

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	Chippenham Children & Young People's Parliament
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	Chippenham E-Safety 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>	The Children and Young People's Parliament is concerned about cyber-bullying and e-safety. The Parliament would like to design an online resource that teaches children and young people how to use information technology safely. The project will include an online game for young children and video clips for older children addressing key issues. This project will be coordinated by students at Wiltshire College, with game-design and film-making developed with children and young people from the 21 schools and Parliament. This project aims to raise awareness and keep children safe.
In which community area does your project take place? (Please give name – see section 3)	Chippenham
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/> Date 14 Nov '12 No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/> Date 14 Nov '12 No <input type="checkbox"/>

Where will your project take place?	Wiltshire College, schools across the community area	
When will your project take place?	Between Jan and July 2013	
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>	Children and young people, whilst setting priorities for the Parliament, raised cyber-bullying as a key issues for them and peers. They were able to quote the experiences of themselves, their siblings and friends. These experiences included fears about inappropriate use of mobile phones, social media, and posting of photographs online. This was an issue for all age groups to varying degrees and primary aged children stated that they would like strategies to help prevent potential harm as they transfer to secondary school. Headteachers have also identified a need for greater awareness-raising for parents in monitoring internet and mobile phone use.	
How many people will benefit from your project?	Potentially 8000 children	
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.	6.5 Concerns over the general health of children and young people, especially within the urban areas. 3.4 Fear of Crime.	
Any other information about your project. (Limited to a 1000 characters) If successful this project will give an opportunity to Wiltshire College students to work on a live project, with funding, clients and deadlines. Exploratory talks with students and staff indicate the potential for meaningful outcomes for both pupils and students, giving an additional experience to what is on offer through the curriculum. The resource will be used in schools and shared with parents in assemblies to broaden its reach. This project builds upon the success of the 'Drive Safe, Walk Safe' project, funding by Chippenham Area Board, which culminated in a DVD on road safety. Whilst a Chippenham initiative, once online it will be accessible to a much wider audience. The tangible output will be an online resource that delivers critical information to children and young people about their personal safety, with the intended outcome that Chippenham children are more aware of online risk and become more responsible and resilient users of information technology.		
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="2"/>	Female	<input type="text" value="9"/>
25 – 50 years	Male	<input type="text" value="2"/>	Female	<input type="text" value="7"/>
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 children, young people and adults - lower rates of concern in longer term

Feedback from school staff

Feedback at Chippenham Children & Young People's Parliament

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

Yes

Date contacted CIB 23.11.12

No

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

Name of Funder

Amount Applied For

Amount Received

Chippenham Partnership Schools

200

200

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:	Month:	Year:	
A - Total income:	£		
B - Minus total expenditure:	£		
Surplus/deficit for year: (A minus B)	£		
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
Development costs	£500	Own fundraising/reserves	£
Studio time	£700		£
Staff time	£2,100	Parish/town council	£
	£		£
	£	Trusts/foundations	£
	£		£
	£	In kind	£2,100
	£		£
	£		
	£	Other	£200
	£		£
Total Project Expenditure	£3,300	Total Project Income	£2,300
Total project income B		£2,300	
Total project expenditure A		£3,300	
Project shortfall A – B		£1,000	
Grant sought from Wiltshire Council Area Board		£1,000	
Bank Details			
Please give the name of the organisations' bank account e.g. Barclays		HSBC	
Please give the name of the organisations' bank account e.g. Chippenham Scouts		St. Paul's School	

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: 23/11/2012

Position in organisation:

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

