

Grant Applications for Trowbridge as at October 2020

ID	Grant Type	Project Title	Applicant	Amount Required
3682	Area Board Initiative	The Trowbridge Museum Library and Research Facility	Trowbridge Museum	£4537.50
3821	Health and Wellbeing Grant	Celebrating Age Wiltshire Phase 2	Wiltshire Music Centre	£1500.00
3813	Community Area Grant	Hope Nature Centre Adventure Playground	Fairfield Farm College	£5000.00

ID	Grant Type	Project Title	Applicant	Amount Required
3682	Area Board Initiative	The Trowbridge Museum Library and Research Facility	Trowbridge Museum	£4537.50

Submitted: 18/02/2020 13:46:32

ID: 3682

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Area Board Initiative

2. Amount of funding required?

£501 - £5000

3. Are you applying on behalf of a Parish Council?

Yes

4. If yes, please state why this project cannot be funded from the Parish Precept

The Museums standard service is covered from our budget allocation and provides access to basic information about the collection. The existing allocated funds only cover general running costs. The project we are seeking funding for is to develop a library and research facility to increase the level of direct access for the community and museum users to the resources we hold.

5. Project title?

The Trowbridge Museum Library and Research Facility

6. Project summary:

This project seeks to create an accessible research and library facility utilising our comprehensive collection of books and archive material for the community in Trowbridge. Making the information that we hold on the towns and wider regions heritage available to everyone and providing users with the tools to conduct their own research with support from staff and volunteers. As far as we know we hold the only specialist collection of books and research about the history of the west of England woollen cloth production together with an extensive amount of original research by local historian and archivist Kenneth Rogers.

7. Which Area Board are you applying to?

Trowbridge

Electoral Division**8. What is the Post Code of where the project is taking place?**

BA14 8AT

9. Please tell us which theme(s) your project supports:

Leisure and Culture

Our Community

If Other (please specify)

10. Finance:**10a. Your Organisation's Finance:****Your latest accounts:**

03/2019

Total Income:

£2751250.00

Total Expenditure:

£2752071.00

Surplus/Deficit for the year:

£821.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£0.00

Why can't you fund this project from your reserves:

Trowbridge Town Council have no free reserves everything is earmarked.

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost		£9075.00		
Total required from Area Board		£4537.50		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Adjustable Bookcases	3100.00	South West Museum Development Fund small grant - big improvement award		1000.00
Desktop Computer	500.00	Fundraising activities		3537.50
Printer Scanner	300.00			
Professional photo booth with light	176.00			
Table for photo booth	50.00			
Fujo film Mirroles digital camera	499.00			
Oral history transcribing kit	120.00			
Creating user friendly interface of collections database	1000.00			
Purchase of new books and journals and book support	2330.00			
Chairs tables and display case	1000.00			
Total	£9075			£4537.5

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Trowbridge

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

The following groups would be the main beneficiaries of our project Family historians. School pupils researching local history. Community Groups researching local history. Local historians. Press and media. Craftspeople working with textiles. Building firms interested in developing the historic textile mill sites. Protest groups against development of the historic textile mill sites. Academic research into the historic textile industry - processes. Academic research into the historic textile industry - social history. Academic research into the historic textile industry - engineering. Academic research into the historic textile industry - architecture. The library and research facility would be a central resource for the benefit of all local schools and community groups who are interested in local history by giving them direct access to information on more than 22000 objects within our collection as well as the opportunity to use the resources in an environment that will help people develop transferable skills to conduct their own research and give them access to equipment and resources needed to do so. Users of the Library will also be able to make an appointment to view collection objects pertinent to their research where staff and volunteers can further assist them. Our archive contains information that is not easily available elsewhere covering all aspects of the woollen cloth production industry in the west of England particularly within Trowbridge. The information we hold will also benefit those who are undertaking academic research and craftspeople working with textiles who are looking for information about technical processes social history engineering and architecture. Local and family historians will also benefit by being able to search through our considerable local history archive which also includes 30 recorded interviews and written accounts from local people which cover personal reminiscences of the 20th century textile industry. Securing funding would also enable this vital living history work to continue. Capturing and recording stories from the last generation involved with the manufacturing textile industry will ensure these fascinating first-hand accounts are accessible to the local community museum visitors and researchers and future generations. The project benefits users by providing access to a unique combination of information that relates to art design science engineering technology social and local history. Feedback from focus groups together with visitor statistics from our website email and telephone inquiries demonstrates that our community has a need and desire for this facility to exist. The library would also be easily accessible as the museum building is located in the heart of the Shires shopping centre and will be open 10am - 4.30pm six days a week.

14. How will you monitor this?

We will keep a record of all user requests and issue evaluation questionnaires to monitor how successful each persons experience has been. The analysis of this information will tell us what our users are most interested in and will be used by the museum team to inform

decisions about all aspects of our work to firmly establish the museums role within our community.

15. Safeguarding. Please tell us about how you will protect and safeguard those involved in your project

Trowbridge Town Council have an existing safeguarding policy where all staff and volunteers are trained and inducted about basic safeguarding practices. Staff and Volunteers all complete a self certification DBS and any of those who work directly with children and vulnerable adults have an enhanced DBS check. All certificates issue numbers and dates are held in our own central record as well as details of staff references. Haley Bell Head of service Leisure and Facilities is the designated safeguarding officer for TTC.

16. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

We will continue to seek additional and alternative funding from various sources and fundraising activities.

17. Is there anything else you think we should know about the project?

18. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

yes I will make available on request evidence of ownership of buildings/land

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

3821	Health and Wellbeing Grant	Celebrating Age Wiltshire Phase 2	Wiltshire Music Centre	£1500.00
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Submitted: 10/07/2020 18:11:10

ID: 3821

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Health and Wellbeing Grant

2. Amount of funding required?

£501 - £5000

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

Celebrating Age Wiltshire Phase 2

6. Project summary:

Celebrating Age Wiltshire CAW Phase 2 will use arts heritage activities to reach the most isolated older people in the Trowbridge area helping to tackle loneliness and aiming to improve their health and wellbeing through creative and artistic engagement. In particular CAW will target those people who are vulnerable and socially isolated due to frailty ill health dementia poor mobility or caring responsibilities. Due to Covid-19 outbreak our work now draws on five different strands of both live and online activity. CAW is a partnership of community organisations across the county with Wiltshire Music Centre as lead organisation.

7. Which Area Board are you applying to?

Trowbridge

Electoral Division

8. What is the Post Code of where the project is taking place?

BA14 8JF

9. Please tell us which theme(s) your project supports:

Health and wellbeing

Leisure and Culture

Older People

Our Community

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

03/2019

Total Income:

£1004402.00

Total Expenditure:

£1186572.00

Surplus/Deficit for the year:

£-153547.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£117332.00

Why can't you fund this project from your reserves:

Celebrating Age Wiltshire's core costs and activity are covered by grants from various sources with finances being managed by Wiltshire Music Centre. 117332.00 of unrestricted reserves are available for general use by the organisation. The Trusts reserves policy is based on a detailed analysis of the required minimum level of reserves based on a risk assessment of the main risks relating to loss of income together with allocating reserves for specific investment project expenditure. This policy requires that the designated reserves include a risk management fund maintained at a level which will enable the organisation to operate for a two-year period if adverse operating conditions make this necessary.

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost		£10492.60		
Total required from Area Board		£1500.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Staff salaries	3548.00	The National Lottery	yes	7112.60
Artist fees for delivery	2760.00	Community Fund		
		Charitable Trusts	yes	1000.00

Travel staff artists and participants	950.00	Donations/transport contributions	92.50
Professional development	500.00	Professional development income	37.50
Admin IT phone venue hire and recruitment costs	404.60	In kind income transport and venue	750.00
Marketing and documentation	450.00		
Materials and refreshments for sessions	300.00		
Evaluation	350.00		
WMC management fee	480.00		
In kind expenditure transport and venue hire	750.00		
Total	£10492.6		£8992.6

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Trowbridge

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

CAW Phase 1 has run very successfully in Trowbridge over the last 3 years and has engaged with some of the most vulnerable and isolated members of the community. We now wish to build on this success and forge new links within the local community in order to reach more people who are not able to socialise and attend arts and heritage events. Due to Covid-19 there are many frail older people who are even more socially isolated now and with the support of GP Care Co-ordinators Social Prescribers Community Connectors and Care workers we wish to offer more focused activity on a 1 to 1 basis for those who are referred to the project. As most activity has moved online we are planning to connect with those who aren't online and offer them bespoke Creative Conversations either via telephone or when possible in their own homes. We will enrol the assistance of many volunteers to support this activity with preparation and follow up phone calls. We will also develop a Wiltshire Postcards project which will send postcards and correspondence to many older

people engaging with school children to help design the images and messages sent. We will continue to work with the Trowbridge CEM LAC Selwood Housing Alzheimers Support and other older people's community organisations as well as GP surgeries to refer participants to the project. Our aim is for participants to feel a reduced sense of social isolation or loneliness due to the regular connection our Creative Conversations and engagement in the project can offer them. They may also experience an increased sense of wellbeing due to learning new activities or creative stimulation. When government guidelines allow us to we will return to programming suitable age-friendly events such as concerts theatre singing and poetry sharings in local venues sheltered housing and care home gardens and lounges.

14. How will you monitor this?

An external evaluator has been employed as part of the county wide reach of the project. The evaluator will advise on the data to be collected. They will also collect and collate independent feedback from participants partner organisations and community organisations with the assistance of volunteers. Data will also be gathered by the Project Manager or Project Assistant.

15. Safeguarding. Please tell us about how you will protect and safeguard those involved in your project

CAW 2 will be following the Wiltshire Music Centres WMC Safeguarding Policy for which the Chief Executive is ultimately responsible. The project partners will also oversee the delivery to ensure all safeguarding responsibilities are adhered to. WMC is a professional arts organisation with a highly experienced Creative Learning team delivering music education projects for all ages across the county. As such it is fully committed to safeguarding the vulnerable people we will be working with all year round. WMC has been delivering outreach work for 20 years and is very experienced in all aspects of safeguarding. All staff and artists leading sessions are DBS checked and risk assessments are carried out at all levels of activity and events. For artists delivering 11 work there are lone worker policies in place and guidance from partners such as Age UK Wiltshire and Community First. All volunteers will be trained for their roles in the project delivery and will already be associated with our partner organisations.

16. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

Our application to the National Lottery Community Fund is for a five year project duration from Sept 2020 August 2025 and we are also applying to a number of other trusts and grant making bodies for match funding. In order to sustain CAW beyond 2025 we are looking at commissioning models for the future.

17. Is there anything else you think we should know about the project?

This request for 1500 in 2020/21 will fund a bespoke cultural offering for Trowbridge community area ensuring that isolated older people gain access to high quality heritage and creative arts activity. Trowbridge community areas involvement forms part of the overall lottery funded programme that is benefitting a total of 10 CAs in the county. Trowbridge Melksham Calne Amesbury Corsham Salisbury Royal Wootton Bassett South West Warminster and Chippenham.

18. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

3813	Community Area Grant	Hope Nature Centre Adventure Playground	Fairfield Farm College	£5000.00
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Submitted: 26/06/2020 15:54:27

ID: 3813

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

Hope Nature Centre Adventure Playground

6. Project summary:

Hope Nature Centre operated by Fairfield Farm College provides training and work experience for young people with learning disabilities. The centre runs as a social enterprise and the Animal park cafe and shop all provide real working environments for young disabled people. To improve the facility and attract more visitors from the local community we would like to update our play area by installing a new accessible adventure play structure. This will provide a safe community play facility and particularly support the needs of disabled people who visit. It will also provide more learning and work experience opportunities for students.

7. Which Area Board are you applying to?

Trowbridge

Electoral Division

8. What is the Post Code of where the project is taking place?

BA14 9QD

9. Please tell us which theme(s) your project supports:

Children & Young People

Leisure and Culture

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

07/2019

Total Income:

£3538261.00

Total Expenditure:

£3131565.00

Surplus/Deficit for the year:

£405716.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£1000000.00

Why can't you fund this project from your reserves:

The College only retains reserves sufficient to cover approximately four months one term of normal operating costs. For 2018/19 this was 1000000.

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost		£32000.00		
Total required from Area Board		£5000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Base Clubhouse with wooden roof	1370.00	Our reserves	yes	1370.00
Ladder climbing wall ladder half wall				
crawl tube	8510.00	Our reserves	yes	8510.00
bridge look out rock wall walls				
Cargo net				
GRP Slide	615.00	Our reserves	yes	615.00
Additional module 1 est	6000.00	Fundraising		1000.00
Additional module 2 est	6000.00	Fundraising		6000.00
Installation and delivery	1995.00	Our reserves	yes	1995.00
Total	£24490			£19490

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?**13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?**

The Hope Nature Centre is a popular attraction for local people providing them with an educational day out and the opportunity to engage with a range of animals in a safe open area. The cafe and shop are popular in the local area and we would like to improve facilities across the centre to make it an even more attractive place to visit for local residents. Many of our visitors have young children so access to a play facility is important to provide a full

day out. The current play park facility is out dated and in need of refurbishment. It also does not support the needs of children with disabilities. Children from throughout the Trowbridge and surrounding areas will benefit from this additional play facility at Hope Nature Centre particularly those with learning and physical disabilities as this play structure has been designed to be safe and accessible in line with the ethos of the centre to support the needs of disabled young people. The project will give local children additional play resources to keep them healthy and to encourage socialisation whilst visiting the centre. The addition of a play park will also support our young disabled trainees who work across the centre. There will be opportunities for them to work with our trained staff to oversee safety at the play park increasing their opportunities to engage with the general public and learn skills to support their independence and employability. The play area will also attract more visitors from the local area to the centre increasing the footfall to the wider park facility - supporting our training and work experience provision. Increased income to the charity will address the loss of income experienced during the Covid 19 pandemic and the new facility will help the charity encourage more local people to visit the centre and use the shop and cafe facility. It will create a more attractive day out for local people across Trowbridge and beyond.

14. How will you monitor this?

Visitor numbers will be tracked to assess the impact this new facility has on centre use. We will also ask for customer feedback on the improved facilities. Student experience will be logged as part of our training programme collecting information on improvements in confidence readiness for work and social skills during their time at Hope Nature Centre. This feedback will be used to assess the impact of the project and to feed into the development of future training and activities at the centre.

15. Safeguarding. Please tell us about how you will protect and safeguard those involved in your project

Safeguarding is a priority at the centre at all times. Fairfield Farm College who operate Hope Nature Centre have robust safeguarding policies and procedures in place to protect all participants and staff. We recruit in line with the Safer Recruitment Guidance set out by the Department for Education in Keeping Children Safe in Education. All safeguarding systems are regularly reviewed and adhered to by all trustees staff and volunteers. The Director of HR Workforce Development senior managers and a Trustee attend accredited Safer Recruitment Training to ensure the recruitment selection procedures and processes help to deter reject or identify people who might abuse young people or who are unsuited to work with them as an essential part of creating a safe environment. All staff and volunteers are subject to DBS check and receive safeguarding training as part of the induction process. Staff details are held on a single central register and do not commence work unsupervised until their DBS check has been completed and full references have been received. Graeme Athey Deputy Principal is the Designated Safeguarding Lead a team of five Safeguarding Officers are in place.

16. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

This is a one-off capital project. Maintenance of the play park will form part of the annual maintenance budget set by the college.

17. Is there anything else you think we should know about the project?

18. DECLARATION

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Constitution:

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Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

yes I will make available on request evidence of ownership of buildings/land

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.
