



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	St Thomas and St Edmund Salisbury		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input checked="" type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify		
2. Your project			
Project Title/Name	Canterbury Room safety upgrade.		
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>	To improve H & S accessibility & facilities for the groups using the Canterbury Meeting Room. 2 fire evacuation doors to be outward opening with push bar, disable access ramp. The electrics will be upgraded to meet current regulations. Fire safety lighting will be added. A fire and smoke detection system will be added. One disabled toilet with baby changing, 3 other toilets and safety door added at the bottom of the stairs. The room is used for several social groups run by church volunteers & the wider community this project will improve their safety and comfort.		
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Salisbury Wiltshire Area Boards - Southern Locality		
I/we have discussed our project with the town/parish council?	Yes <input type="checkbox"/>	Date	No <input checked="" type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input type="checkbox"/>	Date	No <input checked="" type="checkbox"/>

Where will your project take place?	Canterbury Room St Thomas's House St Thomas's Square Salisbury SP1 1BA
When will your project take place?	August 2011
How did you discover there was a need for your project (please provide evidence) 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>	We completed an H & S assessment had a building safety check and feedback from users due to lack of toilets. The Canterbury room is in regular use by many different groups both church and wider community: Toddler Group, Mothers' Union, Grapevine for men, Olive Branch for ladies, men's Curry Club and we have a social group who cook a Christmas Lunch and Sunday Lunch several times a year for people on their own or in need. Groups who look after the fabric of the church & buildings, our charities and finances also use this room. Outside groups use the room some for a fee or for free like Talking Newspaper providing Salisbury Journal for the blind. Local awareness groups for MNDA and Epilepsy Action a lip reading class &, Elizabeth House are given a concession rate. The room is also hired by local businesses for meetings and families for parties. This project will improve safety and facilities for the many different local people using the Canterbury Room. The age range attending these groups starts from birth with no upper age limit. When big community events are held in church eg tree festival we have 1000s of visitors and need additional toilets and the Canterbury Room kitchen.
How many people will benefit from your project?	It is difficult to put a number on this as the use of the room will be available to anybody needing to use a room in Salisbury and sometimes by visitors bought to Salisbury for our tree festival for example. I can only estimate 1,500.
How does your project demonstrate a direct link to the local community plan for your area? www.wiltshire.gov.uk/areaboards Please provide a reference/page no.	Via the work of volunteers many support and social activities take place or are planned in the Canterbury Room. Supporting the work of other charities not just our own widens our reach. Our toddler group is popular this work is due to be expanded as we employ a young family worker to arrange activities for and support the young families in Salisbury. Local business also uses the room for training and meetings. Special family parties, funeral gatherings and baptism parties have all been held in the room.
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? If you answer YES please provide evidence elsewhere on the application form)	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: One male under 50 and one female over 50 employed below shows our volunteers

Over 50 years	Male	<input type="text" value="7"/>	Female	<input type="text" value="7"/>
25 – 50 years	Male	<input type="text" value="7"/>	Female	<input type="text" value="3"/>
Under 25 years	Male	<input type="text"/>	Female	<input type="text"/>
Disabled People	Male	<input type="text"/>	Female	<input type="text"/>
Black and Minority Ethnic people	Male	<input type="text"/>	Female	<input type="text"/>

If your project is intended to continue after the Wiltshire Council funding runs out, how will you continue to fund it? The room will continue to be used but will be safer and improved for the use of the community groups. General maintenance and running costs will continue to be funded by rent raised within the building and church members giving. We have just asked for this assistance for this major mainly safety upgrade.

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?

We are keen to ensure that the facilities we offer to the community and church groups are of a good standard and provide value for money. We will implement a new monitoring system, inviting users of the hall to evaluate the hall and its facilities. Additionally, we will monitor whether or not the improved facilities brought about through this project, ensures that we retain and increase the number of groups using the hall. We have prepared a Canterbury Room user Safety and Evaluation Form. Post completion of the works H & S risk assessments will show the problems have been resolved.

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

Yes Date 1/6/11 No

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
Salisbury City Community Fund Grants	£500	

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

If yes, please state which one(s).

Yes No

Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?

Yes No

4. Information relating to your last annual accounts (if applicable)				
Year ending:	Month: December	Year: 2010		
A - Total income:	£322,837			
B - Minus total expenditure:	£331,261			
Surplus/deficit for year: (A minus B)	£(8424)			
Free reserves currently held:	£344,708			
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	
Scaffolding	£712	Own fundraising/reserves	c	£11,304
Ramp and hand safety rail	£1,000			£
Repairs to roof covering 1/3 of total cost (£5849)	£1,950	Parish/town council		£
Electrical 1/3 of total costs (£6930)	£2,310			£
Alterations to ground floor additional toilets	£5,767	Trusts/foundations		£
Locks to toilet doors, safety door, new doors to ground floor.	£4,170			£
Damen Associates' fees /expenses 1/3 of total costs 850+1400	£750	In kind		£
VAT	£2,800			£
	£	Other		£
	£	Wiltshire Council Area Board	p	£
	£	Salisbury Community Grant	p	£500
	£			£
Total Project Expenditure	£16,804	Total Project Income		£11,804
Total project income B		£11804		
Total project expenditure A		£16804		
Project shortfall A – B		£5000		
Grant sought from Wiltshire Council Area Board		£5,000.00		
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				

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.

N/A 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

N /A 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:

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