



Reference No
Log No
For Office Use

Community Area Grant Application Form

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

1 - Your Organisation or Group

Name of Organisation			
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		

2 – Your Project

In which Community Area does your project take place? (Please give name – see pp ? of funding pack)	
Does your Town/Parish Council know about your project?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What is your project? IMPORTANT: This section is limited to ? characters only (inclusive of spaces).	
Where will your project take place?	
When will your project take place?	
How many people will benefit from your project?	
How does your project demonstrate a direct link to the Community Plan for your area?	
Please provide a reference/page no.	

What is the relationship between your project and other local strategies? e.g.

How did you discover there was a need for your project and how will your project benefit your local community?

IMPORTANT: PLEASE DO NOT TYPE IN PARAGRAPHS – THIS SECTION IS LIMITED TO ? CHARACTERS ONLY (INCLUSIVE OF SPACES)

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
Under 25 years	Male	Female
Disabled People	Male	Female
Black & Minority Ethnic people	Male	Female

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

If you were not awarded the full amount requested, what would be the impact on your project?

How will you know whether your project has made a difference in the community?

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

Yes

No

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

Have you been successful?

Yes

No

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

Yes

No

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 held:

£

5 - Financial Information				
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	£
	£	Own Fundraising/Reserves		£
	£			£
	£	Parish/Town Council		£
	£			£
	£	Trusts/Foundations		£
	£			£
	£	In Kind		£
	£			£
	£	Other		£
	£			£
	£			£
TOTAL PROJECT EXPENDITURE	£	TOTAL PROJECT INCOME		£
Total Project Income B		£		
Total Project Expenditure A		£		
Project Shortfall A – B		£		
Award sought from Wiltshire Council Area Board		£		
BANK DETAILS				
Please give the name of the organisations' Bank Account:				
Please give the title name of the organisations' Bank Account:				
6 – Supporting Information – Please enclose the following documentation				
Enclosed (please tick)				
<input type="checkbox"/> Written quotes including the one you are going to use				
<input type="checkbox"/> Latest inspected/audited accounts or Annual Report				
<input type="checkbox"/> Income & expenditure budget for current financial year				
<input type="checkbox"/> Project budget (if applicable)				
<input type="checkbox"/> Terms of Reference/Constitution/Group Rules				
<input type="checkbox"/> 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 - Equalities and Inclusion – Wiltshire Council is committed to ensuring that its work through the Area Boards benefits all sections of our community and promotes equality and inclusion. To assist us in assessing how your application aims to meet our commitment to equality and inclusion, please provide a brief answer to the following:

a) How does your project work to either (a) promote equality and access to services/facilities, and/or (b) reduce disadvantage?

b) How does your project work to promote inclusion, participation and good community relations?

c) Is your project targeted at a specific group? If yes, please tick any of the following which apply

- Under 25's Over 50's
- Mostly or All Men/Boys Mostly or All Women/Girls
- Specific Minority Ethnic Groups (please state which groups)
- Specific Faith Groups (please state which groups.....)
- People/Families on low income
- Other disadvantaged groups (please state which groups)

8 - 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 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:

Please return your completed application to the appropriate Area Board Locality Team