



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	Malmesbury United Reformed Church		
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	Malmesbury United Reformed Church Hall - Installation of Lift		
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>	Install a lift to the upstairs hall which is currently only accessible via a long steep staircase. The lift will open the room up to be used by a wider section of the community. All community groups will be able to use the room, from toddler groups to octogenarians and beyond. The room, refurbished in 1998 to modern standards, is 9.2mtrs x 8.6 mtrs and has big windows, a good laminate floor and many sockets making it suitable for educational use. It has a small kitchen and Toilets are available on the ground floor - the lift would make these available to users of the hall. We want this room to be a real asset to the wider community.		
In which community area does your project take place? (Please give name – see section 3)	Malmesbury		
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"/>

Where will your project take place?	In the United Reformed Church, St Marys Street
When will your project take place?	We are targeting the summer holiday 2013
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 800 characters only (inclusive of spaces)</i>	For many years people both in the Church and beyond have pointed out the need for this facility but have also pointed out the inaccessibility. Our own congregation is largely made up of old folk many of whom have mobility impairment and are therefore unable to use the room. A key reason for the project is to make the room available for use by outside organisations at realistic commercial rates. People that have approached us but found the room inaccessible include an Arts Society, computer training for the public, the Tuesday club (for old folk) Yoga and Salsa class providers, a counselling and support group and we as a church have rejected to possibility of using it to provide a drop in and activity centre. The Hall is viewed as being the only large space of its' kind in the vicinity and is close to the Childrens Centre, residential facilities for the elderly and is suitable for all age
How many people will benefit from your project?	Over the coming years we would like many hundreds to benefit
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.	Under "Culture Sport and Young People" there is a specific request for "providing facilities other than at the Town Hall for events and activities." This project is aimed precisely at providing that alternative venue.
Any other information about your project. (Limited to a 1000 characters) We believe that this facility will benefit the local community for many years to come. The church has some reserves. We intend to raid the reserves for this project but we are mindful that we must maintain sufficient to meet our normal expenses, mortgage repayments, repairs to the old cottages, repairs to the church and other expenses that arise in a set of old buildings. The figure includes ring fenced money saved to pay for the planned maintenance programme. Over the past 4 years we have spent £36k on the roof £10k on the boiler flue and maintenance, £3.5k on inside repairs, £2k on garage roofs, £20k on one cottage refurbishment, £35k on the exterior of all the cottages so it can be seen that we dare not empty the coffers. We are showing a figure for "possible sale of land asset". This is a small piece of agricultural land on the outskirts of town. We are trying to sell it but there is no knowing that it will sell in the foreseeable future. The buildings are available for all to use, we only expect that the activity should not be anti-Christian.	
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? We will make a contribution	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: These are Church Elders

Over 50 years	Male	<input type="text" value="5"/>	Female	<input type="text" value="1"/>
25 – 50 years	Male	<input type="text"/>	Female	<input type="text" value="2"/>
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 project is a one off capital project. Normal Maintenance will be carried out within the church maintenance programme.

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?
We will have been able to broaden the use of the room to include groups where mobility is an issue. Currently only fit and able people can use the room.

Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?	Yes <input checked="" type="checkbox"/> Date contacted CIB Approx Sept 2012 No <input type="checkbox"/>		
To whom have you applied for funding for this project (<i>other than Wiltshire Council</i>)? <i>Please list with amount applied for and whether you have been successful</i>	Name of Funder	Amongst others	Amount Applied For
	Wilts and Swindon community		£5000
	Allchurches Trust		not specifiable
	Malmesbury Carnival Comm		£1000
	Landfill fund being submitted		£15000
Have you or do you intend to apply for a grant from another area board within this financial year? <i>If yes, please state which one(s).</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

4. Information relating to your last annual accounts (if applicable)				
Year ending:	Month: January	Year: 2012		
A - Total income:	£ 54681			
B - Minus total expenditure:	£ 57873			
Surplus/deficit for year: (A minus B)	£ -3192			
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£ 35008 including reserves for emergency repairs ie boiler etc and funds to meet liabilities.- ie loan on manse etc.			
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	
Platform Lift using Pickerings	£ 17600	Own fundraising/reserves	C	£ 5000
Associated Building works Robins	£ 6107			£
VAT	£ 4741	Parish/town council		£
	£			£
	£	Trusts/foundations inc already achieved we hope to raise	C/P	£ 5000
	£	Landfill Trust Net figure	P	£ 13000
	£	In kind		£
	£			£
	£	See note in additional info		
	£	Other Possible sale of land asset	P	£ 15000 ?
	£			£
	£			£
Total Project Expenditure	£ 28448	Total Project Income See note in letter		£ 23000
Total project income B	£ 23000			
Total project expenditure A	£ 28448			
Project shortfall A – B	£ 5448			
Grant sought from Wiltshire Council Area Board	£ 5000			
Bank Details				
Please give the name of the organisations' bank account e.g. Barclays	Lloyds Bank High Street malmesbury			
Please give the name of the organisations' bank account e.g. Chippenham Scouts	Malmesbury URC			

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.**
- The Church operates by right of the URC act of parliament. Technically owned by SW Synod of the URC church property 'freehold' interest is held by a 'property holding trustee'; the United Reformed Church (South Western Synod) Incorporated, and is held in accordance with the statutory trusts set out in the URC Act.

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) Not required - Building regs approved
- 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](#))