

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	Chalke Valley Community Hub Ltd		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify Industrial Provident Society - Bencom		

2. Your project

Project Title/Name	Chalke Valley Community Hub		
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>	Broad Chalke Shop & PO will close in May 2013. This project will immediately establish a community-owned replacement retail amenity but within the URC Chapel. The Shop will underpin the community hub comprising coffee shop/meeting room/info centre, village archive, police drop-in, benefice office. Prof. shop manager will rely on team of volunteers. Objectives; to sustain shop/PO amenity for otherwise shopless Western Chalke Valley area and to underpin community hub for social cohesion.		
In which community area does your project take place? <i>(Please give name – see section 3)</i>	Wilton		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date frequently since 07/12	
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date frequently since 10/12	

Where will your project take place?	URC Chapel Brod Chalke - TBK as Chalke Valley Community Hub	
When will your project take place?	Develop.02/13 Open 06/13	
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>	Response to Community Plan Questionnaire(to all households) ref. impending loss of shop.07/12, 2 subsequent public meetimngs very large supportive attendance 10/12.Subsequent shop use intention questionnaire -heavy response.Community benefits-saving a local retail/PO amenity that will otherwise cease, reduced need to travel,provision of local produce & services to mutual benefit of producer & consumer. Social amenities & coffee shop will be socially cohesive forum for all. Geographically convenient for most. Project allows contribution of finance & volunteer time,so engenders community spirit & self-help.	
How many people will benefit from your project?	approx 2500	
How does your project demonstrate a direct link to the local community plan for your area? (see www.wiltshire.gov.uk/areaboards) or priorities of your area board) Please provide a reference/page no.		
Any other information about your project. (Limited to a 1000 characters) The residents of Broad Chalke and neighbouring villages in the Western Chalke Valley are determined to preserve and improve their amenities and to reverse the process of rural decline seen throughout Britain. Whilst nearly everyone now uses supermarkets for much of their needs, Community Shops have a role as convenience stores and niche product & service providers, whilst also acting as a forum for casual social contact; here enhanced by a coffee shop. As most local villages lack such forums other than pubs, a volunteer-based workforce will provide convenient opening hours. Equally, the shop will endeavour to stock local produce, thus reducing food miles and helping stimulate the local rural economy		
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 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"/>
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?
Financed by Community Shop business revenue.

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?

Primary indicator will be business performance, measured progressively through financial turnover and profitability. Non-commercial elements will be measured by foot-fall, whilst in all aspects the membership and customer base will be surveyed periodically for satisfaction and for service suggestions, as will our suppliers.

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

Sowing Seeds

£93,734

Nil

Prince's Countryside Fund

£35K failed

Nil

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:	Year:		
A - Total income:	£	N/A		
B - Minus total expenditure:	£			
Surplus/deficit for year: (A minus B)	£			
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£	N/A		
5. Financial information – If you can claim back V.A.T. please <u>exclude</u> 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	
Buildng & Construction	£73,218	Own fundraising/reserves		£
Shop fit-out	£13,697	Sowing Seeds	P	£91,734
Shop refrigeration	£10,729	Parish/town council		£
Coffee Shop fit-out	£10,832			£
EPOS	£5,616	Trusts/foundations	C	£50,000
Office refit	£990			£
Vol&Perm Staff Training	£8,000	In kind		£
Staff sal part year 1	£10,652			£
ABOVE ITEMS SS pending	£133,734			
Stock initial expend	£18,672	Other		£
Other start-up costs	£8,594	Share issue UNSECURED	P	£20,000
Total Project Expenditure	£161,000	Total Project Income		£161,734
Total project income B		£161,734		
Total project expenditure A		£161,000		
Project shortfall A – B		£0		
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) 16/11/2012 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: 05/01/2013

Position in organisation:

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

