



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 | 10 th Chippenham Scout Group | | |
| Contact name | Justin Purkis | | |
| 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 | Scout Hut Refurbishment | | |
| 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> | Repair and refurbish existing scout hut by building new internal walls and ceiling to allow insulation. The new walls and ceilings will be strong enough to support new and more efficient heating and lighting which in combination with the additional insulation would significantly reduce the current electricity bills of c£1,000 per annum, as well facilitate the continued useage of the hut. | | |
| In which community area does your project take place? (Please give name – see section 3) | Chippenham | | |
| 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 type="checkbox"/> | Date | No <input checked="" type="checkbox"/> |

| | |
|--|---|
| Where will your project take place? | 10 th Chippenham Scout Hut, Westmead, Chippenham |
| When will your project take place? | Summer 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 700 characters only (inclusive of spaces)</i> | The existing hut is in poor repair (despite ongoing maintenance) and requires significant repairs and refurbishment. The repairs will benefit the c125 young people and 28 leaders who use the hut on a weekly basis. The hut is also used for ad hoc community events e.g. as part of the Chippenhama Folk Festival. |
| How many people will benefit from your project? | c150 |
| How does your project demonstrate a direct link to the local community plan for your area? (see www.wiltshire.gov.uk/areaboard) or priorities of your area board) Please provide a reference/page no. | As above |
| Any other information about your project. (Limited to a 1000 characters) Please see attached letter. | |
| 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? 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="2"/> |
| 25 – 50 years | Male | <input type="text" value="9"/> | Female | <input type="text" value="7"/> |
| Under 25 years | Male | <input type="text" value="5"/> | Female | <input type="text" value="1"/> |
| Disabled People | Male | <input type="text" value="0"/> | Female | <input type="text" value="0"/> |
| Black and Minority Ethnic people | Male | <input type="text" value="0"/> | Female | <input type="text" value="0"/> |

If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

We are currently looking for funding from a number of sources, including The Rotary Club, Chippenham Bouroughlands and via ongoing fundraising.

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?

Continued use of the Scout Hut and improved use of existing funds

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 |
|-------------------------|--------------------|-----------------|
| Chippenham Boroughlands | £10,000 | 0 |
| The Rotary Club | £10,000 | 0 |
| | | |
| | | |

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: March | Year: 2012 |
| A - Total income: | £15182 | |
| B - Minus total expenditure: | £12159 | |
| Surplus/deficit for year: (A minus B) | £3023 | |
| Free reserves currently held (i.e. money not committed to other projects/operating costs) | £0 | |

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 | |
| Repairs to Hut | £8,000 | Own fundraising/reserves | C | £5,000 |
| Flooring | £1,200 | | | £ |
| Heating and Lights | £800 | Parish/town council | C | £0 |
| | £ | | | £ |
| | £ | Trusts/foundations | | £ |
| | £ | Chippenham Boroughlands | P | £5,000 |
| | £ | In kind | C | £0 |
| | £ | | | £ |
| | £ | | | |
| | £ | Other | | £ |
| | £ | Chippenham Rotary | P | £5,000 |
| Total Project Expenditure | £10,000 | Total Project Income | | £5,000 |

| | |
|---|---------|
| Total project income B | £5,000 |
| Total project expenditure A | £10,000 |
| Project shortfall A – B | £5,000 |
| 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) 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: Justin Purkis

Date:

Position in organisation: Treasurer

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