



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	Cricklade Business Association -lead organisation in project		
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	"Project Speakeasy" Purchase intergrated Public Address System for community use		
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>	To purchase a PA for the community,currently a PA system is owned by the Scouts and is 20yrs old, in poor condition and old technology. The PA is used by many organisations including Scouts, British Legion, Cricklade Festival, Court Leet, Leisure Centre, Jenner Hall, The aim is to have available in the community a highly professional but simple to use system enabling all organisations to benefit from its purchase. The application is a joint project led by the CBA, who are part financing the project, in the name of all organisations in Cricklade.		
In which community area does your project take place? (Please give name – see section 3)	Royal Wootton Bassett and Cricklade		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date 1.12.12	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date 12.12.12	No <input type="checkbox"/>

Where will your project take place?	Cricklade Community Groups
When will your project take place?	As soon as funds are available
How did you discover there was a need for your project (please provide evidence) 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>	It has become evident over some years that the PA belonging to the Scouts has become more and more used by other organisations. The Scouts do not charge for its use but share it as part of their community involvement. The equipment is used extensively to support organisations fund raising such as Cricklade festival, Duck race, concerts, fetes and ceremonial occasions such as the Court Leet Remembrance Service at the War Memorial and sporting events such as the Fun Run and Triathlon. The current equipment is bulky to the extent that it is heavy and only transportable by large hatchback type vehicle, it is difficult to set up and its performance is poor and unreliable
How many people will benefit from your project?	The Whole Community
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.	P10 available to Schools - Education P22 Recreation, Culture, Leisure
Any other information about your project. (Limited to a 1000 characters) The Cricklade Business Association has become aware that the PA equipment in use in the Community is no longer fit for purpose. After consultation with the current users it is clear that no single organisation can afford to finance a suitable replacement on their own. The CBA has therefore taken the initiative to co-ordinate this bid in the anticipation that the Area Board will recognise the advantage of a joint community project bid. The CBA are not users of the equipment but will give financial support. The long term administration of the equipment has been considered and negotiations with Cricklade Town Council have taken place concerning storage, insurance and a bookings diary. E Mails supporting this bid are available from Scouts, Christmas Lights Committee, Leisure Centre, Court Leet, British Legion, Jenner Hall, Cricklade Festival. It is the intension that this equipment should be available to all community groups in Cricklade	
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 checked="" type="checkbox"/>
Could your project be funded from your reserves?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is your project urgent (having to be completed in this financial year? If you answer YES please provide evidence elsewhere on the application form)	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="20"/>	Female	<input type="text" value="10"/>
25 – 50 years	Male	<input type="text" value="10"/>	Female	<input type="text" value="10"/>
Under 25 years	Male	<input type="text" value="12"/>	Female	<input type="text" value="5"/>
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?
Minimum Maintenance

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 Community will be able to hear at events and the organisers will benefit from professional reliable and easily transportable equipment

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
Cricklade Town Council	1000.00	

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: 2012	Month: Mar	Year: 2012
A - Total income:	£	
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)	£	

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	
Intergagrated PA Syste	£3,280	Own fundraising/reserves		£
	£	CBA Donation		£150
	£	Parish/town council		£1000.00
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£			
	£	Other		£
	£	User Groups		£490
Total Project Expenditure	£3,280	Total Project Income		£1,640
Total project income B		£1,640		
Total project expenditure A		£3280		
Project shortfall A – B		£1,640		
Grant sought from Wiltshire Council Area Board		£1,640		
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		Cricklade Business Association		

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: 12/12/2012

Position in organisation: Chairman

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