



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	Purton Institute Village Hall Charity		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input type="checkbox"/> Parish/town council <input checked="" type="checkbox"/> (Council is sole trustee) 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)	Wootton Bassett and Cricklade
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 refurbish Village Hall Kitchen to bring it in line with the recently refurbished Hall, Foyer and Toilets. This will give hirers a facility to prepare and cook food on the premises and increase hirings.
Where will your project take place?	Purton Village Hall
When will your project take place?	Spring /Summer 2011
How many people will benefit from your project?	Approx 4,000
How does your project demonstrate a direct link to the community plan for your area? Please provide a reference/page no.	Recreation, Culture and Leisure - Lack of arts and cultural activities, encourage and support arts and cultural activities in the towns and parishes Purton Village Hall is used for Rural Arts Wiltshire and Amateur Dramatic productions as well as dance shows, art exhibitions and other cultural and local events, which could benefit from the proposed cooking facilities. Page 23 of Community Plan for The Northern Community Area

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

Our local priorities are currently as set out in the Northern Area Community Plan – see previous box.

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)

Since the hall, foyer and toilets were refurbished, many more enquiries have been made to hire the hall, but the kitchen facilities do not provide the preparation and cooking of food that is required by the hirers, hence this is not followed through with a booking. Some of the regular hirers have requested the kitchen be refurbished and have donated towards the cost. Comments are often made how the kitchen lets down the rest of the facilities. It is now felt there is a need to refurbish the kitchen.

Any other information about your project.

The Village Hall is a spacious and well-appointed venue, which can accommodate 160 people seated with tables and chairs. This makes it an ideal place to hold cultural events as well as weddings and formal dinners. Proper cooking facilities would make it much more attractive to anyone who wants to hold a large event and serve meals.

3 - Management

How many people are involved in the management of your group/organisation? 15

Of these, how many are:

Over 50 years	Male	<input type="text" value="10"/>	Female	<input type="text" value="4"/>
25 – 50 years	Male	<input type="text" value="0"/>	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 is intended to continue after the Wiltshire Council funding runs out, how will you continue to fund it?

It is envisaged that the enhanced kitchen facilities will attract more hirers to use the hall, thus increasing the income from hirings. This, in turn, will help to maintain the new facilities and make the hall more sustainable in the long term.

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

It would delay the start of the project; as further grants and donations would need to be sought from other bodies or from within the local community. The sooner the new kitchen is completed, the sooner the local community can begin to reap the benefits.

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

We will see an increase in bookings; especially dinners, weddings and other local cultural events where hot food might be served, and which make the most of the space and facilities the hall will have to offer.

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)?

We are presently applying via Community First to the Landfill Communities Fund for the greater part of the project funding. As part of that application, we have secured a 3rd party funder to contribute 11.49% of the LCF grant sum applied for.

[We have not applied for a larger sum from the Parish Council, as the Council is already funding the charity's administration salary bill of around £9K in 2011/12 and has also made a grant of £5K in 2010/11 towards other priority projects, e.g. towards gents toilets, hall floor etc]

Have you been successful?

Yes No Don't know at this stage

<p>Have you or do you intend to apply for a grant from another area board within this financial year?</p> <p>If yes, please state which ones.</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
<p>Are you in receipt or anticipating other funding from Wiltshire Council for this project?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
<p>4 - Information relating to your last annual accounts (if applicable)</p>		
<p>Year ending:</p>	<p>Month: March</p>	<p>Year: 2010</p>
<p>A - Total income:</p>	<p>£37,788</p>	
<p>B - Minus total expenditure:</p>	<p>£88,700</p>	
<p>Surplus/deficit for year: (A minus B)</p>	<p>-£50,912</p>	
<p>Free reserves held:</p>	<p>£8,872</p>	

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	
Cooker & cooker hood	£1,301	Own fundraising/reserves		£nil
Electrical works incl. new ring main	£1,745			£
Servery fire-rated shutters	£1,882	Parish/town council		£nil
Carpentry, plumbing, tiling etc.	£2,996			£
Appliances & fittings	£1,413	Trusts/foundations		£
Kitchen CAD plan	£75			£nil
Labour & volunteers	£762	In kind – Working party	C	£200
Contingency @ 5%	£509			£
	£	Other – Purton Parish Council	P	£300
	£	Other - Landfill Communities Fund	P	£7,828
	£	Other - Donations	C	£1,285
	£	Other - Donations	P	£250
	£			£
Total Project Expenditure	£10,683	Total Project Income		£9,863

Total project income B	£9,863
Total project expenditure A	£10,683
Project shortfall A – B	£820
Award sought from Wiltshire Council Area Board	£820
Bank Details	
Please give the name of the organisations' bank account e.g. Barclays	Lloyds TSB
Please give the title name of the organisations' bank account e.g. current	PC Purton Village Hall/Institute

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?

The Village Hall is open to users of all ages, abilities and gender. The kitchen will give all users the ability to prepare and cook food to their requirements.

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

The community has been made aware, through Parish Magazine reports, about the intention to refurbish the kitchen. Some individuals and local groups, such as Purton & Lydiard Charity and Purton in Bloom have given donations towards the project.

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:

Date: 7th February 2011

Position in organisation: Finance Officer

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