



## 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	Calne Community Area Partnership		
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	Fairtrade Community Area Project		
What is your project about and what does it aim to achieve?	CCAP has set up a Fairtrade Working Group which is based in the Community Hub and seeks to raise awareness of Fairtrade with the eventual aim of making Calne Community Area a Fairtrade Area (currently, there is already quite a number of Fairtrade towns in Wiltshire, e.g Melksham, Devizes, Trowbridge).		
<i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	Working towards Fairtrade status will bring together neighbours, groups, the local authorities and local businesses towards a common goal and a shared achievement. It will also be an achievement everyone can celebrate and a powerful message about how our community wants trade to work fairly.		
In which community area does your project take place? <i>(Please give name – see section 3)</i>	Calne		
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 checked="" type="checkbox"/>	Date	No <input type="checkbox"/>

<b>Where will your project take place?</b>	Calne Community Hub as well as the community area,	
<b>When will your project take place?</b>	It will begin in March 2013	
<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>	In Calne Community Area, the percentage of people who feel they belong to their immediate neighbourhood is lower than the Wiltshire average (ref. JSA 2011). Working together to achieve this Fairtrade status can grab the Community's interest and make them empowered to do something positive in their community without doing anything extraordinary. Wiltshire Council is committed to support Fairtrade across county and they have appointed Howard Marshall as the Calne Community Area representative. There are already a number of local shops selling Fairtrade items but the this project will increase that number and range of goods	
<b>How many people will benefit from your project?</b>	22,000 + residents	
<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>	There is a link to both the Economy and Environmental issues within the Community Plan Update 2010.  Pages 7 & 14 of 2010 Community Plan	
<b>Any other information about your project. (Limited to a 1000 characters)</b> Working towards Fairtrade Community Area status will bring together neighbours, groups, the local authority and businesses towards a common goal and a shared achievement. Becoming a Fairtrade Area will be a lot of work, but it should be good fun and a great way to bring people together. It will also be an achievement everyone can celebrate and a powerful message about (a) how our community wants trade to work and (b) how the community can, by working together, make positive changes  To become a Fairtrade Community Area, five goals must be met and this project will go a long way to directly support two of the those goals (community awareness & community usage) by raising the profile of the Fairtrade campaign amongst the community and commerce.		
<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="4"/>	Female	<input type="text" value="5"/>
25 – 50 years	Male	<input type="text" value="1"/>	Female	<input type="text" value="1"/>
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 grant will fund the start-up costs, i.e the cost of producing the display posters and leaflets. It is hoped that sponsorship can be sought to provide the on-going costs.

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 project will commence at the start of a national campaign called Fairtrade Fortnight which is from Monday 25 February to Sunday 10 March 2013. Locally, the WG will conduct a campaign to ensure that the local community is made aware of the Fairtrade issues. Feedback will be sought during this period which will form the basis of an action plan aimed at making Calne a Fairtrade Community Area.

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

n/a

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)**

<b>Year ending:</b> 2011/12	<b>Month:</b> April	<b>Year:</b> 2012
<b>A - Total income:</b>	£14,165.30	
<b>B - Minus total expenditure:</b>	£12,713.39	
<b>Surplus/deficit for year: (A minus B)</b>	£1,451.91	
<b>Free reserves currently held (i.e. money not committed to other projects/operating costs)</b>	£1,500	

**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.**

<b>Project Costs A</b> Please provide a <u>full</u> breakdown e.g. equipment, installation etc.		<b>Project Income B</b> Please list all sources of funding for this project, as provisional (P) or confirmed (C)		
			P/C	
design and artwork	£864	Own fundraising/reserves		£
leaflet printing	£130			£
	£	Parish/town council		£
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£			
	£	Other		£
	£	CCAP		£
<b>Total Project Expenditure</b>	<b>£994</b>	<b>Total Project Income</b>		<b>£</b>
<b>Total project income B</b>		£994		
<b>Total project expenditure A</b>		£0		
<b>Project shortfall A – B</b>		£994		
<b>Grant sought from Wiltshire Council Area Board</b>		£994		
<b>Bank Details</b>				
<b>Please give the name of the organisations' bank account e.g. Barclays</b>		Lloyds TSB		
<b>Please give the name of the organisations' bank account e.g. Chippenham Scouts</b>		Calne Community Area Partnership		

**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:** 28/12/2012

**Position in organisation:** Chair

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