



Reference No

 Log No  
 WARM28-10  
**For Office Use**

## 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	Warminster Christmas Lights Committee		
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

In which Community Area does your project take place? (Please give name – see section 3 of the grants pack)	Warminster
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>	Xmas 2010 Santas grotto and street fair
Where will your project take place?	Warminster
When will your project take place?	27/11/2010
How many people will benefit from your project?	Everyone in Warminster community area
How does your project demonstrate a direct link to the Community Plan for your area?  Please provide a reference/page no.	Pg 8/9 Econ and Tourism Pg 24 Educ, Skills & Lifelong Learning. Project with Kingdown School. Engaging local community. Encouraging trade & tourism

**What is the link between your project and other local priorities?** e.g. Priorities set by your Area Board and Parish Plans.

Improving footfall of shoppers into the High Street, Market place and town centre generally. Local traders outlined the need to encourage additional footfall following major roadwork completion.

**How did you discover there was a need for your project and how will your project benefit your local community?**

IMPORTANT: PLEASE DO NOT TYPE IN PARAGRAPHS – THIS SECTION IS LIMITED TO 1200 CHARACTERS ONLY (INCLUSIVE OF SPACES)

Local traders encouraged a street market event and the first was held in 2009. Most traders acknowledged that, although hesitant at first, they had their busiest trading day of the year. In addition 6<sup>th</sup> form students at Kingdown school, as part of their curriculum, wanted to work in partnership with the town council & XL group to find what residents wanted in relation to Christmas shopping and festivities.

**Any other information about your project.**

The first event held in 2009 was a tester. The XL group have been asked to work again with business study students, to build on the success of last year. To provide a professional event we need to purchase a permanent Santa's grotto. To move the lights and other equipment the trailer needs updating. Advertising the event is also necessary.

### 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="8"/>	Female	<input type="text" value="5"/>
25 – 50 years	Male	<input type="text"/>	Female	<input type="text"/>
Under 25 years	Male	<input type="text" value="2"/>	Female	<input type="text"/>
Disabled People	Male	<input type="text"/>	Female	<input type="text"/>
Black & Minority Ethnic people	Male	<input type="text"/>	Female	<input type="text"/>

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

Annual event - grant form Town Council and payment from traders.

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

Would have to hire a grotto year on year, leading to ongoing costs (this application represents an investment in the town). There would be no street entertainment unless voluntary.

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

Letters to paper, praise from traders. Market traders, organisation, students of school, local traders all requested a repeat event in 2010. Interest received already to support the day by taking a stall or offering services.

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

Yes  No

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

Town Council - Granted  
Edge Trust - Applied for.

**Have you been successful?**

Yes  No

**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 ones.**

**Are you in receipt or anticipating other funding from Wiltshire Council for this project?**

Yes  No

**4 - Information relating to your last annual accounts (if applicable)**

**Year Ending:**

**Month:** March

**Year:** 2010

**A - Total Income:**

£11,535.00 + 3,866.00 c/fwd

**B - Minus Total Expenditure:**

£11,576.00

**Surplus/Deficit for year: (A minus B)**

£41.00

**Free Reserves held:**

£2,773.00

<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	
Santa's Grotto	£1,200	<b>Own Fundraising/Reserves</b>		£600
	£			£
Hire of entertainment	£700	<b>Parish/Town Council</b>		£3,000
	£			£
Tyres and service for trailer	£500	<b>Trusts/Foundations</b>		£3,000
	£	Applied for		£
Kingdown business 6 <sup>th</sup> form	£600	<b>In Kind</b>		£
	£			£
Adverts/Competitions	£	<b>Other</b>		£
Posters/Prizes	£250			£
	£			£
	£			£
	£			£
<b>TOTAL PROJECT EXPENDITURE</b>	<b>£9,250</b>	<b>TOTAL PROJECT INCOME</b>		<b>£6,600</b>
<b>Total Project Income B</b>		£6,600		
<b>Total Project Expenditure A</b>		£9,250		
<b>Project Shortfall A – B</b>		£2,650		
<b>Award sought from Wiltshire Council Area Board</b>		£2,650		
<b>BANK DETAILS</b>				
<b>Please give the name of the organisations' Bank Account e.g. Barclays</b>		Lloyds, Warminster		
<b>Please give the title name of the organisations' Bank Account e.g. current</b>		30-99-13 acc no 02022019		
<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 & expenditure budget for current financial year <input checked="" type="checkbox"/> Project budget (if applicable) <input type="checkbox"/> Terms of Reference/Constitution/Group Rules <input 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?**

Encourage all age groups to work together. Schools, business and visitors.

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

Partnership working across organisations. Involvement of school, secondary and junior, local business, all taking part in positive activities.

**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.....**

- I have read 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 an award is received, I will complete and return an evaluation sheet.
- That any other form of licence or approval for this project has been received prior to submission of this application.
- That the necessary policies and procedures will be in place prior to the commencement of the project outlined in this application.     Child Protection     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:** Pip Ridout

**Date:** 28/07/2010

**Position in organisation:** Treasurer

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