



Reference no

Log no
Agenda Item
No.8ii

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	Seend Parochial Church Council (PCC)		
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)	Melksham
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).	Fund a new printer as the current printer is becoming increasingly unreliable and difficult to maintain. Our community magazine "Spotlight", is edited and printed by volunteers. Over 700 copies are printed and distributed to all homes in Seend & Bulkington, ten times per year.
Where will your project take place?	In the Irene Usher Memorial Pavilion, Rusty Lane, Seend.
When will your project take place?	Jan 2011 or as soon as funds are available.
How many people will benefit from your project?	In excess of 2,000 people.
How does your project demonstrate a direct link to the community plan for your area? Please provide a reference/page no.	It is noted that one of the Strategy Aims in the Introduction is "co-ordinating information". Spotlight does this for the local community. No mention of Seend or Bulkington.

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

Seend is a strong community and "Spotlight" and other general communications support that. We believe that within Seend we are doing what David Cameron wants regarding his big society idea. A lot of the events that are run would not happen or be successful if it were not for "Spotlight".

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)

There has been a village magazine, "Spotlight" covering Seend & Bulkington for over 40 years. The printer we have was second hand when we purchased it over 10 years ago, and in the last 12 to 18 months there have been many breakdowns, the printing can be of poor quality and smudgy and the costs of maintaining the printer are increasing dramatically. There is an on-going need to communicate local news, forthcoming events, Church information, Parish Council minutes etc to the community. The "Spotlight" printer is also used to produce material for the Community Centre, the Church, the Village Fete, and other village organisations etc. The material includes such items as: programmes, play scripts, service sheets, event promotional material etc. Based on current usage we print approximately 220,000 A4 pages per year. Spotlight also includes some advertising to promote local businesses and services. We believe that this facility is so important to the community there would be a great void if we were unable to continue to communicate in this way.

Any other information about your project.

The existing printer - a second hand Duprinter DP-210LE and a separate Plockmatic folding machine is managed by the Seend Parochial Church Council (PCC), who raise money to cover the consumables (ink, paper etc) and the maintenance contract. The users - editors, printers, collators, folding machine operators, distributors etc are volunteers from all parts of the Seend and Bulkington community.

The printer must be replaced soon or we will suddenly find ourselves unable to print Spotlight and all the smaller print runs that are done - often on a weekly basis.

The PCC accounts for year ending 2009 (attached) show the income and expenditure for Spotlight underlined on pages 2 & 3 respectively.

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="5"/>	Female	<input type="text" value="7"/>
25 – 50 years	Male	<input type="text"/>	Female	<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?

The routine maintenance of the printer, the running costs, consumables, paper etc will be funded through donations from within the community and advertising income.

Funding is sought for the capital outlay of the printer only.

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

We would need to raise the required funds by other means, as this project needs to carry on.

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

A new printer will produce noticeably better quality printed pages, improved greyscale reproduction etc. It will also considerably reduce the workload on the volunteers who print Spotlight - as the new machine will print in sets and very little collating will be required. Each set will be manually fed into the separate stapling & folding machine.

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)?

Each year readers are invited to donate towards Spotlight. The Parish Council donate (currently) £175/year towards the running costs. The figures for last year are shown in Section 4.

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: 2009

Month: December

Year: 2009

A - Total income:

£3,822

B - Minus total expenditure:

£2,254

Surplus/deficit for year: (A minus B)

£1,568

Free reserves held:

£1,568

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
Develop INEO+35 Printer	£3,124	Own fundraising/reserves	C £1,568
	£		£
	£	Parish/town council	£
	£		£
	£	Trusts/foundations	£
	£		£
	£	In kind	£
	£		£
	£	Other	£
	£		£
	£		£
	£		£
	£		£
Total Project Expenditure	£3,124	Total Project Income	£1,568
Total project income B		£1,568	
Total project expenditure A		£3,124	
Project shortfall A – B		£1,556	
Award sought from Wiltshire Council Area Board		£1,556	
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.

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?

Provides a valuable means of communication across the two villages. Spotlight is distributed free to all households. The Spotlight magazine is a free service that supports our community - providing information on all village activities, including the minutes of the parish Council.

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

Without Spotlight the people of the village would be unaware of many activities and become isolated. Seend in particular is a village that promotes participation & provides a range of activities to meet all backgrounds/tastes/ages etc.

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) This project is for ALL people.

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: 15/10/2010

Position in organisation:

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