

# Community Area Partnership Agreement 2010/11:

## *Claim for running costs*

### Your Details:

Name:	Peter Edge
Partnership:	Wilton Community Area Partnership (WilCAP)
Address:	99 North Street Wilton SP2 0HP
Phone:	01722 742667
Email:	Peter@pedge.net

### Bank Account Details:

Account name:	Lloyds TSB
Sort code:	
Account no.	
Balance of funds at beginning of year:	£

### Details of Claim:

	Cost:
<b>Administrator / Project Officer (inc travel) costs:</b> <i>Admin &amp; running costs for appointing administrator (12 meetings), minute taking, accounts etc.</i>	£1,000
<b>Consultation activities, public events, analysis, etc:</b> <i>Reviewing and updating old CAP plan (consultations, road shows &amp; informative meetings with community groups)</i>	£1,500
<b>Advertising &amp; promotion (inc websites):</b> <i>Website setup &amp; development, advertising in parish &amp; community magazines</i>	£1,000
<b>Plans, questionnaires, other printing costs:</b> <i>Community surveys and consultations</i>	£750
<b>Office expenses, consumables, etc.:</b> <i>Office running costs, stationary, insurance</i>	£1,000
<b>Other costs:</b> <i>WilCap meeting costs</i>	£600
<b>Total claim for year</b>	<b>£5,850</b>

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: .....

**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