



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	Latton Parish Plan Steering Group		
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	Shaping the Future of Latton Parish - A community Led Parish Plan for Latton Parish		
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>	This project aims to develop a Parish Plan for Latton Parish. It is expected that this Plan will determine priority actions for the Parish Council to take forward and will be widely legitimised by Parish residents and other stakeholders.		
In which community area does your project take place? <i>(Please give name – see section 3)</i>	Latton Parish		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date 07.12.12	No <input type="checkbox"/>

Where will your project take place?	The aim is to deliver the Parish Plan by end of March 2012	
When will your project take place?		
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>	The Area Board has encouraged the creation of parish and town plans in the community area as a means of identifying community priorities. The process of preparing a plan will be community led by a representative steering group of volunteers. They will engage widely with local residents, community groups, businesses and other stakeholders and undertake a consultation exercise to find out what is valued and needed in the future. Information from the consultation will inform the action planning that will be developed with the involvement of agencies and service providers to ensure that the actions identified are deliverable. The parish/town plan provides evidence to inform future decisions	
How many people will benefit from your project?	500	
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.	This project provides opportunities for residents in Latton Parish to have their say, be involved in decision making about issues affecting them.	
Any other information about your project. (Limited to a 1000 characters) Latton Parish Council is in support of this project. A steering group made up of volunteers has taken this project forward over the past twelve months and feedback progress at the Parish Council meetings. The group has been supported and is working with Community First. Recognising the lack of resources in the Parish for data analysis and internet data capture commissioned this work to be done on the Steering Group's behalf . The Project also aims to support Parish Councillors (there are three new Councillors) since the project started to enable them to look at the benefits of Parish Planning and embedding some of the processes (of championing resident's voice and engagement) going forward. The Project has developed a number of processes and principles which may be embedded into Parish Council work - commissioning principles have been produced, opportunities to share best practice with Down Ampney Parish Council and a project approach to this work.		
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 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 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="1"/>
25 – 50 years	Male	<input type="text"/>	Female	<input type="text"/>
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?
Use of Parish Council funds.

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?

When the Parish Plan is completed and successfully adopted by the Parish Council and presented to other stakeholders.

We will know whether the plan pe se has made a difference in the progress of the actions and priorities it recommends.

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

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:	£	
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	
Meeting Room	£0	Own fundraising/reserves		£
Admin -	£0			£
Data analysis	£650	Parish/town council	C	£500
Consultation events	£150			£
Final Design and print	£150	Trusts/foundations		£
Miscellaneous	£50			£
	£	In kind		£
	£			£
	£			
	£	Other		£
	£			£
Total Project Expenditure	£1,000	Total Project Income		£

Total project income B	£500
Total project expenditure A	£1,000
Project shortfall A – B	£500
Grant sought from Wiltshire Council Area Board	£500
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	Parish Council of Latton

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: 19/12/2012

Position in organisation: Secretary, Latton Parish Council

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