

Your Details:

Name:	Debrah Biggs
Partnership:	Salisbury City Community Area Partnership
Address:	Greencroft House 42 – 46 Salt Lane Salisbury SP1 1EG
Phone:	01722 421747
Email:	sccap@wessexcommunityaction.org.uk

Bank Account Details:

Account name:	Salisbury City Community Area Partnership
Sort code:	xxx
Account no.	xxx
Balance of funds at beginning of year:	£500 (estimated) core, £2200 comm plan

Details of Budget:

Administrator / Project Officer (inc travel) costs:	Cost:
<ul style="list-style-type: none"> ▪ <i>Salary</i> ▪ <i>Office rental and contribution to overheads</i> ▪ <i>Phone and broadband</i> ▪ <i>Use of equipment</i> 	a £14,000
Consultation activities, public events, analysis, etc:	
<ul style="list-style-type: none"> ▪ <i>Public meetings</i> 	b £750
Advertising & promotion (inc websites):	
<ul style="list-style-type: none"> ▪ <i>Website update</i> 	c £500
Plans, questionnaires, other printing costs:	
<ul style="list-style-type: none"> ▪ <i>Additional flyers etc</i> 	d £329
Office expenses, consumables, etc.:	
<ul style="list-style-type: none"> ▪ <i>Postage</i> ▪ <i>Ink</i> ▪ <i>paper</i> 	e £200
Other costs:	
<ul style="list-style-type: none"> ▪ <i>data protection licence – 35</i> ▪ <i>travel - 300</i> 	f £335
Amount of funding rolled forward from 2010/11 to be spent in 2011/12:	g £500
Total running costs applied for:	h £15,614

(costs a+b+c+d+e+f - g must equal h)

Please post your Annual Workplan and Budget Form for running costs to:
Andrew Jack, Communities, Libraries, Heritage & Arts, Chapman's Building,
Wiltshire Council, County Hall, Trowbridge BA14 8JN

I confirm that the costs detailed here will be incurred by the [insert] Community Area Partnership in accordance with the commitments agreed within the Community Area Partnership Agreement, 2011/12.

I understand that a first tranche payment of 50% of the funding will be released following Area Board approval. This will be followed by a second tranche of the remaining 50% at a date to be agreed in approx. six months time.

Signed:DBiggs.....

Date:3.3.11.....

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