Wiltshire Council

# Community Area Grant Application Form

Where everybody matters

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

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	Chippenham Ho	spital Radio		
organisation				
Contact name				
Contact address				
Contact number		e-mail		
Organisation type	Not for profit organisation			
	Other, please specify Registered Charity (No: 292802)			
2 – Your project				
In which community area does your project take place? (Please give name – see section 3 of the grants pack)		Chippenham		
Does your town/paris				
know about your proj	ect?	Yes 🛛 No 🗌		
What is your project? Important: This section is limited to 300 characters only (inclusive of spaces).		To convert a storage room into an office for our volunteers to do some research/preparation/ for their programmes and also provide extra space for training new volunteers.		
Where will your project take place?		At the radio station located in the grounds of the hospital		
When will your project take place?		ASAP after we secure funding		
How many people will benefit from your project?		17 volunteers patients & families		
How does your project demonstrate a direct link to the community plan for your area?		Chippenham & Vilages Community Plan Range of services at Chippenham Hospital to be maintained and developed		
Please provide a reference/page no.		Page 24 Item 6.3		

What is the link between your project and other local priorities? e.g. Priorities set by your area be	oard and
parish plans.	

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)

From a management perspective we have a small team, which firstly we would like to retain but secondly we would like to grow this volunteer base. We are conscious that in order to do this we need to be able to demonstrate that we have a modern and reliable broadcasting facility. Improved facilities would benefit both current and new members and allow them to produce good quality programmes. The majority of our volunteers are from the local community and are made up of all different ages who come from different backgrounds. These would be the immediate beneficiaries but ultimately the benefits for the wider community are those who work and are cared for at the hospital who can tune in and hear our programming. Our service is streamed on-line so that when people leave the hospital they may wish to continue to enjoy our programming but also it gives friends and families of patients the opportunity to request a song and actually hear that song played.

#### Any other information about your project.

Training & Development is vitla to enable us to continue to deliver the broadcasts . All volunteers who join our organisation and want to broadcast are required to take part in our 'Introduction to Broadcasting' course. The course covers everything from the technical side of broadcasting through to programme preparation and content. The length of the course is somewhat dependent on how quickly the individual learns but generally is for a couple of hours a week for a period of between 4-6 weeks. Volunteers come to us with different skill sets and backgrounds, the majority have no broadcast/radio experience and go on, in many cases to stay with us for many years simply enjoying a fun and rewarding hobby. Others have gone on to get involved with both Commercial and BBC radio stations. We are very mindful that although we are all volunteers we want to give people the knowledge and tools to empower them to produce entertaining and relevant programmes but also the confidence to do this.

#### 3 - Management

Of these, how many are:	ie management	. or your group/	
Over 50 years	Male 1	Female	
25 – 50 years	Male 5	Female	
Under 25 years	Male	Female	1
Disabled People	Male	Female	
Black and Minority Ethnic people	Male	] Female	

How many people are involved in the management of your group/organisation? 7

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

N/A

If you were not awarded the full amount requested, what would be the impact on your project?				
The conversion of the storage room will be delayed until alternative funding is secured. This would mean the loss of an area where we could provide training and an additional area for our current volunteers to utlilize for programme preperation.				
How will you know whether your project	t has made a difference	e in the community?		
Our community volunteer base will certainly benefit from an improved facility in which to broadcast. We would also hope that it would encourage new members via word of mouth or press coverage, which would mean that additional members of the community would be able to use our facilities. This would potentially be measured by the amount of new applications we receive after the project is completed.				
Have you contacted Charities Information Bureau for help with your application/ to seek funding?	Yes 🗌 No	$\boxtimes$		
To who have you applied for funding for this project (other than Wiltshire Council)?	Chippenham Borough Lands Charity Chippenham Council First Great Western The Community Foundation			
Have you been successful?	Yes 🗌 No	$\boxtimes$		
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: 2009	Month: March	<b>Year:</b> 2009		
A - Total income:	£745			
B - Minus total expenditure:	<b>£</b> 1352			
Surplus/deficit for year: (A minus B)	£607			
Free reserves held:	£			

Project Costs A Please provide a <u>full</u> breakdown e.g. equipment, installation etc.		Project Income B Please list all sources of funding for this project, as provisional (P) or confirmed (C)		
		P/C		
Woodwork, desk top	<b>£</b> 200	Own fundraising/reserves	£	
Door + handles/hinges/closer	<b>£</b> 260		£	
3 Drawer Filing Cabinet	<b>£</b> 70	Parish/town council	£	
Dakota Operator Chair	<b>£</b> 105		£	
Pigeon Holes	£111	Trusts/foundations	£	
	£		£	
	£	In kind	£	
	£		£	
	£	Other	£	
	£		£	
	£		£	
	£		£	
	£		£	
Total Project Expenditure	<b>£</b> 746	Total Project Income	£	
Total project income B		£0		
Total project expenditure A		£746		
Project shortfall A – B		£746		
Award sought from Wiltshire Council Area Board		£746		
Bank Details				
Please give the name of the organisations' bank account e.g. Barclays		Alliance and Leicester		
Please give the title name of the organisations' bank account e.g. current		Current		

## 6 – Supporting information – Please enclose the following documentation

### Enclosed (please tick)

Written quotes including the one you are going to use

- Latest inspected/audited accounts or annual report
- Income and expenditure budget for current financial year
- Project budget (if applicable)
- Terms of reference/constitution/group rules
- Evidence of ownership/lease of buildings and/or land

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.

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:				
<ul> <li>a) How does your project work to either (a) promote equality and access to services/facilities, and/or (b) reduce disadvantage?</li> </ul>				
b) How does your project work to promote inclusion, participation and good community relations?				
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.				
igtimes 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.				
Equal opportunities Access audit Environmental impact				
Planning permission applied for (date) or granted (date)				
$oxed{M}$ That acknowledgement will be given of Wiltshire Council support in any publicity, printed or website material.				
$oxed{B}$ I give permission for press and media coverage by Wiltshire Council in relation to this project.				
Name: Date:				
Position in organisation:				
Please return your completed application to the appropriate Area Board Locality Team				