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**Section 4**

## 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

<b>Name of organisation</b>	Friends of Abberd brook		
<b>Contact name</b>			
<b>Contact address</b>			
<b>Contact number</b>		<b>e-mail</b>	
<b>Organisation type</b>	Not for profit organisation		

### 2. Your project

<b>Project Title/Name</b>	Enhancement Underpass Prince Charles Drive Calne
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<b>Any other information about your project. (Limited to a 1000 characters)</b>			
<p>This is part of a larger project involving the Abberd Brook. The underpass is situated in a residential area of Calne with poverty and deprivation in evidence. We will enhance the green spaces with a variety of wildflowers over the next few years, with more access to a pleasant meandering brook. Other departments of Wiltshire Council are supportive of this project with the streets department agreeing to prepare the wall prior to fixing. Wiltshire Council environment services together with The Environment Agency have raised no objections to the placement of the mosaic and the local community centre has given us free use of their premises. No planning permission is required but we will keep Wiltshire Council informed of any progress. .</p>			
<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>		<b>Yes</b>	<b>No</b>
<b>Could your project be funded from your reserves?</b>		<b>Yes</b>	<b>No</b>
<b>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>)</b>		<b>Yes</b>	<b>No</b>

### 3. Management

How many people are involved in the management of your group/organisation?  
Of these, how many are:

Over 50 years	Male 8	Female 9
25 – 50 years	Male 2	Female 2
Under 25 years	Male	Female
Disabled People	Male 1	Female
Black and Minority Ethnic people	Male	Female

If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?  
The underpass will be maintained jointly by Wiltshire Council and Friends of Abberd Brook with funding for minor tasks coming out of Friends Abberd Brook general fund

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 enhancement to date has already made an impact on the community and we anticipate that this will make further impact. A survey will be carried out to establish the increase of usage.

Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?

yes

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
Awards for All	3000	0
Calne Town council	750	0
Calne Welfare Charities	250	0
All Requests Pending		

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).*

No

**Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?**

**No**

#### 4. Information relating to your last annual accounts (if applicable)

Year ending:	Month: March 31st	Year: 2012
A - Total income:	£ 3760	
B - Minus total expenditure:	£ 11826	
Surplus/deficit for year: (A minus B)	£(8066)	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£ 300	

#### 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	
Materials and labour	£ 5500	Own fundraising/reserves	C	£ 100
Environment Agency Flood defence	£ 50			£
Scaffold Hire	£ 53	Parish/town council		£
Sundry Fixing Equipment	£ 75	Calne Town council	P	£ 750
Stationery/printing costs	£ 172	Trusts/foundations		£
Use Of Community Centre	£ 105	Calne Welfare Charities	P	£ 250
	£	In kind		£
	£	Colemans Farm Community Centre	C	£ 105
	£			
	£	Other		£
	£	Awards for All	P	£ 3000
<b>Total Project Expenditure</b>	<b>£ 5955</b>	<b>Total Project Income</b>		<b>£ 4205</b>
<b>Total project income B</b>		£ 4205		
<b>Total project expenditure A</b>		£ 5955		

<b>Project shortfall A – B</b>	£ 1750
<b>Grant sought from Wiltshire Council Area Board</b>	£ 1750
<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>	Friends of Abberd Brook

**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:**

**Position in organisation:**

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