



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	1 st Tidworth Scout Group		
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	Replacment of damaged equipment		
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>	As part of Scouting Activities the leaders arrange a programme of outdoor sleep overs and camping sessions. Apart from sleeping tents we also keep a selction of tents including mess tents, dining awnings and toilet tents to use on these occasions. As our metal storage units had to be removed last year these items have been stored in the Scout Hut. Unfortunately we have now discovered a lot of the tents have been damaged by mice. We now need to replace several tents.		
In which community area does your project take place? (<i>Please give name – see section 3</i>)	Tidworth		
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?	1 st Tidworth Scout Group Hut on Humber Lane and around the local area.
When will your project take place?	Various occasions
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>	We had a voluntary day with parents and leaders to clear and sort out the storage area. On getting everything out we discovered an infestation of mice had invaded. These items are a recognised activity of Scouting and it is imperative that this experience can be offered to our young people.
How many people will benefit from your project?	approx 75 junior members plus adult l
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.	Scouting has an impact on various areas of the Community Plan ie Crime, Education and Life Long Learning, Culture and Leisure and Countryside.
Any other information about your project. (Limited to a 1000 characters) During 2012 the 1 st Tidworth Scout Group became part of a new Scouting District. Because of this all our financial information went to District Office and then on to County Office to effect the changeover. At this point in time we have not had these accounts or any cash reserves returned to us. We have pushed to find this information but have been led to understand that there are some legal issues pending and this will not be forthcoming for some time. During the same time the group did not have an Executive committee and it has taken some time to encourage individuals to take up these roles. However a new Executive Committee is now in place and this is the first large issue to deal with. The Section Leaders of 1 st Tidworth are very dedicated leaders and are keen to pursue their own fundraising activities as they have in the past ie by bag packing at Tesco etc. However, these funds will only assist the different sections to run efficiently and NOT to purchase larger items.	
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="2"/>	Female	<input type="text" value="2"/>
25 – 50 years	Male	<input type="text" value="4"/>	Female	5 <input type="text"/>
Under 25 years	Male	<input type="text" value="0"/>	Female	<input type="text" value="0"/>
Disabled People	Male	<input type="text" value="1"/>	Female	0 <input type="text"/>
Black and Minority Ethnic people	Male	<input type="text" value="0"/>	Female	0 <input type="text"/>

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

We intend to attempt our own fundraising including pledges from local business. we will also pursue other grant funding available to us.

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?

Increasing membership and sustainability of the Group. More parents/adults encouraged to become volunteer leaders/helpers with the group.

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*)?

Name of Funder

Amount Applied For

Amount Received

N/A

Please *list* with amount applied for and whether you have been successful

Have you or do you intend to apply for a grant from another area board within this financial year?

Yes

No

If yes, please state which one(s).

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:	£all financial information	
B - Minus total expenditure:	£is held at District HQ	
Surplus/deficit for year: (A minus B)	£We do not have access to this	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£information at present.	

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	
Lg Mess tent	£869	Own fundraising/reserves		£0
2 x toilet tents	£98			£
	£	Parish/town council		£0
	£			£
	£	Trusts/foundations		£0
	£			£
	£	In kind		£0
	£			£
	£			
	£	Other	P	£80
	£		C	£115
Total Project Expenditure	£967	Total Project Income		£195
Total project income B		£195		
Total project expenditure A		£967		
Project shortfall A – B		£772		
Grant sought from Wiltshire Council Area Board		£772		
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:

Date: 26/2/13

Position in organisation:

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