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Community Area Grant Application Form 2011/2012

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

For larger projects we strongly advise you to contact Charities Information Bureau three months before you approach the area board. (See Section 2 for contact details)

Please contact your Community Area Manager before completing your application (See Section 3 for contact details)

1. Your organisation or group			
Name of organisation	Bradford on Avon Arts Festival		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation Parish/town council Other, please specify voluntary / not for profit organisation		
2. Your project			
Project Title/Name	Bradford on Avon Arts Festival 2011		
What is your project about and what does it aim to achieve? <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	<p>A yearly event, voluntary and non-profit making, the festival's main is to affirm, enable, enhance 'community', while highlighting artistic talent so abundant in our area. In seeking events to attract/match ages and interests, our aim is to produce an all-inclusive community event.</p> <p>For our main event, The Happening, we look to innovative themes but traditionally keep details secret till the day. This year, for Hats off to Bradford - we plan to erect a platform-stage around the central tree in Westbury Gardens, to showcase the best of Bradford: dancing, singing, theatre, the talent show etc.</p>		
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Bradford on Avon		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date ongoing	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date Ongoing with various Bradford on Avon councillors.	No <input type="checkbox"/>

Where will your project take place?	Bradford on Avon, Westbury Garden
When will your project take place?	Sunday, 18 September 2011 (festival for 10 days)
<p>How did you discover there was a need for your project (<i>please provide evidence</i>) and how will your project benefit your local community?</p> <p><i>Important: Please do not type/write in paragraphs – This section is limited to 1200 characters only (inclusive of spaces)</i></p>	<p>Bradford on Avon Arts Festival now in its seventh year, was set up to highlight local artistic talent. This served to reveal and confirm the need for just such a community event to 'affirm, enable, enhance community'. At the yearly festivals people meet up with friends they'd lost track of, build connections with those new to town, enjoy and appreciate the vibrancy of our community. As the festival (now part of the community agenda) has grown - so has our confidence. We've come to keep details of the Happening Day secret, knowing that people will come on trust. And they do! Anecdotal evidence illustrates the festival's progression: The first year when Market Street was turfed edge with grass, there was unavoidable restriction in access to Abbey Mills. One resident was vociferous in her irritation! But once the day over, she apologised for her 'short-sightedness' (her words) and urged the committee to continue pursuing its vision. Likewise, a quote from a twelfth century poet, used as our festival strap line, encapsulates our aims well: 'There is a community of the spirit. Join it and feel the delight of walking in the noisy street and being the noise' (J. Rumi, 1207)</p>
How many people will benefit from your project?	up to 2,000 - up to 4,000 (based on past festivals)
<p>How does your project demonstrate a direct link to the local community plan for your area? www.wiltshire.gov.uk/areboards</p> <p>Please provide a reference/page no.</p>	<p>Page 11 - Whilst there are many very worthwhile events throughout the year, there is often a lack of cohesion and communication. The festival committee starts planning for the next year's festival as soon as the last one is over, and with some members staying on and bridging over - this results in essential continuity and communication. The satisfaction of working together as a voluntary team generates a great deal of camaraderie. Knowing that we can rely on the support and encouragement of each other greatly adds to committee cohesion and motivation.</p> <p>Page 5 - Investment in Tourism It has been estimated that some 2,000 to 4,000 people attend the Happening and those events in the festival week. This brings an influx of people to Bradford. The committee works closely with the TIC (Tourist Information) and town businesses.</p> <p>Page 2 - Perceived lack of 'activities for teenagers'. In its aim to provide entertainment for the whole community the festival ensures that events / activities are included to appeal to all ages. We always ensure that teenage-focused events are included.</p> <p>Page 11 - There are many existing organisations and groups that contribute greatly to the cultural life of the area. It is vital that these groups are supported and sustained. The festival would fall in this category.</p> <p>In the past years, the festival has supported the following: Page 11 - The Tithe Barn is no longer available for</p>

	<p>community use. The festival has continually pushed and had meetings with English Heritage regarding the wider use of the Barn. (They are to let us know by August 2011, whether we can go ahead with the large-scale, community based musical performance of Benjamin Britten's 'Noah's Flood' in conjunction with Iford Manor for 2012)</p> <p>Page 13 - lack of some outdoor facilities In 2009, the festival joined with Bradford on Avon local youth group to instigate a graffiti artist at the Happening (main festival day), as a launch to raising funds for a local graffiti park.</p>
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To be completed ONLY where town/parish councils are making an application

Is your project one which parish/town councils have powers to raise local taxes to fund?	Yes	No
Could your project be funded from your reserves?	Yes	No
Is your project urgent (having to be completed in this financial year? <i>If you answer YES please provide evidence elsewhere on the application form</i>)	Yes	No

Any other information about your project.

3. Management

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

Over 50 years	Male	Female
25 – 50 years	Male	Female
Under 25 years	Male	Female
Disabled People	Male	Female
Black and Minority Ethnic people	Male	Female

All aspects of the festival - joining the committee, participating in volunteering etc. are actively open to all. As the profile of the committee changes from year to year, it is difficult to provide fluctuating information.

The committee generally consists of about twelve members, with up to maybe fifty - sixty volunteers stewarding, helping with specific projects, etc.

If your project is intended to continue after the Wiltshire Council funding runs out, how will you continue to fund it?
We ensure that seed money is set aside every year for the start up of the following year's festival.
At the beginning of each year, the festival committee and fund-raiser strategically evaluate possible funding for the

year, restricting or expanding accordingly.			
<p>How will you know whether your project has made a difference in the community? What evidence will be collected to enable you to know that the project has made a positive impact on your community and met the local need?</p> <p>The festival has seen an increase in people attending, and an increase in people coming forward to propose new events. The continued funding from supporters, such as the Bradford on Avon Town Council, is an indication that the festival is seen to be effective in promoting community, as is talk generated in town.</p>			
<p>Have you contacted Charities Information Bureau for help with your application/ to seek other funding?</p>	<p>Yes x Date No</p> <p>At the suggestion of Meril Morgan*, we contacted them for a full and informative session over general funding etc. (either last year or the year before?) (* Wiltshire Council's Art Development Officer)</p>		
<p>To whom have you applied for funding for this project (other than Wiltshire Council)?</p> <p><i>Please list with amount applied for and whether you have been successful</i></p>	<p>Name of Funder</p>	<p>Amount Applied For</p>	<p>Amount Received</p>
	Bradford on Avon Town Council	£ 2,500	£2,000
	The Co-operative Community Fund	£ 1,000	process of applying
	The Col.Llewelyn Palmer Educational Trust	£ 1,500	process of applying
	Local businesses - their logos put in programme as a show of support	£ 25 each	Doing the rounds
<p>Have you or do you intend to apply for a grant from another area board within this financial year?</p> <p><i>If yes, please state which one(s).</i></p>	<p>Yes No x</p>		
<p>Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?</p>	<p>Yes No x</p> <p>We had been allocated £500 for 2011 from Wiltshire Council, (through the offices of Meril Morgan, art development officer), and waived ownership of the offer so as to apply for the community area grant.</p>		

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4. Information relating to your last annual accounts (if applicable)				
Year ending:	Month: nov	Year: 2010		
A - Total income:	£ 12,380			
B - Minus total expenditure:	£ 10,680			
Surplus/deficit for year: (A minus B)	£ 1,700			
Free reserves currently held:	£ 4,500 (our insurance policy)			
5. Financial information – If you can claim back V.A.T. please exclude from figures given below				
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		
Hiring /erecting large, board platform stage with railings and steps (health and safety)	£ 1,200	Own fundraising/reserves	C	£ 1,500
PA system	£ 250			£
1 x technician, 1 x helper	£ 200	Parish/town council		£
Talent show prizes	£ 350			£
1 x side platform	£ 200	Trusts/foundations		£
Printing	£ 150			£
Decorating tree	£ 200	In kind		£
temporary awning (inclement weather)	£ 150			£
contingency	£ 300	Other		£
	£			£
	£			£
	£			£
Total Project Expenditure	£ 3,000	Total Project Income		£ 1,500
Total project income B	£ 1,500			
Total project expenditure A	£ 3,000			
Project shortfall A – B	£ 1,500			
Grant sought from Wiltshire Council Area Board	£ 1,500 match-funding			
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	Bradford on Avon Town Arts Festival Association			

6. Supporting information – Please enclose all the following documentation as failure to do so may lead to a delay in your application being considered

Enclosed (please tick)

Written quotes including the one(s) you are going to use:

At the end of Match, 2011, a meeting was held on site in Westbury Gardens between Bill Laslett (committee member, set designer by profession), and Chippenham Scaffolding, to assess requirements re: the erecting and building of a platform stage. A verbal quote was given, as discussions ongoing. We will forward the written quote as soon as we receive it.

Latest inspected/audited accounts or annual report or Income/expenditure budget for current financial year

Our last festival was in 2010. Please find income/expenditure budget enclosed. We are in the middle of establishing income and expenditure budget for 2011.

Terms of reference/constitution/group rules (enclosed)

Evidence of ownership/lease of buildings and/or land: (not applicable)

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. 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.

We are in the process of applying for licences needed (special event application, liability insurance, TEN's etc.)

That the necessary policies and procedures will be in place prior to the commencement of the project outlined in this application. Child Protection Safeguarding Adults

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: chair

Please return your completed application to the appropriate Area Board Locality Team (see section 3)