Wiltshire Council
Where everybody matters

Area Board Project/Councillor Initiative

1. What is the project?

The grant is for a apple pulping machine for use alongside the apple press purchased with a grant from Melksham Area Board.

2. Where is the project taking place?

Melksham, and surrounding area.

3. When will the project take place?
The machine can be used all year around to pulp and press fruit.

4. Please outline:
- **Community benefits**
- **Evidence of need**
- **Links to Community Plan**

Area Board Project/Councillor Initiative

5. What is the desired outcome/s of this project?

6. Who will Project Manage this project?

Melksham Community Environment Group

7. Please confirm costs and provide quotes
   - Total project costs up to and including £5,000 - 1 quote
   - Total project costs over £5,000 - 3 quotes

£745.00 including V.A.T

8. Additional information in support of the project

Appendix I: Main Considerations for Area Board Projects

In addition to the Community Area Grant Scheme, Area Boards may wish to use a proportion of their funding for projects which fall outside the criteria of the Community Area Grant Scheme. These projects would be initiated by Area Board members for consideration and approval by the Area Board.

1. The Area Board may wish to agree to limit the amount of money used for Area Board projects in order to retain a viable grants pot. This might be a set sum or a percentage of the whole budget.

   As stated in the Cabinet report/approved in 2010:
   In considering requests the Area Board will need to bear in mind the impact this will have on the amount of funding available to support applications from local community groups and organisations.

2. The Cabinet Report stated that any project initiated by a Councillor outside of the Community Grants system must have the approval of the Area Board and should clearly set out one or more of the following:

   - Evidence of community need
   - Clear links to the community plan
   - Evidence that it addresses an on-going issue that has been logged via the Community Issues System
   -

3. The Council is committed to operating transparently so it is suggested that Councillors should provide basic information including:

   - What is the initiative?
   - Where will it take place?
   - When will it take place?
   - What are the community benefits/evidence of need/links to the community plan/logged issue etc?
   - Who will project manage the initiative?
   - Costs/quotes -Total cost up to £5,000 one quote 5k-25k provide 3 quotes

(NB This is a requirement for all Council work so must be complied with)
NB This is a requirement for all Council work so must be complied with, although exceptions are allowed where the work is being undertaken by Wiltshire Council.

4. Applications should be shared with the CAM, meeting the same deadline dates as Community Area Grants (if at all possible). This will enable the CAM to check that all the information is provided necessary to make an informed decision at the area board meeting.

5. Councillors are requested to use the special application form for Area Board Projects as this will guide them to collect all the necessary information to enable their area board to make a decision. The application from will form part of the area board agenda.