



## 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	Market Lavington Parish Council		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input type="checkbox"/> Parish/town council <input checked="" type="checkbox"/> Other, please specify		

### 2. Your project

Project Title/Name	Equipment for Friday Night Youth Club		
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 Parish Council would like to build on the success of the weekly youth club session currently running in the Village, that it funds, to be able to offer as many young people as possible the opportunity to have a focal meeting point to catch up with friends, to feel part of the community, and give them the opportunity to experience new and varied activities, under the watchful eye of experienced youth workers. With this in mind it would like to purchase some additional equipment for use at the weekly meetings - The youth club leaders have identified what additional equipment is required.		
In which community area does your project take place? (Please give name – <a href="#">see section 3</a> )	Devizes		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date 18/12/12	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date 20/12/12	No <input type="checkbox"/>

<b>Where will your project take place?</b>	The Old School Hall, Market Lavington	
<b>When will your project take place?</b>	on-going	
<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>	Back in 2011 following a period of sustained anti-social behaviour in the village, and a subsequent consultation exercise, the need to provide more facilities in the village for young people was identified. A 6 month pilot project to run a weekly youth club in the village proved a great success - up to 23 members attending a session, with an average of around 16/18. This project will ensure that there is adequate equipment available for new members, which in turn will help reassure the local young people that they are valued members of the community, strengthen relationships and help nurture their social skills.	
<b>How many people will benefit from your project?</b>	All young people aged 11-15 in area	
<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>	1) Healthy and vibrant villages for the rural population 2) Access for young people to .... a good range of social activities.  Page 6 Devizes CAP key objectives	
<b>Any other information about your project. (Limited to a 1000 characters)</b> The Parish Council consider this weekly youth club session is an important community facility which offers young people living in a rural community the opportunity to have access to a dedicated social space to share. The Parish Council are passionate about building on the success of the existing session, in order to maintain the existing membership and encourage more local young people to attend. The Parish Council has committed £2,220 from its precept to fund the staffing/ hall hire costs of the sessions, as well as committing a sizable contribution of £3,000 directly to West Lavington youth club - contributions make up approx. 11.5% of the 2012/13 precept, and the Parish Council therefore consider that it could not reasonably be expected to fully cover the cost of this project.  Expenditure from reserves is restricted to covering unexpected costs in relation to the two buildings and amenity land the Parish Council own, and for approved capital expenditure.		
<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 checked="" 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 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" value="2"/>	Female	<input type="text" value="1"/>
25 – 50 years	Male	<input type="text" value="3"/>	Female	<input type="text" value="4"/>
Under 25 years	Male	<input type="text" value="1"/>	Female	<input type="text" value="0"/>
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?

The Parish Council will continue to support the project, young people will be encouraged to run fund raising activities, applications will be made for grant funding, and help from West Lavington Youth Club.

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 Parish Council have regular dialogue with West Lavington Youth Club, who the Parish Council pay to run the weekly sessions, and receive a formal yearly report. The Parish Council will review the attendance figures and listen to feedback from the young people, Youth leaders, and members of the local community to determine whether the project has met the local need.

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

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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: March	Year: 2012
A - Total income:	£50,009.64 (some exp financed by	
B - Minus total expenditure:	£51,264.78 grants received	
Surplus/deficit for year: (A minus B)	£-1,255.14 previous year)	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£0	

**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	
Purchase of 2 <sup>nd</sup> laptop	£350	Own fundraising/reserves		£
Wall mounted Notice/ white board	£ £35	Parish/town council	C	£275
Secure lock up cupboard	£ £50	Trusts/foundations		£
Art/craft materials	£115			£
	£	In kind		£
	£			£
	£			
	£	Other		£
	£			£
<b>Total Project Expenditure</b>	<b>£550</b>	<b>Total Project Income</b>		<b>£275</b>
<b>Total project income B</b>		<b>£275</b>		
<b>Total project expenditure A</b>		<b>£550</b>		
<b>Project shortfall A – B</b>		<b>£275</b>		
<b>Grant sought from Wiltshire Council Area Board</b>		<b>£275</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:** 23/12/2012

**Position in organisation:**

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