which community area does your project take place? <i>(Please give name – see section 3)</i> | Corsham | | |
| 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 type="checkbox"/> | Date | No <input checked="" type="checkbox"/> |

| | |
|---|--|
| Where will your project take place? | 1st Colerne Sea Scouts HQ, Martins Croft, Colerne SN14 |
| When will your project take place? | Autumn 2012 as soon as funds are avilab |
| 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> | The need for the new door and insulation has been an issue for some time with increasing heating costs and safety issues between the stores for users. The Scout Group is a growing organisation with numbers steadily increasing, mostly so in the Scout Section which has seen numbers increase from 6-19 in one year. In total over 100 children use the facility each week. The Scouts provide a safe, adventurous and fun range of activities for children age 6-14, with meetings being run 3 times a week by a group of volunteer Scout Leaders. We closely follow the aims and vision of the Scouting Association and are actively involved in a range of activities within the community. |
| How many people will benefit from your project? | 200 |
| 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. | The project meets the cultural, recreational, heritage and arts section for the Corsham Plans in developing a highly valued organisation open to all. |
| Any other information about your project. (Limited to a 1000 characters) 1st Colerne Sea Scouts are seeking the assistance of the Parish Cuuncil and Corsham Area in funding the insulation and new door to the Scout Headquarters. We would like you to consider the value that the Scouts add to the community and the importance of the building being maintained to a high standard for all users. We would like you to consider our fundraising efforts so far, future plans and community work which we volunteer for e.g. managing Frank's Wood and delivering housing survey for the Wiltshire Council. As a voluntary organisation we rely on subs, fundraising and donations to maintain the level of growth, success and importance of Scouting within the village. The cost of the repairs, new door and insulation, at this time, undermine our ability to deliver a challenging and fun programme for our Scouts, as money used to undertake these activities is being secured for building work. | |
| 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="4"/> |
| 25 – 50 years | Male | <input type="text" value="7"/> | Female | 3 <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"/> |

If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?
More fundraising activities and increase in subs.

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?

Recruitment and retainment of new Scouts, increase in community values.

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

Colerne PC

£500

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: march | Year: 2012 |
| A - Total income: | £8,135.62 | |
| B - Minus total expenditure: | £8,622.01 | |
| Surplus/deficit for year: (A minus B) | £-486.39 D | |
| Free reserves currently held (i.e. money not committed to other projects/operating costs) | £9,360.63 1year operating costs | |

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 | |
| Insulation store room | £798 | Own fundraising/reserves | c | £424 |
| Install door | £468 | | | £ |
| Gable end | £381 | Parish/town council | c | £500 |
| Insulation | £200 | | | £ |
| | £ | Trusts/foundations | | £ |
| | £ | | | £ |
| | £ | In kind | | £ |
| | £ | | | £ |
| | £ | | | |
| | £ | Other | | £ |
| | £ | | | £ |
| Total Project Expenditure | £1,847 | Total Project Income | | £924 |
| Total project income B | | £824 | | |
| Total project expenditure A | | £1,847 | | |
| Project shortfall A – B | | £923 | | |
| Grant sought from Wiltshire Council Area Board | | £923 | | |
| 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:

Date: 01/11/2102

Position in organisation: leader

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