

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	Priority for People		
Contact Name			
Contact Address			
Contact number		e-mail	
Organisation Type	Non-profit organisation	Parish/Town Council	Other
2 - Your Project			
In which Community Area does your project take place? (Please give name – see pp 2-4 of funding pack)	Bradford on Avon		
In which Parish does your project take place?	Bradford on Avon, Holt, Monkton Farleigh, Limpley Stoke, South Wraxall, Staverton, Westwood, Wingfield, Winsley		
What is your project?	Public meeting/communication on Priority for People progress		
Where will your project take place?	Public meeting: Bradford on Avon Communication: across the community area		
When will your project take place?	March/April 2010		
Does your project demonstrate a direct link to the Community Plan for the area? If YES, please provide a reference/page no.	YES 16-18 (Traffic & transport: impact on the town & villages) 19-21 (Housing & the built environment)		
Please confirm your project will be completed by 31st March 2010	NO Cannot be confirmed because completion will depend on CAB decision made on 17 March 2010		

What community benefits will your project provide and, who are the beneficiaries (e.g. numbers of people, age, gender, particular groups)

IMPORTANT: PLEASE DO NOT TYPE IN PARAGRAPHS – THIS SECTION IS LIMITED TO 1500 CHARACTERS ONLY (INCLUSIVE OF SPACES)

This project follows the **Taming the Traffic** workshop held in Nov08 & the launch of **Priority for People** initiative in Spring09 (part-financed by WCC/WWDC + Town/Parish Councils & CAP). The initiative addresses the top public concern expressed by BoA Community Area residents in public consultations. With the Historic Core Zone at planning stage & engagement with Wiltshire Council over issues across the community area related to vehicle speed, vehicle size & crunch points, the time is right to respond to numerous requests & communicate progress to people across the community area. The **public meeting** will allow the three working groups (Historic Core Zone, Safer Community, and Long-term Issues) to report on the past year, to debate issues raised & take forward suggestions and proposals. The **production & distribution of a simple leaflet** — distributed through schools, shops, library, TIC, pubs & town/parish council offices — will allow a report back to those unable/willing to attend the meeting. It will also be used to recruit people to join the action groups & to provide a focus for people's ideas & thoughts for future developments. The leaflet will also be made available on the **web-site** www.priorityforpeople.org & people will be invited to add comments & use the site for discussion. Finally, articles will be prepared for local media. In this way, we will seek to communicate with our target audience — the entire population of the community area (15,000+). Follow up meetings and leaflets tailored to individual parishes may well be desirable. This will be assessed and organized as a separate project.

Wiltshire Council will be unable to meet the ongoing costs of your project. Please describe, therefore, how you will ensure the financial sustainability of your project beyond the period of this grant (if successful)? The grant is sought for a one-off exercise.

3 – Additional information to support and strengthen your application e.g consultation, community involvement, energy efficiency measures

Please tell us more about the organisations and groups that are involved in your project, who will benefit from the award and how will you know that it is making a difference.

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The Priority for People initiative was part-initiated by BoA Town Council, has been supported by Wiltshire Council, WWDC, BoA Community Area Partnership, BoA Development Trust, BoA Preservation Trust, Climate Friendly Bradford on Avon, and Community Area Parish Councils. The individual PFP Action Groups each include approx. a dozen unpaid volunteers from across the community, with strong representation from the Town Council and stakeholder groups, also across the community. // The whole population of the community area will benefit from an understanding of progress made and challenges to be handled. The Action Groups will benefit through input from the wider public and from additional recruits. // Wiltshire Council Highways will benefit from a greater public understanding of the issues and challenges, and from consultation feedback from members of the public. // Note that all work conducted by the Action Groups since Nov08 has been handled on a voluntary basis, with no funding. A small element of Gerald Milward-Oliver's time has been funded by BoA Town Council within his remit as Economic Development Consultant (effectively c. 3/4 hours pcm).

4 – Relationship between your project and Wiltshire Council priorities. Which of the following statements apply to the project/service your hope to provide? Please tick as many as you think apply.

The project will:	
Engage with local people to find out their priorities and work with them to deliver solutions	√
Increase number of local people involved in regular volunteering	√
Increase the number of affordable homes	
Improve access to services for people with dementia	
Improve access to primary care services for people with learning disabilities	
Encourage people to make lifestyle changes that will have a positive impact on the health of both themselves and their family	√
Improve adult participation in sport	
Improve young people's participation in positive activities	√
Improve business productivity through innovation e.g. provide business with specific information, knowledge events and other support	

Increase the number of people who feel safe in their community	√
Improve local area through intergenerational activities such as street clean ups and community events	√
Reduce perceptions of antisocial behaviour	
Reduce deaths through accidents	√
Increase uptake of energy efficiency and renewable energy measures	√
Increase levels of recycling and re-using household waste especially amongst those people who currently do not recycle	
Increase awareness of climate change adaptation, leading to action taken by individuals, communities and businesses	√
Reduce carbon emissions from transport through development, sustainable transport, traffic management and new technology	√√
Improve local biodiversity	

THE FOLLOWING INFORMATION MUST BE PROVIDED, FAILURE TO DO SO WILL RESULT IN THE APPLICATION BEING REJECTED

5 – Information relating to your last annual accounts (if applicable)

Year Ending:	Month:	Year:
Total Income:	£	
Minus Total Expenditure:	£	
Surplus/Deficit for year:	£	
Reserves held:	£	

6 - 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	
Hire St Margarets Hall	£91.00		£
Artwork for leaflet/website	£352.50		£
Print cost for 3000 leaflets	£489.90		£
40 leaflet dispensers	£63.45		£

	£		£
	£		£
	£		£
	£		£
	£		£
	£		£
	£		£
TOTAL PROJECT EXPENDITURE	£996.85	TOTAL PROJECT INCOME	£0

Total Project Income B	£0
Total Project Expenditure A	£996.85
Project Shortfall A - B	£996.85
Award sought from Wiltshire Council Area Board	£996.85
Is your organisation able to claim VAT?	No

7 – Management

How many people are involved in the management of your group/organisation? 5

People Over 50 years	Male	Female
People Under 25 years	Male	Female
Disabled People	Male	Female
Black & Minority Ethnic people	Male	Female

8 – Supporting Information – Please enclose the following documentation

Enclosed (please tick)

Latest inspected/audited accounts or Annual Report – n.a.

Income & expenditure budget for current financial year – n.a.

Project budget (if applicable) – see (6) above

Terms of Reference/Constitution/Group Rules – see attached documents

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.

9 – Equal Opportunities – To assist us with our equalities monitoring please indicate whether your application is specifically targeted at people within one or more of the six equality strands. You may tick yes for more than one category e.g. if your project is for ethnic minority senior citizens.

Please note that by answering NO to any of the following questions WILL NOT PREJUDICE your application.

a) Is your project targeted towards, or of particular relevance to, people of a specific age?

~~Yes~~ **No** If 'Yes' please tick... Under 25's Over 50's

b) Is your project targeted towards, or of particular relevance to, people with disabilities (physical or mental/emotional)?

~~Yes~~ **No**

c) Is your project targeted towards, or of particular relevance to, people of a specific gender?

~~Yes~~ **No** If 'Yes' please tick.... Male Female

d) Is your project targeted towards, or of particular relevance to, people of a specific sexuality?

~~Yes~~ **No** If 'Yes' please tick.... Gay Lesbian Bisexual

e) Is your project targeted towards, or of particular relevance to, people from a specific ethnic background?

~~Yes~~ **No** If 'Yes', indicate the ethnic background of the people who will benefit from your project.

White British Irish Other **Mixed** Mixed ethnic background
Asian or Asian British Indian Pakistani Bangladeshi Other Asian
Black or Black British Caribbean African Other Black
Chinese or other ethnic group Chinese Other ethnic group

f) Is your project targeted towards, or of particular relevance to, people from a specific religion or faith? (e.g. a Muslim women's sports club, which encourages active participation, rather than promoting religious beliefs)

~~Yes~~ **No** If 'Yes' please specify

10 – Declaration (on behalf of organisation or group) – We confirm that.....

Accounts and quotes where appropriate are enclosed.

A copy of our constitution or terms of reference are enclosed.

The information on this form is correct, that any award received will be spent on the activities specified, that we will complete a monitoring form (if requested) following completion of the project.

If an award is received, we 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 or printed material.

We give permission for press and media coverage by Wiltshire Council in relation to this project.

Names:

Date:

Position in organisation:

Please return your completed application to the appropriate Area Board Locality Team (see pages 9-10)

PRIORITY FOR PEOPLE ACTION GROUPS TERMS OF REFERENCE

1. PURPOSE

The Priority for People programme will be implemented through four action groups:

- A safer community
- The historic core zone
- A connected community
- Planning for the future.

See attached schematic for the mission statement of each action group, their tasks and a fuller explanation of their remits.

2. MEMBERSHIP

- (i) Each action group will be formed by volunteer members of the public; parish, town and Wiltshire Council councillors; relevant Wiltshire Council officers; and any experts that the group wishes/needs to recruit.
- (ii) Each action group will nominate and appoint a chairperson for the group. It is the responsibility of the chairperson to call meetings, allocate work within the group, report as necessary to the stakeholder body, and generally ensure that the group remains on track to completion of the task.
- (iii) Each group will determine a satisfactory means of recording decisions and handling basic administrative tasks. While this would be achieved logically by the appointment of a secretary to the group, an alternative means can be used so long as it does not hinder the smooth functioning of the group. It is anticipated that each group will wish to provide some modest funding for the secretarial function, as a part of its overall funding effort (see 4 below).
- (iv) Each action group will be responsible for recruiting new members as necessary.

1. WORK PROGRAMME

- (i) Each action group will be free to determine their work programme as they consider necessary to achievement of their task within the agreed timelines.
- (ii) Each action group will prepare a business plan which must be submitted for comment and endorsement to the stakeholder body (see below for definition), the Community Area Partnership, the six Parish Councils and the Town Council.
- (iii) It is recognised that a considerable proportion of the work of the action groups will be driven/constrained by policies and actions of Wiltshire Council, and influenced by Parish and Town Council agendas. Part of the work of each action group, therefore, will be to establish a working method that is acceptable to all members and focused on delivery of the task.
- (iv) It is particularly important that a strong, constructive relationship based on teamwork is established with Wiltshire Council at all levels. This is likely to embrace departments dealing with highways, planning, environment/air quality, regulatory issues, public transport etc. Relationships will also need to be forged with other agencies, such as bus companies, rail companies, transport campaigning organisations (e.g. Sustrans) etc.
- (v) There is likely to be extensive cross-working between action groups (for example, safer community initiatives that fall within the historic core zone). Each action group must therefore ensure that they work hand-in-hand with other action groups as relevant. It is also essential that action groups coordinate between themselves over levels of consultation, in order to avoid unnecessary duplication. To facilitate this, minutes must

be taken of all meetings according to a standard template, and must be distributed (generally by email) to individual members of all action groups. In principle, minutes should also be posted to the programme website (www.priorityforpeople.org).

- (vi) As appropriate, each action group is encouraged to approach the Town and Parish Councils, Community Area Partnership, amenity and other groups to collaborate on aspects of mutual interest and concern.
- (vii) Each action group will be expected to listen to and consult with the wider local community on all proposals. This will be primarily driven through the programme website, but also through the use of local media, posters, leaflets, bodies such as libraries, PTAs, Councils and other means of reaching the maximum number of people – including those without access to the Internet.

4. FUNDING

- (i) Each action group will be responsible for working with the relevant bodies to establish funding requirements. It is expected that each Group will also need to identify a modest level of core funding requirement.
- (ii) There will be substantial capital costs to many of the planned and proposed improvements in the programme, which may be financed from a variety of sources. Once these improvements have been completed, there will also be continuing costs required for maintenance/ongoing management. Each group will be responsible for agreeing with the relevant partner authorities/organisations a management regime to cover future requirements.
- (iii) It is envisaged that all funding requests to Wiltshire Council will be filtered through the Bradford on Avon Area Board (set to begin its work following the June 2009 Wiltshire Council elections). This will cover not only small sums that fall within the direct remit and funding capability of the Area Board but also larger sums that must be approved and budgeted at corporate level. The operation of this procedure will be agreed with Wiltshire Council and the Area Board as soon as possible, but inevitably will be tempered by the final makeup and remit of the Board, which is not expected to be fully understood until the middle of 2009.

5. ACCOUNTABILITY / RESOLUTION OF DISPUTES

- (i) The Priority for People programme is defined as a ‘Bradford on Avon Community Area Initiative’. The action groups will be independent in their work, subject to the requirements of these Terms of Reference, and will not come under the control of any other body, excepting as set out below.
- (ii) The stakeholder body will provide oversight of and democratic legitimacy to the Priority for People programme. Membership of the stakeholder body will be based on representation of community-based organisations (see below). At the present time, membership is based on those organisations that participated in the ‘Taming the Traffic’ workshop in November 2008, but may be changed over time as necessary:
 - Bradford on Avon Town Council (up to 4 councillors + Town Clerk)
 - Holt Parish Council (up to 2 representatives)
 - Limpley Stoke Parish Council (up to 2 representatives)
 - Monkton Farleigh Parish Council (up to 2 representatives)
 - South Wraxall Parish Council (up to 2 representatives)
 - Westwood Parish Council (up to 2 representatives)
 - Winsley Parish Council (up to 2 representatives)
 - Bradford on Avon Community Area Partnership (2 members of the CAP)
 - Bradford on Avon Preservation Trust (2 members of Council of Management)
 - Bradford on Avon & District Community Development Trust
 - Bradford on Avon Chamber of Commerce
 - Climate Friendly Bradford on Avon
 - Bradford on Avon Senior Citizens Forum
 - BoA community area schools (parent governors?) (up to 2 representatives)

- Wiltshire Council (Highways)
- Wiltshire Council (Air quality)
- Linden Homes Western Limited
- Freshford Parish Council (observer status).

The administration work of the stakeholder body will, for the time being, be handled by Gerald Milward-Oliver in his role as economic development advisor to the town.

- (i) The stakeholder body will meet three times a year (slated as February, June and October) with members of the action groups in order to report and assess progress and resolve any broad issues of concern.
- (ii) In the event of an issue arising that an action group cannot resolve, then the stakeholder body will seek to resolve it. If they are unable to do so, then, as relevant, the issue will be escalated for arbitration successively to:
 - ↑ Town and/or Parish Councils ↩
 - Bradford on Avon Area Board ↩
 - Wiltshire Council.

6. PRIORITY FOR PEOPLE PROGRAMME TIMELINES

[see attached chart]

February 2009.