

Community Area Partnership Agreement 2010/11:

Claim for running costs

Your Details:

Name:	John Clark, Hon Treasurer
Partnership:	Chippenham & Villages ('ChAP')
Address:	39 Upper Seagry Chippenham Wilts SN15 5HA
Phone:	01249 721171
Email:	Jec39@btinternet.com

Bank Account Details:

Account name:	ChAP
Sort code:	30-91-99
Account no.	3372388
Balance of funds at beginning of financial year:	£8,883.22, of which £4,992.87 is core funding carried forward from last FY

Details of Claim:

	Cost:
Administrator / Project Officer (inc travel) costs: <ul style="list-style-type: none"> Administrator + project team co-ordinator (roles may be combined) - remuneration, travel costs, recruitment costs 	£7,628.87
Consultation activities, public events, analysis, etc: <ul style="list-style-type: none"> Annual public event, plus at least two other consultation events during the year, mailshots, 	£2,750
Advertising & promotion (inc websites): <ul style="list-style-type: none"> 3-4 Newsletters per year (design + print), maintenance of websites for ChAP and for relevant project teams, costs of distribution, PO Box costs 	£5,975
Plans, questionnaires, other printing costs: <ul style="list-style-type: none"> Printing of Community Plans, leaflets, surveys, cards etc 	£250
Office expenses, consumables, etc.: <ul style="list-style-type: none"> Paper, ink, postage costs, storage of community resources, hire of rooms 	£525
Other costs: <ul style="list-style-type: none"> Volunteer expenses, training, purchased resources, AMT membership 	£1,649
Total claim for year (after netting off the sum of £4,992.87 core funding carried forward from last year)	£13,785

Please post your Annual Workplan and Claim Form for running costs to:

Andrew Jack, Communities, Libraries, Heritage & Arts, Wiltshire Council, County Hall,
Trowbridge BA14 8JN

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I confirm that the costs claimed for here will be incurred by the [insert] Community Area Partnership in accordance with the commitments agreed within the Community Area Partnership Agreement, 2010/11 and hereby apply for the first 50% of the funding to be released.

Signed:

Date:

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Trowbridge BA14 8JN