



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	St Mark's Pre-school		
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	St Mark's Pre-school relocation project		
What is your project about and what does it aim to achieve?	<p>We are a community pre-school for children mainly from the St Francis and Bishopsdown areas of Salisbury. We run during the school terms and provide support for children from the ages of 2 to 5 years. We are run by a committee of volunteers.</p> <p>Over the past 2 years we have embarked on a large fundraising campaign to relocate to our own premises on the school site of Wyndham Park Infants, St Mark's Junior School and Exeter House. This will allow us to take more children and provide greater links with the schools.</p> <p>This year Wiltshire council refurbished a mobile which they will rent to us.</p>		
<i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>			
In which community area does your project take place? <i>(Please give name – see section 3)</i>	St Mark's and Stratford ward		
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?	St Marks Pre-school (new site)
When will your project take place?	new site opening april 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>	<p>St Mark's Pre-School is a very popular pre-school and often has a waiting list. Moving to a bigger location with purpose built facilities will mean that we can offer more places to children.</p> <p>We are also planning the new pre-school site to be as accesible as possible for children with disabilities. We are seeking to develop both inside and outside areas with this in mind and have been consulting with the headteacher of Exeter House school to seek his advice.</p> <p>In it's new location the pre-school hopes, in time, to offer a breakfast and afterschool club for children attending the infant and junior schools, thus providing wrap around care for working parents in the area.</p>
How many people will benefit from your project?	40 children + their families per year
How does your project demonstrate a direct link to the local community plan for your area? (see www.wiltshire.gov.uk/areaboard) or priorities of your area board) Please provide a reference/page no.	Education skills and learning
Any other information about your project. (Limited to a 1000 characters)	
<p>The pre-school rent their current premises weekdays only and thus the staff currently have to put away all equipment at the end of each week and unpack again on a Monday morning. In the new location, where equipment can be left out, staff will be able to spend more time and effort on developing learning areas. There will also be opportunites for more permanant and child accessible displays.</p> <p>The current outdoor space is inadequate, being small, enclosed on 3 sides and difficult to access by those with disabilities. With funding we can develop the much larger space at the new premises into a rich outdoor learning environment.</p> <p>The pre-school's new location will be of benefit to parents whose older children attend the three schools already on the site and will be particulrly convenient for working parents. Registration with OFSTED has begun and notice has been given on our current premises with the aim for us to move to the new premises at the beginning of April 2013.</p>	
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 checked="" type="checkbox"/>
Could your project be funded from your reserves?	Yes <input type="checkbox"/> No <input checked="" 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 checked="" 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="1"/>
25 – 50 years	Male	<input type="text"/>	Female	<input type="text" value="12"/>
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?
 The pre-school is run as a not for profit charity, funded by fees paid by parents and the nursery education grant for 3 year olds. We are in the process of producing a Business Plan with the support of our childcare officer - N Silk.

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?

The children are continually assessed in their learning.
 Each year families/carers are asked to complete a questionnaire about the pre-school.
 The quality of the pre-school provision will be inspected by OFSTED.

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: 2012	Month: august	Year: 2012
A - Total income:	£107,395	
B - Minus total expenditure:	£91,106	
Surplus/deficit for year: (A minus B)	£16,289	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£21,512	

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	
Indoor equipment	£15,208	Own fundraising/reserves	c	£21,512
Garden landscape equip	£1,000	current account	p	£3,792
telephone installation	£96	Parish/town council		£
grant for below	£			£
coolaroo sails x3	£359	Trusts/foundations		£
sail fittings	£59			£
sheds x 2	£1,747	In kind		£
Top soil	£2,835			£
	£			
	£	Other		£
	£			£
Total Project Expenditure	£30,304	Total Project Income		£25,304
Total project income B		£25,304		
Total project expenditure A		£30,304		
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) 07/11/2012
- 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: 15/11/2012

Position in organisation:

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