

**Meeting:** Warminster Area Board  
**Place:** Chapmanslade Village Hall, High Street, Chapmanslade, Westbury,  
Wiltshire BA13 4AP  
**Date:** Thursday 5 July 2012  
**Time:** 7.00 pm

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## **COMMUNITY AREA GRANT APPLICATIONS FORMS**

Relating to the following item(s) on the agenda for the above meeting:

18. **Area Board Funding - Community Area Grants**
  - 18.a **Chapmanslade Parish Council** (*Pages 1 - 2*)
  - 18.b **Boyton Parish Council** (*Pages 3 - 8*)
  - 18.c **Warminster and Villages Community Development Trust** (*Pages 9 - 14*)

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Section 7



|                |
|----------------|
| Reference no   |
| Log no         |
| For office use |

## Small Grant Application Form

### 2012/2013

For small projects requiring funding - maximum award £350  
where total projects costs do not exceed £350

Please ensure that you have read the Funding Criteria before completing this form  
PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE  
CONSIDERED

|   |   |
|---|---|
| <b>1. Your organisation or group</b>  |   |
| Name of organisation  | CHAPMANSLADE PARISH COUNCIL   |
| Contact name  |   |
| Contact address   |   |
| Contact number  | e-mail  |
| Organisation type   | Not for profit organisation <input checked="" type="checkbox"/> Other, please specify   |
| <b>2. Your project</b>  |   |
| Project Title/Name  | HARDWOOD BENCH FOR BENEFIT OF COMMUNITY   |
| Please briefly tell us about the project/activity you want to organise and why<br><br><i>Important: This section is limited to 600 characters only (inclusive of spaces).</i> | THIS BENCH WILL BE THE ONLY ONE IN THE HIGH ST OF CHAPMANSLADE AND WILL BE PLACED IN THE CHURCHYARD ADJACENT TO THE ROAD FOR THE BENEFIT OF THE PEOPLE OF CHAPMANSLADE. (PERMISSION HAS BEEN GRANTED BY CHURCH) |
| In which community area does your project take place? (Please give name - see section 3 of the grants pack)   | CHAPMANSLADE VILLAGE.   |
| Where will your project take place?   | CHURCHYARD  |
| When will your project take place?  | HOPEFULLY IN TIME FOR JUBILEE CELEBRATIONS 2012   |





Reference no

Log no

For office use

## Community Area Grant Application Form 2012/2013

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

**To fund projects up to £1,000 without the need for matched funding**  
To fund up to 50% of projects costs of projects over £1,000  
Maximum Grant £5,000

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 | Boyton Parish Council   |        |  |
| Contact name         |   |        |  |
| Contact address      |   |        |  |
| Contact number       |   | e-mail |  |
| Organisation type    | Not for profit organisation <input type="checkbox"/> Parish/town council <input checked="" type="checkbox"/><br>Other, please specify |        |  |

### 2. Your project

|  |   |               |                             |
|--|---|---------------|-----------------------------|
| Project Title/Name   | Development of Parish Plan  |               |                             |
| What is your project about and what does it aim to achieve?<br><br><i>Important: This section is limited to 600 characters only (inclusive of spaces).</i> | To produce a community led Parish Plan for Boyton and Corton through the proposals in the Government Rural White Paper of 2001 for the development of Parish Plans and the Localism Act of November 2011. The plan is based on input from a Parish-wide questionnaire.<br>The aim is that this plan will be accepted and ratified as part of the Wiltshire Council's Core Strategy and become a basis on which the Parish can have power for it's own development over the forthcoming years. |               |                             |
| In which community area does your project take place? (Please give name – <a href="#">see section 3</a> )  | Warminster Area Board   |               |                             |
| I/we have discussed our project with the town/parish council?  | Yes <input checked="" type="checkbox"/>   | Date 5/8/2011 | No <input type="checkbox"/> |
| I/we have discussed our project with our Wiltshire councillor?   | Yes <input checked="" type="checkbox"/>   | Date 3/2012   | No <input type="checkbox"/> |

|  |   |
|--|---|
| <b>Where will your project take place?</b>   | Boyton and Corton   |
| <b>When will your project take place?</b>  | Already in progress   |
| <b>How did you discover there was a need for your project (please provide evidence) and how will your project benefit your local community?</b><br><br><i>Important: Please do not type/write in paragraphs – This section is limited to 800 characters only (inclusive of spaces)</i>   | The Government Rural White Paper of 2001 for the development of Parish Plans and the Localism Act of November 2011. At a meeting of the Parishioners an unanimous vote in favour of our producing a parish plan. The benefit to our local community is that this plan will allow the villages of Boyton and Corton to determine their development over the forthcoming years. |
| <b>How many people will benefit from your project?</b>   | approx. 200   |
| <b>How does your project demonstrate a direct link to the local community plan for your area (see <a href="http://www.wiltshire.gov.uk/areaboard">www.wiltshire.gov.uk/areaboard</a>) or priorities of your area board?</b><br><br><b>Please provide a reference/page no.</b>  | It is intended that the plan will form part of the County's Core Planning Strategy  |
| <b>Any other information about your project. (Limited to a 1000 characters)</b><br>The Project has already started and the expenditure listed has already been incurred, except for the estimated 'Miscellaneous To Come'. This is a low estimate, but there are sure to be more costs which are not yet known, to finalise and publicise the plan and to get it ratified by the WC. These additional costs are planned to be funded by the Parish Council. If we take these future costs into consideration in addition to the costs already incurred, then our reserve funds could be in jeopardy. |   |
| <b>To be completed ONLY where town/parish councils are making an application</b>   |   |
| <b>Is your project one which parish/town councils have powers to raise local taxes to fund?</b>  | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| <b>Could your project be funded from your reserves?</b>  | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| <b>Is your project urgent (having to be completed in this financial year? If you answer YES please provide evidence elsewhere on the application form)</b>   | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>   |

### 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="1"/> | Female | <input type="text" value="1"/> |
| Under 25 years                   | Male | <input type="text" value="0"/> | Female | <input type="text" value="0"/> |
| Disabled People                  | Male | <input type="text" value="0"/> | Female | <input type="text" value="0"/> |
| Black and Minority Ethnic people | Male | <input type="text" value="0"/> | Female | <input type="text" value="0"/> |

If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it? through the precepts over the forthcoming years. However, as described above, this would put our funds in jeopardy

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

The project will have made a difference to the community when the parish plan has been ratified and accepted by the Wiltshire Council and as a result starts to have positive effects on planning decisions as desired by the parishioners. The information collected through a parish questionnaire forms the basis of the parish plan and has therefore met the local needs

Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?

Yes

Date contacted CIB

No

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

Name of Funder

Amount Applied For

Amount Received

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

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 one(s).*

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: 2012   | Month: April | Year: 2012 |
| A - Total income:   | £2098        |            |
| B - Minus total expenditure:  | £1546        |            |
| Surplus/deficit for year: (A minus B)   | £552         |            |
| Free reserves currently held (i.e. money not committed to other projects/operating costs) | £9C48        |            |

**5. Financial information – If you can claim back V.A.T. please exclude VAT from the figures you provide us. If you have to pay the V.A.T then please include V.A.T. in the figures you provide us.**

| Project Costs A<br>Please provide a <u>full</u> breakdown e.g. equipment, installation etc. |             | Project Income B<br>Please list all sources of funding for this project, as provisional (P) or confirmed (C) |     |             |
|---|-------------|--|-----|-------------|
|   |             |  | P/C |             |
| Hire of premises  | £79         | Own fundraising/reserves   | C   | £0          |
| Copies of questionnaire   | £75         |  |     | £           |
| Mileage to WC Swindon   | £42         | Parish/town council  | C   | £100        |
| Copies of Consultation draft  | £140        |  |     | £           |
| Printing costs  | £23         | Trusts/foundations   | C   | £0          |
| Refreshments for plan launch  | £55         |  |     | £           |
| Stationary  | £20         | In kind  | C   | £0          |
| Miscellaneous ( to come)  | £100        |  | P   | £           |
|   | £           |  |     |             |
|   | £           | Other  | C   | £0          |
|   | £           |  |     | £           |
|   | £           |  |     | £           |
| <b>Total Project Expenditure</b>  | <b>£534</b> | <b>Total Project Income</b>  |     | <b>£100</b> |

|   |      |
|---|------|
| <b>Total project income B</b>   | £100 |
| <b>Total project expenditure A</b>  | £534 |
| <b>Project shortfall A – B</b>  | £434 |
| <b>Grant sought from Wiltshire Council Area Board</b>                                 | £434 |
| <b>Bank Details</b>   |      |
| <b>Please give the name of the organisations' bank account e.g. Barclays</b>          |      |
| <b>Please give the name of the organisations' bank account e.g. Chippenham Scouts</b> |      |



**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)**

- All 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...**

- This application meets all 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 a grant is received, I will provide copies of all receipts and invoices associated with the grant and provide information and photographs to demonstrate how the grant was spent.
- That any other form of licence or approval for this project has been received prior to submission of this grant 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:**

**Date:** 31/05/2012

**Position in organisation:**

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

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## Community Area Grant Application Form 2012/2013

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

**To fund projects up to £1,000 without the need for matched funding**

To fund up to 50% of projects costs of projects over £1,000

Maximum Grant £5,000

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 and Villages Community Partnership   |        |  |
| Contact name         |   |        |  |
| Contact address      |   |        |  |
| Contact number       |   | e-mail |  |
| Organisation type    | Not for profit organisation <input checked="" type="checkbox"/> Parish/town council <input type="checkbox"/><br>Other, please specify |        |  |

### 2. Your project

|  |  |      |  |
|--|--|------|--|
| Project Title/Name   | Disabled Young People's Opportunity trip (Caythorpe Heath- Linconshire)  |      |  |
| What is your project about and what does it aim to achieve?<br><br><i>Important: This section is limited to 600 characters only (inclusive of spaces).</i> | The Disabled Young People' project will provide opportunities for disabled young people with moderate disabilities for whom an 'open youth work' environment is not appropriate at this point in time. The project will use the same principles and values as youth work delivery, working with young people to provide a programme of fun and challenging activities which enable learning and development. Disabled young people will be encouraged to take part in other opportunities in the future offered by the YDC and other groups.<br>To include: ten pin bowling, arts and crafts, cooking, animation film etc. |      |  |
| In which community area does your project take place? <i>(Please give name – see section 3)</i>  | Warminster & Villages Community Area   |      |  |
| I/we have discussed our project with the town/parish council?  | Yes <input type="checkbox"/>   | Date | No <input checked="" type="checkbox"/> |
| I/we have discussed our project with our Wiltshire councillor?   | Yes <input checked="" type="checkbox"/>  | Date | No <input type="checkbox"/>            |

|  |  |  |
|--|--|--|
| <b>Where will your project take place?</b>   | PGL Caythorpe Heath Lane, Grantham<br>Lincolnshire NG32 3ER  |  |
| <b>When will your project take place?</b>  | 27 <sup>th</sup> - 29 <sup>th</sup> July 2012  |  |
| <b>How did you discover there was a need for your project (please provide evidence) and how will your project benefit your local community?</b><br><br><i>Important: Please do not type/write in paragraphs – This section is limited to 700 characters only (inclusive of spaces)</i>   | <p>We discovered that our project was needed in the community because:<br/>Young people with disabilities were not able to access out of school activities with non-disabled peers.</p> <ul style="list-style-type: none"> <li>•Disabled young people needed to bond and build relationships with non-disabled young people.</li> <li>•Disabled young people needed to gain confidence in accessing social provisions with non-disabled young people.</li> </ul> <p>The project will benefit the local community because the young people will have a better understanding to be able to act upon their personal and social issues, which affect their lives as well as others and the communities of which they are a part.</p> |  |
| <b>How many people will benefit from your project?</b>   | 10 Young people from Warminster area   |  |
| <b>How does your project demonstrate a direct link to the local community plan for your area? (see <a href="http://www.wiltshire.gov.uk/areboards">www.wiltshire.gov.uk/areboards</a>) or priorities of your area board) Please provide a reference/page no.</b>   | Culture and Leisure<br>Education and lifelong learning<br>Health and social care<br>Helping the vulnerable   |  |
| <b>Any other information about your project. (Limited to a 1000 characters)</b>  |  |  |
| <p>The project will be part of the bridging project ethos which has been responding to identify the needs of young people to be able to access quality youth provision since it began. The young people attending the bridging project said it was very difficult to access residential with able body peers. Recognising the many benefits that residential can bring both in terms of the experiences gained on them, and the life skills young people gain then enables them to bring into their day to day lives. We believe that this residential project will both benefit the young people taking part and the wider community as the young people will be better equipped to play a role in society and their community. The skills and experience gained at this residential project will be transferable in the future to other mainstream settings such as the youth service and other community provision. It will help the young disabled people to go on and lead more independent lives and access mainstream services.</p> |  |  |
| <b>To be completed ONLY where town/parish councils are making an application</b>   |  |  |
| <b>Is your project one which parish/town councils have powers to raise local taxes to fund?</b>  | Yes <input type="checkbox"/>   | No <input checked="" type="checkbox"/> |
| <b>Could your project be funded from your reserves?</b>  | Yes <input type="checkbox"/>   | No <input checked="" type="checkbox"/> |

|   |   |                             |
|---|---|-----------------------------|
| Is your project urgent (having to be completed in this financial year? <i>If you answer YES please provide evidence elsewhere on the application form</i> ) | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
|---|---|-----------------------------|

### 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"/>           | Female | <input type="text"/>           |
| 25 – 50 years                    | Male | <input type="text" value="1"/> | Female | <input type="text" value="1"/> |
| Under 25 years                   | Male | <input type="text"/>           | Female | <input type="text"/>           |
| Disabled People                  | Male | <input type="text" value="9"/> | Female | <input type="text" value="1"/> |
| Black and Minority Ethnic people | Male | <input type="text"/>           | Female | <input type="text" value="1"/> |

If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it? through IYS youth work team provisions and other community groups, also better able to access mainstream services

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

young people's feedback on the event and how they have used the skills and confidence developed since the residential.

young people would feedback to the area board, local paper and Town Council

photo's

Video's of young people's participation

Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?

Yes

Date contacted CIB

No

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

Name of Funder

Amount Applied For

Amount Received

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

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 one(s).*

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: 2011   | Month: April                | Year: 2010 |
| A - Total income:   | £1610 - wiltshire Council - |            |
| B - Minus total expenditure:  | £1610                       |            |
| Surplus/deficit for year: (A minus B)   | £nil                        |            |
| Free reserves currently held (i.e. money not committed to other projects/operating costs) | £0                          |            |

**5. Financial information – If you can claim back V.A.T. please exclude VAT from the figures you provide us. If you have to pay the V.A.T then please include V.A.T. in the figures you provide us.**

| Project Costs A<br>Please provide a <u>full</u> breakdown e.g. equipment, installation etc. |               | Project Income B<br>Please list all sources of funding for this project, as provisional (P) or confirmed (C) |     |             |
|---|---------------|--|-----|-------------|
|   |               |  | P/C |             |
| Youth Transport   | £195          | Own fundraising/reserves   |     | £           |
| venue   | £784          | Area board Y Trans (WVCP)  | C   | £195        |
| food  | £100          | Parish/town council  |     | £           |
| Support worker cost   | £1,056        |  |     | £           |
| Fuel  | £100          | Trusts/foundations   |     | £           |
|   | £             |  |     | £           |
|   | £             | In kind  |     | £           |
|   | £             | young people's contribution  | C   | £400        |
|   | £             | YDC contribution   | C   | £100        |
|   | £             | Other  |     | £           |
|   | £             |  |     | £           |
| <b>Total Project Expenditure</b>  | <b>£2,235</b> | <b>Total Project Income</b>  |     | <b>£695</b> |

|   |        |
|---|--------|
| <b>Total project income B</b>   | £695   |
| <b>Total project expenditure A</b>  | £2,235 |
| <b>Project shortfall A – B</b>  | £1,540 |
| <b>Grant sought from Wiltshire Council Area Board</b>                                 | £1,540 |
| <b>Bank Details</b>   |        |
| <b>Please give the name of the organisations' bank account e.g. Barclays</b>          |        |
| <b>Please give the name of the organisations' bank account e.g. Chippenham Scouts</b> |        |

**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)**

- All 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...**

- This application meets all 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 a grant is received, I will provide copies of all receipts and invoices associated with the grant and provide information and photographs to demonstrate how the grant was spent.
- That any other form of licence or approval for this project has been received prior to submission of this grant 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:

Date: 26/06/2012

Position in organisation:

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

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