



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	Westbury Heritage Society		
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)	Westbury community area
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).	To link the youth with their enquiring minds with the rich experience of the elderly and those in between, to compile an ongoing oral record on disc of the Westbury community area and its past using Matravers School and the Heritage Centre.
Where will your project take place?	Throughout the area
When will your project take place?	ASAP
How many people will benefit from your project?	The whole community
How does your project demonstrate a direct link to the community plan for your area? Please provide a reference/page no.	IT records and contribute to our culture, promotes tourism and the local economy and to our heritage, leisure and encourages our educational provision

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

There is a link with the Laverton project, the Blue Badge Scheme in Westbury and the local drive to promote tourism. It helps to promote a cohesive society

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)

At the Heritage Centre we are regularly visited by people, sometimes local sometimes from far away, eg Australia etc who talk of their relatives and family background. At the moment all their knowledge is lost because we have no means of recording it. Many local characters have passed on taking their memories with them to be lost forever. We would like to give the residents the opportunity for their memories to be preserved. This would benefit the local community by enriching it and enhancing our sense of heritage whilst bringing the elderly and the youth together thus developing communication

Any other information about your project.

The project will produce a unique link between the schools and the community and the Heritage Centre. It will be ongoing.

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="6"/>	Female	<input type="text" value="6"/>
25 – 50 years	Male	<input type="text" value="2"/>	Female	2 <input type="text"/>
Under 25 years	Male	<input type="text"/>	Female	<input type="text"/>
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?

We will continue to fund our project by applying for Town Council funds, raising cash ourselves and applying to Heritage Lottery Funds

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

It would reduce our impact and penetration

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

By observing the positive responses it will produce

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)?

No one

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:

Month:

Year:

A - Total income:

£

B - Minus total expenditure:

£

Surplus/deficit for year: (A minus B)

£

Free reserves held:

£

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	
ESI Record - M Portable stereo	£	Own fundraising/reserves		£
recorder 4 x 82	£328			£
Flip video cameras dp/B002949A	£	Parish/town council		£
Amazon 5 x 110	£550			£
Adjustable tripods 5 x £16.48	£82	Trusts/foundations		£
Sundries, eg files etc	£35			£
	£	In kind		£
	£			£
	£	Other		£
	£			£
	£			£
	£			£
	£			£
Total Project Expenditure	£995	Total Project Income		£
Total project income B		£995		
Total project expenditure A		£995		
Project shortfall A – B		£995		
Award sought from Wiltshire Council Area Board		£995		
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)				
<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				
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 - 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 project is open to the whole community fo all backgrounds focussing mainly on the young and the old

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

By involving the whoel community as above without exception

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) All
- Specific faith groups (please state which groups) All
- People/families on low income All
- Other disadvantaged groups (please state which groups) Any

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:

Date:

Position in organisation:

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