



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	Saxon Church & St Mary Tory Trusteeship		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify Historic/Ancient Churches		

2. Your project

Project Title/Name	Remove and renovate or renew 3 directive signs to both churches around BOA		
What is your project about and what does it aim to achieve?	a) Signs in poor state b) All will give clear directions to the Saxon Church and St Mary Tory		
<i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>			
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 x <input type="checkbox"/>	Date May 2011	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes x <input type="checkbox"/>	Date May 2011	No <input type="checkbox"/>

Where will your project take place?	Bradford on Avon
When will your project take place?	ASAP
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>	a) All signs need attention either because they are unreadable or because of disintegration b) Direction to both churches will be distinct and readable
How many people will benefit from your project?	All those living and visiting BOA
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.	These 2 churches are of great value to the town – bringing hundreds of tourists and visitors. Clear signage is of great importance
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. Both churches rely on the Trustees for their maintenance. Our funds have to be very carefully husbanded, all the trustees give their time voluntarily	

3. Management

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

Of these, how many are:

Over 50 years	Male	<input type="text" value="5"/>	Female	<input type="text" value="4"/>
25 – 50 years	Male	<input type="text"/>	Female	<input type="text"/>
Under 25 years	Male	<input type="text"/>	Female	<input type="text"/>
Disabled People	Male	<input type="text"/>	Female	<input type="text" value="1"/>
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?

Donations from visitors. Donations from use of churches. Cottage rental from St Mary Tury. Maintenance costs are very high

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?

- a) The signs will be clear. They are sorely needed to direct visitors to both churches.
- b) Word of mouth

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

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 x

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

Yes

No x

4. Information relating to your last annual accounts (if applicable)		
Year ending:	Month:	Year:
A - Total income:	£	
B - Minus total expenditure:	£	
Surplus/deficit for year: (A minus B)	£	
Free reserves currently held:	£	

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	
3 signs at £200 each	£600	Own fundraising/reserves		£
	£			£
	£	Parish/town council		£
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£	Other		£
	£			£
	£			£
	£			£
Total Project Expenditure	£600	Total Project Income		£

Total project income B	£0
Total project expenditure A	£600
Project shortfall A – B	£600
Grant sought from Wiltshire Council Area Board	£600
Bank Details	Saxon Church Trustees
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.
- 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:

Date: 6 June 2011

Position in organisation:

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