



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	Calne Food and Drink Festival Committee		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation x <input type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify		

2. Your project

Project Title/Name	Calne Festival of Food & Drink		
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>	The project is for the design and printing of a leaflet to promote the first Festival of Food and Drink in the Calne community area. The Festival aims to involve local people, including children, in raising awareness and a better appreciation of local cuisine. The Festival Committee is working closely with local community groups, businesses and schools to ensure that as many of the community area are involved in both the planning as well as participating on the day. Fantastic themed events at some of the town's eateries, will kick start the Festival in the week leading up to the main event, which will take place in the town centre. A whole host of food & drink themed activities are planned; local cuisine will be celebrated and the community will be able to enjoy local produce from the local region. Children of all ages will be able to get involved in a number of different ways including a 'Junior Masterchef' competition. It is hoped that this Festival will become an annual event and will grow in size and popularity year in year out		
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Calne		
I/we have discussed our project with the town/parish council?	Yes x <input type="checkbox"/>	Date 11/08/2010	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes x <input type="checkbox"/>	Date 11/08/2010	No <input type="checkbox"/>

Where will your project take place?	Calne Town Centre and surrounding schools
When will your project take place?	Leaflet will be required to promote Festival (10 th September 2011)
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? <i>Important: Please do not type/write in paragraphs – This section is limited to 1200 characters only (inclusive of spaces)</i>	Local towns such as Marlborough and Devizes already hold these annual events and they have proved to be so highly successful that they are now regular features of their town's summer calendar. During consultation exercises for the 2006 and 2010 Community Plans, two major concerns were expressed - the need for more community events and for more places where young people can get involved. It is felt that this Festival will meet both these concerns and will particularly involve young people by involving them in a 'young master chef' competition. During this specific event, young people, from local schools, will have the opportunity to present their cookery skills in a series of heats. The winners of these heats will have the opportunity to cook their winning menu in a professional kitchen. Their parents, as well as other Calne residents will have the opportunity to see and taste what food and drink is produced locally. For local businesses, it will be an opportunity for them to showcase their produce.
How many people will benefit from your project?	22,000
How does your project demonstrate a direct link to the local community plan for your area? www.wiltshire.gov.uk/areboards Please provide a reference/page no.	Culture Calne Community Plan - Update 2010 - page 10
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 <input type="checkbox"/> No <input type="checkbox"/>
Could your project be funded from your reserves?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>

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: 46 and growing

Over 50 years	Male	<input type="text" value="10"/>	Female	<input type="text" value="6"/>
25 – 50 years	Male	<input type="text" value="12"/>	Female	<input type="text" value="4"/>
Under 25 years	Male	<input type="text" value="6"/>	Female	<input type="text" value="8"/>
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 hoped to procure additional funding from local businesses and community organisations

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?

The community response, both in the competition heats and on the actual day, will be an indicator to how successful the leaflet campaign has been. Numbers wishing to get involved in the Junior Master Chef will be monitored as well as the number of local businesses participating. The biggest indicator of success will be the number of the Calne community areas who turn out to support the Festival.

Have you contacted Charities Information Bureau for help with your application/ to seek other funding?

Yes

Date

No x

To whom have you applied for funding for this project (*other than Wiltshire Council*)?

Please list with amount applied for and whether you have been successful

Name of Funder	Amount Applied For	Amount Received
Hills Group	500	500
Calne Community Area Partnership	233	233

<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 <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>	
<p>Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>	

4. Information relating to your last annual accounts (if applicable)				
Year ending: n/a	Month:	Year:		
A - Total income:	£n/a			
B - Minus total expenditure:	£n/a			
Surplus/deficit for year: (A minus B)	£n/a			
Free reserves currently held:	£n/a			
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	
Leaflet design - Origin Design	£900	Own fundraising/reserves		£
Leaflet printing (1000 copies) - Jam Print	£566	Hills Group	C	£500
	£	Parish/town council		£
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£	Other CCAP	C	£233
	£			£
	£			£
	£			£
Total Project Expenditure	£1466	Total Project Income		£733
Total project income B		£733		
Total project expenditure A		£1466		
Project shortfall A – B		£733		
Grant sought from Wiltshire Council Area Board		£733		
Bank Details				
Please give the name of the organisations' bank account e.g. Barclays		Account will be opened on my return from Spain.		
Please give the title name of the organisations'		TBC		

bank account e.g. current	
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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
- Latest inspected/audited accounts or annual report or Income/expenditure budget for current financial year
- 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. 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 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: Robert Merrick

Date: 20/05/2011

Position in organisation: Chair, Calne Food & Drink Festival

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