



## Community Area Grant Application Form

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**

<b>1 - Your Organisation or Group</b>			
<b>Name of Organisation</b>	BURBAGE VILLAGE HALL		
<b>Contact Name</b>			
<b>Contact Address</b>			
<b>Contact number</b>		<b>e-mail</b>	
<b>Organisation Type</b>	<b>Non profit organisation</b> <input checked="" type="checkbox"/> <b>Parish/Town Council</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>		
<b>2 – Your Project</b>			
<b>In which Community Area does your project take place? (Please give name – see pp 2-4 of funding pack)</b>	CENTRAL LOCALITY - PEWSEY AREA		
<b>In which Parish does your project take place?</b>	BURBAGE		
<b>What is your project?</b>	REPLACEMENT OF OLD GLASS WINDOW FRAMES & DOOR WITH DOUBLE GLAZED UNITS IN THE HALL KITCHEN		
<b>Where will your project take place?</b>	BURBAGE VILLAGE HALL		
<b>When will your project take place?</b>	JANAURY 2010		
<b>Does your project demonstrate a direct link to the Community Plan for the area?</b> <b>If YES, please provide a reference/page no.</b>	<b>YES</b> <input checked="" type="checkbox"/> PAGES 2, 5 & 8 <b>NO</b> <input type="checkbox"/>		
<b>Please confirm your project will have commenced by 31<sup>st</sup> March 2010</b>	<b>YES</b> <input checked="" type="checkbox"/> <b>NO</b> <input type="checkbox"/>		
<b>What community benefits will your project provide and, who are the beneficiaries (e.g. numbers of people, age, gender, particular groups)</b> IMPORTANT: PLEASE DO NOT TYPE IN PARAGRAPHS – THIS SECTION IS LIMITED TO 1500 CHARACTERS ONLY (INCLUSIVE OF SPACES) THE PROPOSED INSTALLATION OF DOUBLE GLAZED DOOR & WINDOW UNITS IN THE KITCHEN OF BURBAGE VILLAGE HALL WILL PROVIDE A NUMBER OF IMMEDIATE & TANGIBLE BENEFITS TO ALL USERS OF THE HALL & THE WIDER COMMUNITY. THESE INCLUDE REDUCED HEATING BILLS DUE TO HIGHER THERMAL INSULATION, A REDUCTION IN THE CO2 FOOTPRINT OF THE HALL AND THE REMOVAL OF A SAFETY HAZARD DUE TO AGEING, NON-SAFETY GLASS. THE BENEFICIARIES INCLUDE ALL CURRENT & FUTURE USERS OF THE HALL - WHICH EMBRACE ALL AGES, GENDERS AND ETHNICITIES - AND COVERS A DIVERSE RANGE OF SOCIAL, SPORTING, EDUCATIONAL AND COMMUNITY ACTIVITIES. ON AVERAGE, SOME 1,000 PEOPLE UTILISE THE HALL'S RESOURCES EACH MONTH - WITH AGES RANGING FROM 3 YEARS OLD TO 90+. NEW DOUBLE GLAZED UNITS WILL INCREASE THE USAGE OF THE RECENTLY REFURBISHED KITCHEN AND IMPROVE THE AESTHETIC APPEARANCE & FUNCTIONALITY OF THE ROOM. IT IS THE INTENTION OF THE TRUSTEES TO GRADUALLY REPLACE ALL OF THE 1960's SINGLE GLAZED UNITS IN THE HALL ON A PLANNED BASIS OVER THE NEXT 5 YEARS.  BURBAGE VILLAGE HALL IS A REGISTERED CHARITY - No 305478			

**Wiltshire Council will be unable to meet the ongoing costs of your project. Please describe, therefore, how you will ensure the financial sustainability of your project beyond the period of this grant (if successful)?**

THERE WILL BE NO ONGOING PROJECT DRIVEN COSTS RESULTING FROM THIS PROPOSAL AS THE TRUSTEES DO NOT OPERATE A DEPRECIATION POLICY IN THEIR ACCOUNTING SYSTEM. IN FACT, THE VILLAGE HALL WILL SECURE AN OVERALL REDUCTION IN ANNUAL REVENUE COSTS DUE TO A LOWERING OF ITS HEATING & FUEL BILLS. IT IS THE POLICY OF THE FINANCE SUB-COMMITTEE OF THE VILLAGE HALL TO RETAIN APPROXIMATELY ONE FULL YEAR'S OPERATING COSTS IN RESERVE TO ACCOUNT FOR CONTINGENCIES/EMERGENCIES - IN LINE WITH PRUDENT FINANCIAL MANAGEMENT GUIDELINES RECOMMENDED BY THE CHARITY COMMISSION.

**3 – Additional information to support and strengthen your application e.g consultation, community involvement, energy efficiency measures**

**Please tell us more about the organisations and groups that are involved in your project, who will benefit from the award and how will you know that it is making a difference.**

IMPORTANT: PLEASE DO NOT TYPE IN PARAGRAPHS – THIS SECTION IS LIMITED TO 1500 CHARACTERS ONLY (INCLUSIVE OF SPACES)

OVER 20 DIFFERENT GROUPS CURRENTLY USE THE VILLAGE HALL FOR A VARIETY OF ACTIVITIES ON A REGULAR BASIS. THE VILLAGE HALL CHARITY IS MANAGED BY AN OPEN, ELECTED AND TRANSPARENT MANAGEMENT COMMITTEE COMPRISING REPRESENTATIVES FROM ALL OF THE REGULAR USERS OF THE HALL. EXTENSIVE CONSULTATION & DEBATE ON ALL ASPECTS OF THE HALL'S DAY TO DAY AND LONG TERM STRATEGY IS UNDERTAKEN ON A REGULAR BASIS WITH MONTHLY MANAGEMENT COMMITTEE MEETINGS - ALL OF WHICH ARE OPEN TO THE PUBLIC. THE PROPOSED REFURBISHMENT OF THE GLASS WINDOWS & DOOR WILL COMPLETE AND COMPLEMENT THE EQUIPMENT UPGRADING WHICH HAS RECENTLY TAKEN PLACE IN THE KITCHEN - THIS WORK HAS ALREADY BEEN IDENTIFIED IN A LONG TERM MAINTENANCE SURVEY THAT WAS COMMISSIONED BY THE TRUSTEES LAST YEAR AND FORMS PART OF THE OVERALL PLAN FOR THE HALL OVER THE NEXT FIVE YEARS.

**4 – Relationship between your project and Wiltshire Council priorities. Which of the following statements apply to the project/service you hope to provide? Please tick as many as you think apply.**

<b>The project will:</b>	
Engage with local people to find out their priorities and work with them to deliver solutions	<input checked="" type="checkbox"/>
Increase number of local people involved in regular volunteering	<input checked="" type="checkbox"/>
Increase the number of affordable homes	<input type="checkbox"/>
Improve access to services for people with dementia	<input type="checkbox"/>
Improve access to primary care services for people with learning disabilities	<input type="checkbox"/>
Encourage people to make lifestyle changes that will have a positive impact on the health of both themselves and their family	<input checked="" type="checkbox"/>
Improve adult participation in sport	<input checked="" type="checkbox"/>
Improve young people's participation in positive activities	<input checked="" type="checkbox"/>
Improve business productivity through innovation e.g. provide business with specific information, knowledge events and other support	<input type="checkbox"/>
Increase the number of people who feel safe in their community	<input checked="" type="checkbox"/>
Improve local area through intergenerational activities such as street clean ups and community events	<input type="checkbox"/>
Reduce perceptions of antisocial behaviour	<input type="checkbox"/>
Reduce deaths through accidents	<input type="checkbox"/>
Increase uptake of energy efficiency and renewable energy measures	<input checked="" type="checkbox"/>
Increase levels of recycling and re-using household waste especially amongst those people who currently do not recycle	<input type="checkbox"/>
Increase awareness of climate change adaptation, leading to action taken by individuals, communities and businesses	<input type="checkbox"/>
Reduce carbon emissions from transport through development, sustainable transport, traffic management and new technology	<input type="checkbox"/>
Improve local biodiversity	<input type="checkbox"/>

**THE FOLLOWING INFORMATION MUST BE PROVIDED, FAILURE TO DO SO WILL RESULT IN THE APPLICATION BEING REJECTED**

**5 – Information relating to your last annual accounts (if applicable)**

<b>Year Ending:</b> 2008	<b>Month:</b> DECEMBER	<b>Year:</b> 2008
<b>Total Income:</b>	£15,255.71	
<b>Minus Total Expenditure:</b>	£30,686.84	
<b>Surplus/Deficit for year:</b>	£ -15,431.13	
<b>Reserves held:</b>	££27,268	

**6 - Financial Information**

<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	
PROVISION & INSTALLATION OF	£1,200	AREA BOARD	P	£1,000
DOUBLE GLAZING TO THE KITHCEN	£	BURBAGE VILLAGE HALL	C	£200
	£			£
	£			£
	£			£
	£			£
	£			£
	£			£
	£			£
	£			£
<b>TOTAL PROJECT EXPENDITURE</b>	<b>£1,200</b>	<b>TOTAL PROJECT INCOME</b>		<b>£200</b>
<b>Total Project Income B</b>		<b>£200</b>		
<b>Total Project Expenditure A</b>		<b>£1,200</b>		
<b>Project Shortfall A - B</b>		<b>£1,000</b>		
<b>Award sought from Wiltshire Council Area Board</b>		<b>£1,000</b>		
<b>Is your organisation able to claim VAT?</b>		<b>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></b>		

**7 – Management**

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

<b>People Over 50 years</b>	Male 5	Female 3
<b>People Under 25 years</b>	Male 1	Female 1
<b>Disabled People</b>	Male 1	Female 1
<b>Black &amp; Minority Ethnic people</b>	Male 1	Female

**8 – Supporting Information – Please enclose the following documentation**

**Enclosed (please tick)**

- ☒ Latest inspected/audited accounts or Annual Report
- ☐ Income & expenditure budget for current financial year
- ☐ Project budget (if applicable)
- ☒ Terms of Reference/Constitution/Group Rules

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.

**9 – Equal Opportunities – To assist us with our equalities monitoring please indicate whether your application is specifically targeted at people within one or more of the six equality strands. You may tick yes for more than one category e.g. if your project is for ethnic minority senior citizens.**

Please note that by answering NO to any of the following questions WILL NOT PREJUDICE your application.

**a) Is your project targeted towards, or of particular relevance to, people of a specific age?**

☒ Yes ☐ No If 'Yes' please tick... ☒ Under 25's ☒ Over 50's

**b) Is your project targeted towards, or of particular relevance to, people with disabilities (physical or mental/emotional)?**

☒ Yes ☐ No

**c) Is your project targeted towards, or of particular relevance to, people of a specific gender?**

☐ Yes ☒ No If 'Yes' please tick.... ☐ Male ☐ Female

**d) Is your project targeted towards, or of particular relevance to, people of a specific sexuality?**

☐ Yes ☒ No If 'Yes' please tick.... ☐ Gay ☐ Lesbian ☐ Bisexual

**e) Is your project targeted towards, or of particular relevance to, people from a specific ethnic background?**

☐ Yes ☒ No If 'Yes', indicate the ethnic background of the people who will benefit from your project.

**White** ☐ British ☐ Irish ☐ Other **Mixed** ☐ Mixed ethnic background

**Asian or Asian British** ☐ Indian ☐ Pakistani ☐ Bangladeshi ☐ Other Asian

**Black or Black British** ☐ Caribbean ☐ African ☐ Other Black

**Chinese or other ethnic group** ☐ Chinese ☐ Other ethnic group

**f) Is your project targeted towards, or of particular relevance to, people from a specific religion or faith?**

(e.g. a Muslim women's sports club, which encourages active participation, rather than promoting religious beliefs)

☐ Yes ☒ No If 'Yes' please specify

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

☒ Accounts and quotes where appropriate are enclosed.

☒ A copy of our constitution or terms of reference are enclosed.

☒ 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 or printed material.

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

Name:

Position in organisation:

Date: 31/08/2009

Please return your completed application to the appropriate Area Board Locality Team (see pages 9-10)