



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	Warminster and Villages Development Trust		
Contact name	Michael Mounde		
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 villages
Does your town/parish council know about your project?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>What is your project?</b>  <b>Important: This section is limited to 300 characters only (inclusive of spaces).</b>	The project is to achieve an ambitious step-change in provision of community services to many more of the population, as well as achieving the necessary long-term grant-free financial sustainability for the Trust, through enhancing and extending the space available at the CAB building.
Where will your project take place?	CAB building, Central Car Park, Warminster
When will your project take place?	Autummn and Winter 2010/11
How many people will benefit from your project?	An additional 7,500 a year
<b>How does your project demonstrate a direct link to the community plan for your area?</b>  <b>Please provide a reference/page no.</b>	Theme 1 - Future Initiatives - Secure future of info services - Encourage sale of locally produced goods  page 10

**What is the link between your project and other local priorities?** e.g. Priorities set by your area board and parish plans.  
 In 2006 the Town Council committed to a 3 year service level agreement (SLA) for information provision, extended for another 3 years.

WC are seeking to localise community responsibilities as well as its civic responsibilities. The CAB, when reconfigured, will be suitably resourced and located.

**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)**

**A very significant part of the income required to run the WIC has been derived from commission on the sale of Centre Prcs day tickets. This ceased recently and must be replaced. If it is not, the WIC will lose around £8000 net in a full year and use up its unrestricted assets (free reserves) within about 18 months. This will cause the closure of the WIC. This will disadvantage the existing 20,000 users of the WIC each year of which over 60% are local residents.**

**The building is now 20 years old and not well configured for the current pattern of use. It needs to be reconfigured and extended in order to provide efficiently, effectively and sustainably the information and other services being sought today. WVDT has it on a 25 year lease from Wiltshire Council. A Community Asset Transfer is being discussed.**

**Any other information about your project.**

This feasibility project pulls together all the preparatory work needed to make a Main Investment application to Communitybuilders Fund for the necessary funds to achieve the objectives. It is based on

- seeking more and better designed retail space within the current structure where increased returns can be achieved, and
- reconfiguring and updating the existing building, and the construction of a two story extension, to achieve more income earning up-to-date and flexible managed work space which will be available to the community and community organizations. Pre-application planning 'approval in principle' has been given by WC (Western Hub).
- bringing all aspects together into a business plan with a 3 year cash flow forecast.

The results of this feasibility study will feed directly into and be the basis of the Main Investment application on the Communitybuilders Fund

**3 - Management**

**How many people are involved in the management of your group/organisation? 13**  
**Of these, how many are:**

<b>Over 50 years</b>	<b>Male</b>	<input type="text" value="6"/>	<b>Female</b>	<input type="text" value="1"/>
<b>25 – 50 years</b>	<b>Male</b>	<input type="text" value="3"/>	<b>Female</b>	<input type="text" value="3"/>
<b>Under 25 years</b>	<b>Male</b>	<input type="text"/>	<b>Female</b>	<input type="text"/>
<b>Disabled People</b>	<b>Male</b>	<input type="text"/>	<b>Female</b>	<input type="text"/>
<b>Black and Minority Ethnic people</b>	<b>Male</b>	<input type="text"/>	<b>Female</b>	<input type="text"/>

**If your project is intended to continue after the Wiltshire Council funding runs out, how will you continue to fund it?**  
 The project will continue to run after Wiltshire Council's funding because that contribution is designed, as part of the whole funding package, to ensure that no such further funding will be needed.

**If you were not awarded the full amount requested, what would be the impact on your project?**

The shortfall would have to be made up from elsewhere. If it had to come from WVDT funds, it puts at some further risk the sustainability of the WIC.

**How will you know whether your project has made a difference in the community?**

Through the normal monitoring of footfall and electronic communications that WIC staff record daily. Also through improved and enhanced rental patterns.

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

Yes  No

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

Communitybuilders Fund

**Have you been successful?**

Yes  No

**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 ones.**

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

Yes  No

**4 - Information relating to your last annual accounts (if applicable)**

**Year ending:** 31

**Month:** Oct

**Year:** 2009

**A - Total income:**

£180,640 falling to 89338 in 2010

**B - Minus total expenditure:**

£174940 falling to 92460 in 2010

**Surplus/deficit for year: (A minus B)**

£5700 falling to -£3122 in 2010

**Free reserves held:**

£15223 falling to 12101 in 2010.

<b>5 - Financial information</b>				
<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	
Retail Assessment	£650	<b>Own fundraising/reserves</b>		£250
Work space assessment	£650			£
Working drawings and quantities	£6,000	<b>Parish/town council</b>		£
Legal costs	£500			£0
Development control charges	£200	<b>Trusts/foundations</b>		£
Integration and coordination	£1,500	Communitybuilders Fund		£7,750
	£	<b>In kind</b>		£
	£			£
	£	<b>Other</b>		£
	£			£0
	£			£
	£			£
	£			£
<b>Total Project Expenditure</b>	<b>£9,500</b>	<b>Total Project Income</b>		<b>£8,000</b>
<b>Total project income B</b>		£8,000		
<b>Total project expenditure A</b>		£9,500		
<b>Project shortfall A – B</b>		£1,500		
<b>Award sought from Wiltshire Council Area Board</b>		£1,500		
<b>Bank Details</b>				
<b>Please give the name of the organisations' bank account e.g. Barclays</b>		HSBC		
<b>Please give the title name of the organisations' bank account e.g. current</b>		Warminster and Villages Development Trust		
<b>6 – Supporting information – Please enclose the following documentation</b>				
<b>Enclosed (please tick)</b>				
<input checked="" type="checkbox"/> Written quotes including the one you are going to use <input checked="" type="checkbox"/> Latest inspected/audited accounts or annual report <input checked="" type="checkbox"/> Income and expenditure budget for current financial year <input type="checkbox"/> Project budget (if applicable) <input checked="" type="checkbox"/> Terms of reference/constitution/group rules <input checked="" type="checkbox"/> Evidence of ownership/lease of buildings and/or land				
<b>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.</b>				

**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?**

Sustaining the dedicated provision of information to the town, the villages and their visitors reduces disadvantage and promotes equality and access to services and facilities within the community area. The ability to host additional community services will also reduce disadvantage.

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

The provision of information promotes inclusion by the very fact of its becoming more widely known. In turn that encourages participation and good community relations. The 19 volunteers in the WIC are reknown for their empathy and wish to serve. The comments book on the counter is the proof.

**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:** Michael Mounde

**Date:** 15/08/2010

**Position in organisation:** Chairman

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