

## 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**

### 1 - Your Organisation or Group

<b>Name of Organisation</b>	Melksham & District French Twinning Association		
<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"/>		

### 2 - Your Project

<b>In which Community Area does your project take place? (Please give name – see pp 2-4 of funding pack)</b>	Melksham Area Board
<b>In which Parish does your project take place?</b>	Melksham and District
<b>What is your project?</b>	'Making Friends'
<b>Where will your project take place?</b>	Melksham and District
<b>When will your project take place?</b>	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 type="checkbox"/> <b>NO</b> <input checked="" type="checkbox"/>
<b>Please confirm your project will be completed by 31<sup>st</sup> March 2010</b>	<b>YES</b> <input checked="" type="checkbox"/> <b>NO</b> <input type="checkbox"/>

**What community benefits will your project provide and, who are the beneficiaries (e.g. numbers of people, age, gender, particular groups)**

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

The celebration of the 30<sup>th</sup> Anniversary of the signing of the Twinning Charter between Melksham and Avon will be an opportunity for the Twinning Association and Melksham Town Council to raise the profile of the town. In doing so, we hope that it will bring together people from different cultural backgrounds to exchange experiences, opinions and values. The Association want to use 2010 as a time when understanding of the industrial, commercial and cultural framework of the town can be brought to the fore. We have chosen as our theme 'Making Friends'. We are working with all the schools within the Area Board's boundary to develop publicity material that will encourage businesses, local statutory and voluntary organisations and civic society in general to promote and foster friendship between the two towns. Already, a number of shops and businesses in the town have agreed to carry publicity in 2010. Apart from school children - who now have a strong friendship link with a town in France - other organisations have expressed interest in forming links with Avon. We hope that the publicity that we are developing with schools will capture the imagination of the people of Melksham. We cannot put a precise figure on how many people in Melksham will benefit from the 'Making Friends' project - that will depend on the success of the publicity that is produced and the way that the theme is taken on board by its inhabitants.

**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)?**

The Association is seeking funds at this stage to help ensure that the 'Making Friends' theme is a success in extending links with Avon in our 30<sup>th</sup> Anniversary year. We want the visit by our French friends to be something different from the usual and we have raised more funds than ever before to make the activities and events we are providing very special. After that we will go back to tried and tested fundraising to ensure that the Association is able to fulfil its intermediary role in maintaining links with Avon.

**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)

The Twinning Charter pledges itself to 'our common commitment that is a reflection of our will for active co-operation and mutual exchanges at every level with a view to better understanding which leads to great and indestructible friendship'. The beneficiaries of such a commitment are the peoples of Melksham and Avon. To this end, the raison d'être of the Association is to encourage links between a wide variety of organisations in Melksham - cultural, sporting, environment, etc with opposite numbers in 2010. We believe that we can start this process in earnest during the 30<sup>th</sup> Anniversary celebrations years. We have already spoken of the publicity for which we need outside funds and support. We can say, however, that we have raised the money that will be required to entertain guests from Avon in August 2010. There will be a 'West Country' harvest theme at the celebration dinner. We hope to take our guests to a vineyard. We will be discussing suitable ideas with the Comedy Club and hope that it will be possible to visit the new Oaks School and meet pupils and staff. The Town Crier has agreed to take parties on walks around Melksham and there will be an ecumenical church service. Other events and activities will be added to the programme as time goes by that guests will have good memories of the occasion.

**4 – Relationship between your project and Wiltshire Council priorities. Which of the following statements apply to the project/service your 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 type="checkbox"/>
Increase number of local people involved in regular volunteering	<input 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 type="checkbox"/>
Improve adult participation in sport	<input type="checkbox"/>
Improve young people's participation in positive activities	<input 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 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 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>	<b>Month:</b> September	<b>Year:</b> 2008
<b>Total Income:</b>	£4150.36	
<b>Minus Total Expenditure:</b>	£3583.64	
<b>Surplus/Deficit for year:</b>	£506.20	
<b>Reserves held:</b>	£3052.71	

**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	
Publicity material (inc VAT)	£			£
Posters A2 - 20	£50			£
Posters A3 - 100	£220			£
Posters A4 - 200	£350			£
	£			£
Leaflets	£300			£
	£			£
Postage and stationery	£50			£
	£			£
	£			£
	£			£
<b>TOTAL PROJECT EXPENDITURE</b>	<b>£970</b>	<b>TOTAL PROJECT INCOME</b>		<b>£</b>

<b>Total Project Income B</b>	<b>£</b>
<b>Total Project Expenditure A</b>	<b>£970</b>
<b>Project Shortfall A - B</b>	<b>£970</b>
<b>Award sought from Wiltshire Council Area Board</b>	<b>£970</b>
<b>Is your organisation able to claim VAT?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>

**7 – Management**

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

**People Over 50 years**                      Male 2              Female 6  
**People Under 25 years**                      Male                      Female  
**Disabled People**                      Male                      Female  
**Black & Minority Ethnic people**                      Male                      Female 1

**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:** 01/10/2009

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