

Meeting: WARMINSTER AREA BOARD
Place: Corsley Centre, Old School, Deep Lane, Corsley, Wilts BA12 7QF
Date: Thursday 30 June 2011
Time: 7.00 pm

COMMUNITY AREA GRANT – APPLICATION FORMS

Relating to the following items on the agenda for the above meeting:

12.a Warminster Festival

A request for £2,000 towards the Warminster Festival.

12.b Warminster Christmas Lights

£4,000 towards replacement of decorations, bulbs and carabena clips for Warminster and surrounding villages Christmas lights.

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Community Area Grant Application Form 2011/2012

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

For larger projects we strongly advise you to contact Charities Information Bureau three months before you approach the area board. (See Section 2 for contact details)

Please contact your Community Area Manager before completing your application (See Section 3 for contact details)

1. Your organisation or group

Name of organisation	Warminster Festival		
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

Project Title/Name	Warminster Festival		
What is your project about and what does it aim to achieve? <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	To promote and foster appreciation of and participation in the arts, sport and leisure activities in Warminster and the community area for all ages. Encourage participation and inclusion of all sections of the community regardless of age, disability, race or gender.		
In which community area does your project take place? <i>(Please give name – see section 3 of the grants pack)</i>	Warminster		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date	Ongoing relationship with Town Council & supported through grant funding <input type="checkbox"/> No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date	Ongoing relationship and project

Where will your project take place?	Various venues in and around the Warminster Community Area	
When will your project take place?	6 th – 20 th October 2012	
How did you discover there was a need for your project (please provide evidence) and how will your project benefit your local community? <i>Important: Please do not type/write in paragraphs – This section is limited to 1200 characters only (inclusive of spaces)</i>	<p>The festival has been in operation for 20 years on a bi annual basis. It is an opportunity to provide a varied entertainment program aimed at all age groups and all abilities who have an interest in arts, sports and educational activities hosted by professional performers, writers, artists, sports instructors and musicians.</p> <p>The events have always been supported by local residents and visitors to the town.</p> <p>The events are subsidised to encourage those who may not have the opportunity to visit larger theatres or performance venues to see live acts or experience tuition from professionals.</p>	
How many people will benefit from your project?	All residents in the community area will have an opportunity to attend or participate in events.	
How does your project demonstrate a direct link to the local community plan for your area? www.wiltshire.gov.uk/areboards Please provide a reference/page no.	<p>Theme 3 Culture and Leisure. Support the continuance and development of the Warminster Festival.</p> <p>15</p>	
To be completed ONLY where town/parish councils are making an application		
Is your project one which parish/town councils have powers to raise local taxes to fund?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Could your project be funded from your reserves?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your project urgent (having to be completed in this financial year? If you answer YES please provide evidence elsewhere on the application form)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>Any other information about your project.</p> <p>By holding this event on a biannual basis, the committee involved have a chance to plan ahead for fund raising, venue and performance booking and develop activities that will be of interest to the community. The festival is run entirely by volunteers who will steward all events. Funding is to provide a wide range of events, performers, speakers and activity workshops at a subsidised cost or in some instances free entrance to the public. Funding is applied for over two years to spread the support required.</p> <p>The committee is made up of 12 members but there is an additional “Friends Of” who assist with the setting and organising of events. This will involve local sports clubs, relevant art associations as well as performers.</p>		

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="3"/>	Female	<input type="text" value="5"/>
25 – 50 years	Male	<input type="text"/>	Female	<input type="text" value="3"/>
Under 25 years	Male	<input type="text"/>	Female	<input type="text" value="1"/>
Disabled People	Male	<input type="text"/>	Female	<input type="text"/>
Black and 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?

Continued grant funding from Warminster Town Council, ticket sales, sponsorship and advertising.

How will you know whether your project has made a difference in the community? What evidence will be collected to enable you to know that the project has made a positive impact on your community and met the local need?

Attendance figures and feedback from events.

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

Yes Date April 2011 No

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

Please list with amount applied for and whether you have been successful

Name of Funder	Amount Applied For	Amount Received
Warminster Town Council	2000	
Fudge Trust	500	

Have you or do you intend to apply for a grant from another area board within this financial year?

If yes, please state which one(s).

Yes No

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

Yes No

4. Information relating to your last annual accounts (if applicable)		
Year ending:	Month: March	Year: 2011
A - Total income:	£11465	
B - Minus total expenditure:	£10589	
Surplus/deficit for year: (A minus B)	£876	
Free reserves currently held:	£1228	

5. Financial information – If you can claim back V.A.T. please exclude from figures given below

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	
Printing	£2500	Own fundraising/reserves	C	£1228
Venues	£500			£
Performers	£5000	Parish/town council	P	£2000
Publicity	£2000			£
Admin	£200	Trusts/foundations	P	£500
	£			£
	£	In kind		£
	£			£
	£	Other	P	£2000
	£			£
	£			£
	£			£
Total Project Expenditure	£10200	Total Project Income		£5728
Total project income B		£5728		
Total project expenditure A		£10200		
Project shortfall A – B		£4472		
Grant sought from Wiltshire Council Area Board		£2000		
Bank Details				
Please give the name of the organisations' bank account e.g. Barclays				
Please give the title name of the organisations' bank account e.g. current		Warminster Festival		

6. Supporting information – Please enclose all the following documentation as failure to do so may lead to a delay in your application being considered

Enclosed (please tick)

- Written quotes including the one(s) you are going to use
- Latest inspected/audited accounts or annual report or Income/expenditure budget for current financial year
- 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. 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.

N/A 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 Safeguarding Adults

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:

Position in organisation:

Date: 31.05.11

Please return your completed application to the appropriate Area Board Locality Team (see section 3)

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Section 4



Reference no
Log no
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	
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 AND SURROUNDING VILLAGES
Does your town/parish council know about your project?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
What is your project? Important: This section is limited to 300 characters only (inclusive of spaces).	REPLACEMENT OF SOME DECORATIONS DUE TO CHANGE TO LOW ENERGY LIGHTS INCLUDING INDIVIDUAL BULBS AND REPLACEMENT OF CARABENA CLIPS DUE TO NEW LARGER CATENARY CABLES
Where will your project take place?	MAIN ROADS THROUGH WARMINSTER
When will your project take place?	OCTOBER/NOVEMBER 2011
How many people will benefit from your project?	RESIDENTS OF WARMINSTER & THE VILLAGES
How does your project demonstrate a direct link to the community plan for your area?	ECONOMY & TOURISM PAGES 8/9 ENCOURAGING PEOPLE TO SHOP IN WARMINSTER ENJOYMENT FOR THE WHOLE COMMUNITY IN PARTICULAR CHILDREN & ELDERLY
Please provide a reference/page no.	

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

The need to increase number of people shopping in Warminster and enjoying the recent Town Centre improvements and wider pavements. This helps to make the area more vibrant and boost the local economy.

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)

Some ten years ago the Christmas decorations failed for one year which resulted in many people requesting their return. Since then, new catenary cables have been erected, a permanent electrical ring main installed together with tree holders also being erected. All this with the written permissions of the property owners. New large decorations were purchased and all strings of lights replaced.

Any other information about your project.

Due to changing regulations, all electric bulbs have to be changed to low energy type as also with individual decorations. The catenary cables that support decorations require upgrading to 8MM size which then requires new longer carabenas to attach to both the cable and the decoration. Unfortunately the cost of the low energy bulbs costs three times more.

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="2"/>	Female	<input type="text" value="1"/>
25 – 50 years	Male	<input type="text" value="5"/>	Female	<input type="text" value="2"/>
Under 25 years	Male	<input type="text" value="1"/>	Female	<input type="text" value=""/>
Disabled People	Male	<input type="text" value=""/>	Female	<input type="text" value=""/>
Black and Minority Ethnic people	Male	<input type="text" value=""/>	Female	<input type="text" value=""/>

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

INCREASING ANNUAL CHARGE TO THE TRADERS
FUND RAISING EVENTS – QUIZ & RACE NIGHTS
GRANT FROM WARMINSTER TOWN COUNCIL
SUNDAY DONATION e.g. ANNUAL GARRISON FIREWORK DISPLAY
COLLECTING TINS IN SHOPS

5 - Financial information

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	
3800 LED BULBS+VAT	£	Own fundraising/reserves		£ 4702
ON PART COST	£ 8310			£
SUPPLY OF TREES	£ 1100	Parish/town council	C	£ 5000
INDIVIDUAL DECORATIONS	£ 1274			£
ANNUAL INSURANCE	£ 350	Trusts/foundations		£
LARGER CARABENAS	£ 1368			£
	£	In kind FROM TRADERS		£ 2800
ANNUAL HEALTH & SAFETY CHECK	£ 500			£
OF HONDERS & SOCKETS	£	Other	P	£ 350
COST OF ERECTION	£ 2900			£
HIRE OF HYDRO LIFT	£ 500			£
DAILY MAINT CHECK OF LIGHTS	£ 550			£
WHEN TURNED ON	£			£
Total Project Expenditure	£16852	Total Project Income		£ 12852

Total project income B	£ 12852
Total project expenditure A	£ 16852
Project shortfall A - B	£ 4000
Award sought from Wiltshire Council Area Board	£ 4000
Bank Details	
Please give the name of the organisations' bank account e.g. Barclays	
Please give the title name of the organisations' bank account e.g. 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.

<p>If you were not awarded the full amount requested, what would be the impact on your project?</p> <p>SOME DECORATIONS MIGHT STOP THEREFORE WE WOULD TRY AND INCREASE OUR OWN FUNDRAISING AND APPROACH OTHER ORGANISATIONS FOR GRANTS e.g. LIONS CLUB, ROTARY, MASONIC BUT ALL THESE RECEIVE MANY INDIVIDUAL REQUESTS FOR HELP</p>	
<p>How will you know whether your project has made a difference in the community?</p> <p>THE PRAISE RECEIVED FROM THE TRADERS AND THEIR CONTINUED SUPPORT EACH YEAR AND THE MANY LETTERS FROM THE PUBLIC WHO SUPPORT AND APPRECIATE THE LIGHTS THAT APPEAR IN OUR LOCAL PAPER</p>	
<p>Have you contacted Charities Information Bureau for help with your application/ to seek funding?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p>To who have you applied for funding for this project (other than Wiltshire Council)?</p>	<p>WARMINSTER TOWN COUNCIL FOR PART COST OF BOTH THE MAINTENANCE OF EQUIPMENT AND CHANGE OVER TO LOW ENERGY EQUIPMENT</p>
<p>Have you been successful?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Have you or do you intend to apply for a grant from another area board within this financial year?</p> <p>If yes, please state which ones.</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p>Are you in receipt or anticipating other funding from Wiltshire Council for this project?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p>4 - Information relating to your last annual accounts (if applicable)</p>	
<p>Year ending:</p>	<p>Month: APRIL Year: 2011</p>
<p>A - Total income:</p>	<p>£ 17061</p>
<p>B - Minus total expenditure:</p>	<p>£ 13346</p>
<p>Surplus/deficit for year: (A minus B)</p>	<p>£ 3715 (LESS OUTSTANDING ACCOUNTS OF £1900 ELECTRICITY & HYDRO LIFT)</p>
<p>Free reserves held:</p>	<p>£ 8500</p>

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?

THE LIGHTS DISPLAY IN PUBLIC STREETS GIVES EQUAL OPPORTUNITY TO BE ENJOYED BY EVERYONE

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

GIVES A FESTIVE SPIRIT TO THE PUBLIC

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:

Position in organisation:

Date:

02/05/11

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

