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## Community Area Grant Application Form 2010/2011

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

**We strongly advise that you contact your Community Area Manager before completing your application.**

1 - Your organisation or group			
Name of organisation	Neston Pre-school Playgroup		
Contact name	Kathryn Ritchie		
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input type="checkbox"/> Parish/town council <input checked="" type="checkbox"/>		
	Other, please specify		
2 - Your project			
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Corsham Area Board		
Does your town/parish council know about your project?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
What is your project?  <b>Important: This section is limited to 300 characters only (inclusive of spaces).</b>	A “stay and play” morning for parents and carers of children below the pre-school intake age of 2 incorporated into our new Monday pre-school session. A “mother and baby” session is also possible. This will allow us to effectively reach more people in the community.		
Where will your project take place?	Neston Pre-school Playgroup, Neston Memorial Hall		
When will your project take place?	Monday Mornings from September or as soon as funding and or numbers allow the Pre-school to run a viable Monday session.		
How many people will benefit from your project?	We currently hold a waiting list for children before their 2 <sup>nd</sup> birthday. So as well as approximately 20 families using playgroup, there could be another		

<p><b>How does your project demonstrate a direct link to the community plan for your area?</b></p> <p><b>Please provide a reference/page no.</b></p>	<p>~20 families utilising our “stay and Play” session.</p> <p>A “stay and play” session within the Pre-school setting provides a valuable service to new families. We wish to offer them the experience of the pre-school setting at an earlier age. By providing the session we are expanding our provision and creating a more viable Pre-school.</p> <p>With reference to CACP 2008/9 Issue 6, pg 9</p>
<p><b>What is the link between your project and other local priorities?</b> e.g. Priorities set by your area board and parish plans. -Our project has a link to the 1<sup>st</sup> issue of transport, access and traffic, pg 1 of CACP 2008/9 . Neston Pre-school Playgroup face an uncertain future due to the 2010 low numbers a new business and sustainability plan has identified some key areas of growth stemming from a lack of provision in our community for toddlers. Due to this lack of provision in Neston many families without transport will find it difficult to allow their children to experience important steps in development and socialisation. Those that do have transport will be forced to take to their cars and drive to the nearest Pre-school, out with their catchment area for their school, a main advantage of joining the local playgroup, forming friends to go onto school with.</p>	
<p><b>How did you discover there was a need for your project and how will your project benefit your local community?</b></p> <p><b>Important: Please do not type in paragraphs – This section is limited to 1200 characters only (inclusive of spaces)</b></p> <p>We identified a need for the “stay and play” session due to the closure of Neston Baby and Toddler Group. We feel that we can offer a unique experience within Corsham area with our “stay and play” session allowing parents and carers to experience our lovely friendly pre-school with their younger children. This will benefit our local community by providing a very interesting dimension to the usual toddler group experience. Parents and carers utilising this session will have access to our enriching pre-school environment and to our highly qualified and experienced staff. New parents in particular will benefit from the available advice ranging from feeding, toilet training, behaviour, speech and language and special educational needs. The session will automatically provide links to pre-school and then further onto Neston Primary school . Families will be able to make new friends and networks, gaining support from local families and childcare experts in their direct area. Those important first early friendships and social skills will be formed from the early developmental stages.</p>	
<p><b>Any other information about your project.</b></p> <p>We hope to provide a valuable service to our local community with this project. Neston Pre-school Playgroup was established in 1972 and has long standing and good links with the community as a whole. However 2009/2010 academic year has been a difficult one with unusually low numbers. After much investigating and researching the reasons we feel that the main cause of our down turn in attendance has stemmed from the low attendance of the Neston toddler group and a slow decline in the knowledge of the Playgroup itself. As advised by our WCC Child Development Officers there has been a general drop off of 18 mos – 3 yr old children until recently. After identifying these key issues we hope to resolve them by developing our Business and Sustainability Plan, this includes our “stay and play” project to inject new interest and knowledge of our playgroup and an updated marketing plan. We recently held a very successful Open Morning in which 14 mums and toddlers came to visit our setting, we have had very good feed back with many putting their names down on our waiting list. However many of these children do not turn 2 until several months into our next academic year, a “stay and play” session would allow these children and parents to enjoy our playgroup now.</p>	

### 3 - Management

How many people are involved in the management of your group/organisation?

Of these, how many are:



Over 50 years	Male	Female	1
25 – 50 years	Male	2	Female 11
Under 25 years	Male	Female	
Disabled People	Male	Female	
Black and Minority Ethnic people	Male	Female	

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

We fully expect that after the initial new equipment costs the project will sustain itself from a nominal fee, lower than our usual Pre-school fees, our initial research has suggested a fee of £3 per child when compared to other children's activity groups in the area. From this the parents and carers can expect a healthy drink and snack for the children provided by the pre-school as well as enjoying the pre-school setting.

**If you were not awarded the full amount requested, what would be the impact on your project?**

We are keen to go ahead with the “stay and play” project as we feel it will be instrumental in fulfilling our objectives of reaching more families in the community and in turn create a more vibrant Pre-school. If we were unfortunately not awarded the full amount then we may be unable to offer the “stay and play” session until much later in the year until funds have built up and we are in a position to afford the new equipment. However we believe it is vital for the success of Pre-school's Business and Sustainability Plan to initiate this project as soon as possible, ideally in September 2010 when the extra revenue and marketing will be of great benefit.

**How will you know whether your project has made a difference in the community?**

We will know quite quickly that our “stay and play” project is making a difference to our community as we expect to see a relatively quick up take of this session should we make it available. Simply from our canvassing of the area and what families would like to see available we appreciate very well the needs of our community in particular with regards to that of young families.

**Have you contacted Charities Information Bureau for help with your application/ to seek funding?**

**Yes** help with application and funding advice      **No**

**To who have you applied for funding for this project (other than Wiltshire Council)?**

We have not applied to any other sources for this project as yet due to the fact that the opportunity for opening the Pre-school on Mondays has only just presented itself. We have however carried out exhaustive fund-raising for the Preschool in general, particularly over the last month and have raised £900 from events, greatly received help in the form of a £2000 loan from a concerned member of Neston's community and have a confirmed donation of £1000. This however has all been allocated for the revenue costs of Pre-school after our difficult year.

**Have you been successful?**

**Yes**      **No** N/A

<p><b>Have you or do you intend to apply for a grant from another area board within this financial year?</b></p> <p>If yes, please state which ones.</p>	<p>Yes      No <input checked="" type="checkbox"/></p>	
<p><b>Are you in receipt or anticipating other funding from Wiltshire Council for this project?</b></p>	<p>Yes                  No <input checked="" type="checkbox"/></p>	
<p><b>4 - Information relating to your last annual accounts (if applicable)</b></p>		
<p><b>Year ending:</b> 2010</p>	<p><b>Month:</b> May</p>	<p><b>Year:</b> 2010</p>
<p><b>A - Total income:</b></p>	<p><b>£24,427.11</b></p>	
<p><b>B - Minus total expenditure:</b></p>	<p><b>£30,912.02</b></p>	
<p><b>Surplus/deficit for year: (A minus B)</b></p>	<p><b>£6,484..91</b></p>	
<p><b>Free reserves held:</b></p>	<p><b>£7,768.35 (please note that £6026.23 is held in a redundancy account)</b></p>	

<b>5 - Financial information</b>				
<b>Project Costs A</b> Please provide a <u>full</u> breakdown e.g. equipment, installation etc.		<b>Project Income B</b> Please list all sources of funding for this project, as provisional (P) or confirmed (C)		
				P/C
Easy Flow cups (6)	£28.50	Own fund-raising/reserves		
Baby Activity set	£15.25			£
Baby Shape Sorters	£34.95	Parish/town council		£
Complete Resource Kit for Toddlers	£325			£
Cosy Land Small Square Cushion set	£59.50	Trusts/foundations		£
Crawling Quilt	£115.00			£
Magnetic Vehicle Set (2)	£21.95	In kind		£
Play and Sort Tray	£18.91			£
Stack and Learn	£35.75	Other		£
Treasure Basket	£12.88		(p)	£
Tumble Rumble	£23.85			£
WOW adventure vehicles (2)	£55.20			£
VAT	£130.68			£
<b>Total Project Expenditure</b>	<b>£877.42</b>	<b>Total Project Income</b>		
<b>Total project income B</b>		<b>£100.00</b>		
<b>Total project expenditure A</b>		<b>£877.42</b>		
<b>Project shortfall A – B</b>		<b>£877.42</b>		
<b>Award sought from Wiltshire Council Area Board</b>		<b>£877.42</b>		
<b>Bank Details</b>				
<b>Please give the name of the organisations' bank account e.g. Barclays</b>		HSBC		
<b>Please give the title name of the organisations' bank account e.g. current</b>		Neston Pre-S, Community Account		
<b>6 – Supporting information – Please enclose the following documentation</b>				
<b>Enclosed (please tick)</b>				
<input checked="" type="checkbox"/> Written quotes including the one you are going to use				
<input checked="" type="checkbox"/> Latest inspected/audited accounts or annual report				
<input checked="" type="checkbox"/> Income and expenditure budget for current financial year				
<input checked="" type="checkbox"/> Project budget (if applicable)				
<input checked="" type="checkbox"/> Terms of reference/constitution/group rules				
<input checked="" type="checkbox"/> Evidence of ownership/lease of buildings and/or land				
<b>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.</b>				

**7 - Equalities and Inclusion – Wiltshire Council is committed to ensuring that its work through the Area Boards benefits all sections of our community and promotes equality and inclusion. To assist us in assessing how your application aims to meet our commitment to equality and inclusion, please provide a brief answer to the following:**

**a) How does your project work to either (a) promote equality and access to services/facilities, and/or (b) reduce disadvantage?**

Our main Aims and Objectives include the promotion of equality and accessibility to services/facilities and reduce disadvantages, please see the attached sheet containing "Our Aims and Objectives"

**b) How does your project work to promote inclusion, participation and good community relations?**

Please see our Aims and Objectives enclosed, but also:-

The "stay and play" project's very objective is to promote the inclusion of more families into Neston Community., During our research into the viability of the project we have heard many opinions that a session such as ours would be highly appreciated in our community.

**c) Is your project targeted at a specific group? If yes, please tick any of the following which apply**

Under 25's    Over 50's

Mostly or all men/boys                  Mostly or all women/girls

Specific minority ethnic groups (please state which groups)

Specific faith groups (please state which groups)

People/families on low income

Other disadvantaged groups (please state which groups)

**8 - Declaration (on behalf of organisation or group) – I confirm that...**

**X I have read the funding criteria**

**X 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.**

**X f an award is received, I will complete and return an evaluation sheet.**

**X That any other form of licence or approval for this project has been received prior to submission of this application.**

**X That the necessary policies and procedures will be in place prior to the commencement of the project outlined in this application. X Child Protection X Public Liability Insurance**

**X Equal opportunities X Access audit Environmental impact**

**Planning permission applied for (date) or granted (date)**

**X That acknowledgement will be given of Wiltshire Council support in any publicity, printed or website material.**

**X I give permission for press and media coverage by Wiltshire Council in relation to this project.**

**Name:** Kathryn Ritchie

**Date:** 9<sup>th</sup> July 2010

**Position in organisation:** Chairperson

**Please return your completed application to the appropriate Area Board Locality Team**