



## **Community Area Grants – a Guide to Funding**

Are you a community or voluntary group, a town or parish council who is looking to fund a community project in Wiltshire, before the end of March 2010?

If the answer is yes, then Community Area Grants are for you.....

- ✓ **Up to £5,000 available for your community project.**
- ✓ **Funding linked to local priorities**
- ✓ **Simple application process**
- ✓ **Up to and including £1,000 may be available for small projects, where there will be no need for you to find matched funding**
- ✓ **Up to 50% of the total cost of a project, where the total cost is more than £1,000**
- ✓ **Support for organisations making applications**
- ✓ **Signposting to other sources of funding**

Funding is available to help provide facilities, equipment and activities that are important to the local community. These awards can really make a big difference in helping communities get schemes and projects started.

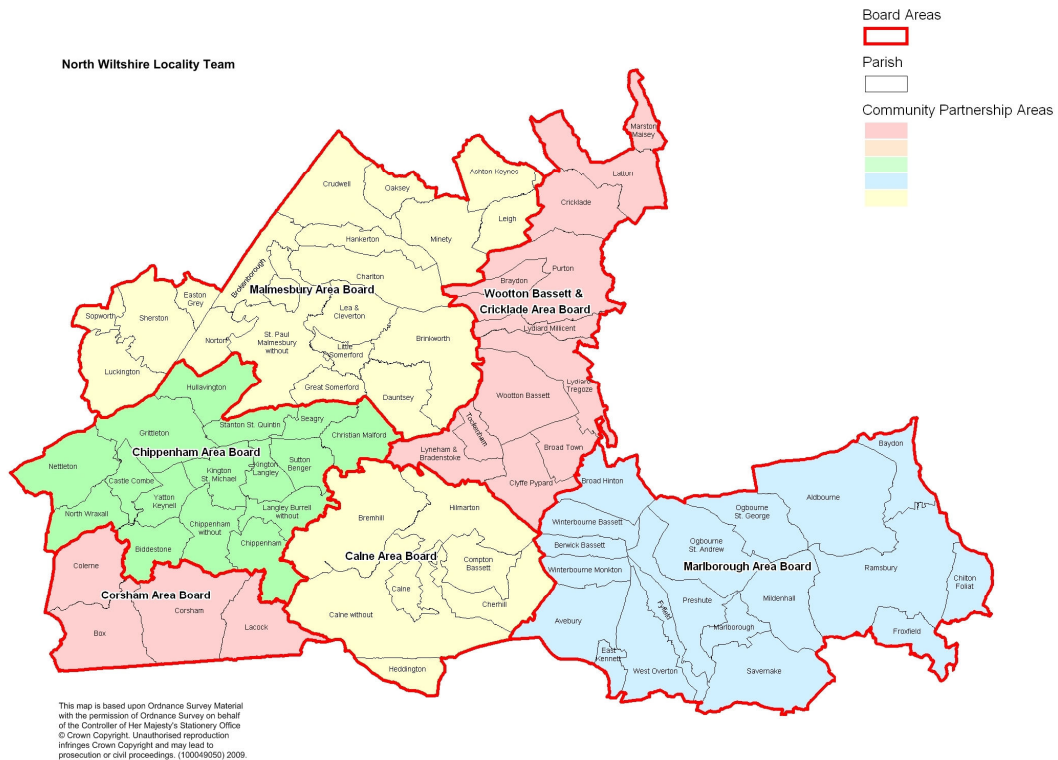
Applications are now invited in line with the attached criteria for funding. Applications will be considered at each Area Board meeting.

It is important to note that all funding awards must be paid to or invoiced by the recipient prior to 31st March 2010 - it is the recipients' responsibility to ensure this condition is met. Failure to do so will result in the award being withdrawn.

**PLEASE NOTE: Large format information is available. (see *contact list on page 2 - 4*)**

# Wiltshire Community Area Maps

## Northern Locality



For further information contact:

Northern Locality Area Board Team

Tel: 01249 706448

email: [areaboardsnorth@wiltshire.gov.uk](mailto:areaboardsnorth@wiltshire.gov.uk)



email: [areaboardssouth@wiltshire.gov.uk](mailto:areaboardssouth@wiltshire.gov.uk)

# Community Area Grants

## Grant Criteria

**You need to ensure that your application meets all the essential criteria shown below:**

The Council will not consider grant applications for:

- (a) Political or Religious activities
- (b) Statutory bodies to fund their core services (includes direct funding for schools/PTAs)
- (c) Sole benefit of individuals
- (d) A private - profit making/commercial organisation
- (e) Running costs – e.g. rent, rates, electricity etc
- (f) Work which has already started. This includes projects where orders/instructions have been agreed and resources committed.
- (g) Projects which could reasonably be expected to secure finance by other means

*An exception to the above may be made if your project can demonstrate a wide community benefit.*

1. Applications are invited from not for private profit organisations or groups; clearly showing a need for financial support, through evidence of current financial status; e.g. bank statements, audited accounts.
2. Please provide the information requested by completing the application form. Any additional information (other than accounts, quotes and constitution/terms of reference ) will not be considered.
3. No projects will be awarded funding retrospectively.
4. Projects should demonstrate a link to local priorities/community plan. Evidence of an identified community need.
5. Funding can be drawn down by successful applicants ONLY when all award criteria have been met (e.g. matched funding is in place) and on confirmation that the project which funding has been

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awarded to will proceed in the next 3 months. All funding awards would normally be **paid to or invoiced by** the recipient prior to **31st March 2010** - it is the recipients' responsibility to ensure this condition is met. Failure to do so will result in the award being withdrawn.

6. Funding awards of up to and including £1,000 do not require match funding. Applications for the total project cost can be considered.
7. Funding awards will not exceed £5,000.
8. 'Contributions In kind' either as volunteer time or materials may be costed into your project calculations, based on a maximum of £50 per day for general volunteers and £100 per day where professional/technical advice is provided e.g. architect drawing up plans. Please include this information in section 3 and 6 of the application form.
9. For funding requests over £1,000 financial support from other sources must be identified (matched funding), which can be made up or in part by contributions in kind. No more than 50% of the total cost of a project will be awarded.
10. Applications must be received a minimum of 6 weeks before the relevant Area Board and will only be considered if the application fulfils the criteria and all the necessary information has been received.
11. Applicants should not apply to any other Wiltshire Council funding scheme for the same project.
12. Applications must show how you plan for the future of your project. Where the total cost of the project exceeds £50,000, a business plan should be provided.
13. Where the total cost of the project is over £10,000, three quotes must be provided (with your preferred supplier identified in Section 3 of the application form). Where the total cost of the project is under £10,000, some financial evidence e.g. a quote which you intend to use must be provided.
14. Applications from Town and Parish Councils will not normally receive more funding than that contributed by that Town or Parish Council, since they are able to raise funds through the precept.
15. If your project requires planning permission, building regulations or any other form of licence or approval, this must be obtained before submitting your application. (Funding will be conditional on approvals being received)
16. Applicants must acknowledge Wiltshire Council's financial support in any publicity or printed material.
17. If successful, you will be asked to provide copies of receipts, invoices and photographs to demonstrate how your award was spent.

If you have any queries about the application process or you wish to discuss your project before submitting your completed application please contact the **Community Area Manager (see contact list on pages 9 and 10)**.

# Community Area Grants

## Additional Information

- Applicants for funding are invited to discuss their projects with the Community Area Manager well in advance of submitting bids.
- Applicants are encouraged to make electronic applications which may be found on the Council's website [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) although paper applications remain acceptable.
- The Community Plan for your area can be found on Wiltshire Council website [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) or at your local library.
- If you need additional funding there are a range of organisations who can help you, some of which are listed on pages 11 -13.
- Involvement of your local Councillor is desirable. If you would like the name of your Councillor, please see the Council's website [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) or contact the Council on 0300 4560100.
- Applicants should be aware that their project may be audited after completion.

# **Community Area Grants**

## **Making an Application**

The information below will explain your involvement in making an application for funding.

### **Stage 1**

Please download the electronic application forms from the Wiltshire Council's Website [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) or contact the Area Boards Team for a hard copy. (see contact list on pages 2 – 4)

### **Stage 2**

Read all of the supporting information and criteria carefully before completing the application form

### **Stage 3**

If you require any additional advice to help you when making an application please phone your Community Area Manager. (see contact list on pages 9 and 10)

### **Stage 4**

You must ensure that where appropriate you have suitable policies, procedures, permissions or mandatory insurances in place, e.g. Child Protection, Equal Opportunities, Planning Permission or Public Liability. Failure to do so could leave you open to Prosecution or Civil Action.

### **Stage 5**

Complete and return the appropriate application form ensuring you have provided all of the relevant information and supporting paperwork to the Wiltshire Council.

### **Stage 6**

On receipt of your application you will receive an acknowledgement letter.



**North Locality Team - Wiltshire Council, Monkton Park, Chippenham, SN15 1ER**

Tel: 01249 706448

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**Community Area Managers**

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Calne	Jane Vaughan	01249 706447 07900 606933	<a href="mailto:jane.vaughan@wiltshire.gov.uk">jane.vaughan@wiltshire.gov.uk</a>
Chippenham	Vicky Welsh	01249 706446 07900 606934	<a href="mailto:victoria.welsh@wiltshire.gov.uk">victoria.welsh@wiltshire.gov.uk</a>
Corsham	Dave Roberts	07979 318504	<a href="mailto:dave.roberts@wiltshire.gov.uk">dave.roberts@wiltshire.gov.uk</a>
Malmesbury	Miranda Gilmour	01672 515742 07990 505882	<a href="mailto:miranda.gilmour@wiltshire.gov.uk">miranda.gilmour@wiltshire.gov.uk</a>
Marlborough	Alison Sullivan	01249 821621 07917 721371	<a href="mailto:alison.sullivan@wiltshire.gov.uk">alison.sullivan@wiltshire.gov.uk</a>
Wootton Bassett & Cricklade	Karen Scott	01249 654215 (Home office) 01249 706496 07917 721369	<a href="mailto:karen.scott@wiltshire.gov.uk">karen.scott@wiltshire.gov.uk</a>

**Central Locality Team - Wiltshire Council, Bythesea Road, Trowbridge, BA14 8LE**

Tel: 01225 718441

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**Community Area Managers**

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Bradford on Avon	Elly Townsend	01225 718450	<a href="mailto:elly.townsend@wiltshire.gov.uk">elly.townsend@wiltshire.gov.uk</a>
Devizes	Jonathan Gale	01380 734617	<a href="mailto:jonathan.gale@wiltshire.gov.uk">jonathan.gale@wiltshire.gov.uk</a>
Melksham	Abbi Gutierrez	01225 718443 07770 391521	<a href="mailto:abbi.gutierrez@wiltshire.gov.uk">abbi.gutierrez@wiltshire.gov.uk</a>
Pewsey	Caroline Brailey	07827 082373	<a href="mailto:caroline.brailey@wiltshire.gov.uk">caroline.brailey@wiltshire.gov.uk</a>
Trowbridge	Peter Dunford (acting)	01225 713060 07505 727119	<a href="mailto:peter.dunford@wiltshire.gov.uk">peter.dunford@wiltshire.gov.uk</a>
Westbury	Rachel Efemey	07788 643171	<a href="mailto:rachel.efemey@wiltshire.org.uk">rachel.efemey@wiltshire.org.uk</a>

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**South Locality Team - Wiltshire Council, 47 Endless Street, Salisbury, SP1 3 UH**

Tel 01722 434236

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**Community Area Managers**

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<b>Amesbury</b>	<b>Mary Cullen (acting)</b>	07770 853128	<a href="mailto:mary.cullen@wiltshire.gov.uk">mary.cullen@wiltshire.gov.uk</a>
<b>Salisbury</b>	<b>Marianna Dodd</b>	07919 881174 01794 340733	<a href="mailto:marianna.dodd@wiltshire.gov.uk">marianna.dodd@wiltshire.gov.uk</a>
<b>Southern Wiltshire</b>	<b>Tom Bray</b>	01722 434252 07728 727367	<a href="mailto:tom.bray@wiltshire.gov.uk">tom.bray@wiltshire.gov.uk</a>
<b>South West Wiltshire (inc. Mere, Tisbury &amp; Wilton)</b>	<b>Richard Munro</b>	07824 599665	<a href="mailto:Richard.munro@wiltshire.gov.uk">Richard.munro@wiltshire.gov.uk</a>
<b>Tidworth</b>	<b>Val Powley</b>	01722 712487 07827 082351	<a href="mailto:val.powley@wiltshire.gov.uk">val.powley@wiltshire.gov.uk</a>
<b>Warminster</b>	<b>Katharine Dew</b>	07836 341372	<a href="mailto:katharine.dew@wiltshire.gov.uk">katharine.dew@wiltshire.gov.uk</a>

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## Other Local Advice and Funding

One of the Community Area Grant criteria requires that you have sought funding from sources other than the Area Boards where you request over £1,000.

The following organisations can provide a range of services to voluntary organisations and community groups, including advice, information and training that can assist with issues such as starting up a group/project, organisational development, recruiting volunteers and funding.

We **strongly** advise you to investigate additional sources of funding. All of the organisations listed below will help **any** voluntary/community group.

### Charities Information Bureau South & West (CIB)

CIB will work with voluntary and community groups from across Wiltshire to help them access a range of appropriate local and national funders. Advice on planning fundraising and making effective applications is also freely available. CIB also provide a database of funders available for groups and individuals in Wiltshire and the south west to access. Please visit [www.cibsouthandwest.org.uk](http://www.cibsouthandwest.org.uk) to register for this database.

Groups can contact, meet and discuss their funding query with a funding adviser at any time, however dedicated funding surgeries are held at the North Wiltshire CVS offices on alternate Tuesdays of every month and appointments for these can be made by contacting the North Wiltshire CVS office on 01249 654089. Surgeries are also held in Salisbury once a month at Wessex Community Action. To make an appointment, please contact 01722 421747. Please contact the number or email below if you would like any further advice or information.

**Contact:** Jenny Moss, Funding Advisor - 01380 729279

**email:** [Jenny@cibwilts.org.uk](mailto:Jenny@cibwilts.org.uk)

### Community First

The rural community council for Wiltshire has staff who will be happy to advise you on the grants below, all of which are managed by the organisation. In addition they will guide you through the process of application and help with the development of your project where possible.

#### Business Grants and Loans Fund

**Contact:** Tim Coomer, Rural Enterprise Adviser – 01380 722475

**email:** [tcoomer@communityfirst.org.uk](mailto:tcoomer@communityfirst.org.uk)

#### Village Hall Grant Scheme

**Contact:** Carol Southall, Village Hall Adviser – 01380 722475

**email:** [csouthall@communityfirst.org.uk](mailto:csouthall@communityfirst.org.uk)

**SOLVE Fund** – has two funding streams

a) Small Grants up to £500 for new community led initiatives

**Contact:** Susanne Pidduck, Programme Assistant - 01380 722475 Ext.241

**email:** [spidduck@communityfirst.org.uk](mailto:spidduck@communityfirst.org.uk)

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b) Rural Transport: up to £1,000 for rural transport initiatives

**Contact:** Liam Tatton-Bennett, Rural Transport Manager – 01380 722475

**Email:** [ltatton-bennett@communityfirst.org.uk](mailto:ltatton-bennett@communityfirst.org.uk)

### **Community First - Landfill Community Fund**

A minimum of £5,000 for community projects and facilities costing over £15,000. The process can take up to six months.

**Contact:** Gillian Barber – Programme Manager (Ext.209) or Susanne Pidduck, Programme Assistant (Ext.241) on 01380 722475

**email:** [gbarber@communityfirst.org.uk](mailto:gbarber@communityfirst.org.uk) [spidduck@communityfirst.org.uk](mailto:spidduck@communityfirst.org.uk)

### **Plain Action**

Plain Action is a rural development programme operated by a Local Action Group over the Salisbury Plain area. It can provide capital and revenue grants to organisations which will help deliver its objectives in the fields of skills and training, employment and business, and community strengthening. It has underlying themes around military civilian integration and sustainability. It is funded by the EU and Defra under the Rural Development Programme England 2007-13.

Grants under the main programme are from £10,000 upwards, with up to 75% grant rate. Voluntary groups, Parish Councils and start-up and small businesses can all apply. A small grants scheme for amounts sub £10,000 is under development.

Further information including a map of the area covered and full contact details are all on the website, [www.plainaction.org.uk](http://www.plainaction.org.uk).

**Contact:** John Dowsett or Lesley Thomas on 01380 722475

**email:** [jdowsett@communityfirst.org.uk](mailto:jdowsett@communityfirst.org.uk)

### **Community Foundation for Wiltshire & Swindon**

Supports voluntary and community groups and Social Enterprises in Wiltshire, especially those tackling poverty and social exclusion.

Main Grants - £500-£3000 per year for up to three years.

Blagrove Charitable Trust - Around £3,000 for up to 3 years for work with the elderly, work with young disabled, work to support disabled sportsmen and women.

Grassroots Grants – Up to £5,000 until 2011 for work with disadvantaged people and long term community benefit.

Small Grants - £500 for groups with an annual income of £10,000 or less

**Contact:** Heidi Yorke, Grants Manager - 01380 729284

**email:** [heidi.yorke@wscf.org.uk](mailto:heidi.yorke@wscf.org.uk)

### **Big Lottery Fund Awards for All**

Aim to help improve local communities and the lives of people most in need. They wish to fund projects that meet one or more of the following outcomes:

- People have better chances in life-with better access to training and development to improve their life skills.
- Stronger communities – with more active citizens working together to tackle their problems.

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- Improved rural and urban environments – which communities are better able to access and enjoy.
- Healthier and more active people and communities.

Groups can apply for between £300 and £10,000. They aim to make an initial decision within 6 weeks of receiving a completed application form.

**Contact:** Application Pack Line 0845 4102030 or [www.awardsforall.org.uk](http://www.awardsforall.org.uk)

There are also a number of Lottery schemes offering small grants, for local communities and individuals. These are:

- Grants for the Arts – visit [www.artscouncil.org.uk](http://www.artscouncil.org.uk). or call 0845 3006200
- Sport England – Small Grants Programme. Visit [www.sportengland.org.uk](http://www.sportengland.org.uk) or call 0845 508508
- Heritage Lottery Fund – there are two grant schemes, Young Roots and Your Heritage. Visit [www.hlf.org.uk](http://www.hlf.org.uk) or call 020 75916042