



## 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	Salisbury Quakers (Religious Society of Friends)		
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	Salisbury Green Fair		
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 aim of the Green Fair is to promote greener living; raise awareness of environmental activities in the Salisbury area; and to promote civic participation in a range of local environmental organisations. There has been no similar event for a number of years. The event at the Quaker Meeting House will include a series of interactive displays and presentatoin by organisations (including relevant Council officers) and workshops for adults and children. The event will be free to participating organisations and local people. The grant application is for costs of publicity.		
In which community area does your project take place? (Please give name – <a href="#">see section 3</a> )	Primarily Salisbury Area ,but will be attractive to people from elsewhere		
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"/>

<b>Where will your project take place?</b>	Salisbury Quaker Meeting House, Wilton Road	
<b>When will your project take place?</b>	Saturday 27 April	
<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>	Salisbury has not hosted a green fair for a number of years. Local environmental groups do not have a collective event in which they can promote their activities to the broader public, both to enable greener living and to offer opportunities for civic participation. Salisbury Quakers have been in dialogue with the LA21 group and individual organisations and are aware that the organisations would support a Green Fair. We are also aware from internal discussions within our Quaker Meeting that many of our members do not know about local environmental activities and how they can participate/volunteer. We also know that many people wish to green their lives but do not know how.	
<b>How many people will benefit from your project?</b>	100s. Wider public and env. groups	
<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/areaboards">www.wiltshire.gov.uk/areaboards</a>) or priorities of your area board) Please provide a reference/page no.</b>	'Env & Sust' - esp. 'raise awareness of sustainability and climate change issues', plus waste, energy, food. 'Transport', esp. cycling and walking.  pp.61-64 & p.74	
<b>Any other information about your project. (Limited to a 1000 characters)</b> Salisbury Quakers will provide their Meeting House for free and volunteers to organize and supervise/manage the event. LA21 will co-organise the event. Members of local environmental organisations will provide their time for free. There will be no entrance fee for the event – otherwise this will be a barrier for participation by local people and groups. We request funds to help publicise the event.		
<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 checked="" type="checkbox"/>
<b>Could your project be funded from your reserves?</b>	Yes <input type="checkbox"/>	No <input checked="" 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 checked="" 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="~15"/>	Female	<input type="text" value="~15"/>
25 – 50 years	Male	<input type="text" value="~10"/>	Female	<input type="text" value="~10"/>
Under 25 years	Male	<input type="text" value="~5"/>	Female	<input type="text" value="~5"/>
Disabled People	Male	<input type="text" value="~3 a"/>	Female	<input type="text" value="~3"/>
Black and Minority Ethnic people	Male	<input type="text" value="~1"/>	Female	<input type="text" value="~1"/>

If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

It is a one-off event, although groups will continue their individual activities

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?

Increased membership of local environmental groups – feedback from within LA21.  
 More active sustainability activities within Salisbury Quakers – feedback within organisation.  
 Difficult to assess broader impact on sustainability given other impacts.

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*)?

*Please list with amount applied for and whether you have been successful*

Name of Funder

Amount Applied For

Amount Received

Have you or do you intend to apply for a grant from another area board within this financial year?

*If yes, please state which one(s).*

Yes

No

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 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	
Cost of Meeting House	£125	Own fundraising/reserves		£
Design posters/flyers	£134			£
Eco-print posters	£224	Parish/town council		£
1/2 page advertorial	£512			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£	Costs of hiring Meeting House	C	£125
	£	Volunteering from groups	C	No monetary value
	£	Other		£
	£			£
<b>Total Project Expenditure</b>	<b>£995</b>	<b>Total Project Income</b>		<b>£125</b>
<b>Total project income B</b>		<b>£125</b>		
<b>Total project expenditure A</b>		<b>£995</b>		
<b>Project shortfall A – B</b>		<b>£870</b>		
<b>Grant sought from Wiltshire Council Area Board</b>		<b>£870</b>		
<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:**

**Date:** 21/11/2012

**Position in organisation:**

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