



## 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	Corsham Churches Food Bank		
Contact name	Mrs Diana Lumb		
Contact address	1 Pitts Croft Neston Corsham Wiltshire SN13 9ST		
Contact number	01225 810293	e-mail	dianajlumb@btinternet.com
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	A Foodbank for the Corsham Area		
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>	A scheme run by a small central team of volunteers, the purpose of which is to provide practical short term help to a person or family in need during the short interval between their problem arising and practical help from Social Services being put in place. This is done by providing a food parcel containing sufficient food basics for 3 days. This allows the person or family concerned to concentrate on resolving their problem without having to worry about their food needs.		
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 Mar 2011	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?	Corsham and the surrounding Area	
When will your project take place?	Already in operation	
How did you discover there was a need for your project ( <i>please provide evidence</i> ) 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>	There is a growing need for food banks as more and more individuals and families find it difficult to make ends meet. Since the project started demand for our services has increased. Many who find themselves in difficult situations due to unemployment, illness, marriage or family breakdown or bereavement, need the support of the foodbank as they have insufficient money to feed themselves after paying rent and heating costs. Nationally the demand for support from Foodbanks is increasing and changes to the benefit system in April 2013 will increase demand further.	
How many people will benefit from your project?	In excess of 200 boxes issued	
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.	Areas of deprivation, the increasing high degree of youth unemployment and the inevitability of crisis situations arising in any household	
<b>Any other information about your project. (Limited to a 1000 characters)</b> We have had a great deal of support from all of the Corsham Churches and many of the schools who kindly donated gifts provided at their harvest festival services. The collections bins that were previously funded by the Council have been a great help in enabling people to make donations. The demand for our services means that we need to create more storage space to maintain adequate stocks to meet demand and damp proof some of the existing storage space so it can be brought into use.. A skilled carpenter will carry out the necessary works within St Aldhelms		
<b>To be completed ONLY where town/parish councils are making an application</b>		
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? <i>If you answer YES please provide evidence elsewhere on the application form</i> )	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="5"/>	Female	<input type="text" value="12"/>
25 – 50 years	Male	<input type="text" value="1"/>	Female	3 <input type="text"/>
Under 25 years	Male	<input type="text" value="0"/>	Female	<input type="text" value="1"/>
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?  
Through donations (of food and cash), Regular monthly standing order payments and special collection days

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?

By collecting data from clients and agencies who use the service

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

Corsham Town Council

500

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: May	Year: 2012
A - Total income:	£4521	
B - Minus total expenditure:	£3460	
Surplus/deficit for year: (A minus B)	£1061	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£1500	

**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	
Additional storage	£1,250	Own fundraising/reserves	C	£250
	£			£
	£	Parish/town council	P	£500
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£			£
	£	Other		£
	£			£
<b>Total Project Expenditure</b>	<b>£1,250</b>	<b>Total Project Income</b>		<b>£750</b>
<b>Total project income B</b>		<b>£750</b>		
<b>Total project expenditure A</b>		<b>£1,250</b>		
<b>Project shortfall A – B</b>		<b>£500</b>		
<b>Grant sought from Wiltshire Council Area Board</b>		<b>£500</b>		
<b>Bank Details</b>				
<b>Please give the name of the organisations' bank account e.g. Barclays</b>		HSBC Chippenham		
<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 *Previously supplied.*
- 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: Mrs Diana Lumb

*D. Lumb*

Date: 29/12/2012

Position in organisation: Chairman

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