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<b>For office use</b>

## 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)**

<b>1. Your organisation or group</b>			
<b>Name of organisation</b>	Bradford on Avon Community Area Network Sports Festival Shaping Group		
<b>Contact name</b>			
<b>Contact address</b>			
<b>Contact number</b>		<b>e-mail</b>	
<b>Organisation type</b>	<b>Not for profit organisation /yes</b>		
<b>2. Your project</b>			
<b>Project Title/Name</b>	Bradford on Avon Community Sports and Olympic Torch Event 2012		
<b>What is your project about and what does it aim to achieve?</b>  <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	<p>10 Days of Sporting Events linked to the 2012 Olympic Games Inspire criteria of participation, Involvement, new Challenges, competition, healthy lifestyle and developing an interactive Community Spirit.</p> <p>The weekend 19th/20th May will run alongside the externally organised Triathlons and 10K runs.</p> <p>There will be (B on A Community Area) Inter Parish Challenges.</p> <p>There will be a Paralympic element on Sunday May 13<sup>th</sup> in St Margaret's Hall with a variety of activities for both disabled and the general public.</p> <p>One element will be our own, local Torch Relay – precise details yet to be decided .</p> <p>Inter Primary School Activities are being planned for Monday 21st May.</p> <p>Pupils from St Laurence School Sports Council and members of the B on A Youth Club will be organising some fun events. In 2011 they organised an Old Style Sports Day and Scooterthon respectively and both were very successful. For 2012 we are planning more involvement in the planning by these young people.</p> <p>From the 2011 Festival there have been some very positive outcomes including the development of a Sports Clubs Directory and a Bradford Sports website, which will include the directory , a sports network and a rolling calendar of events. Also we hope to include individual sporting star profiles.</p> <p>The 2012 Festival will culminate, on Tuesday 22<sup>nd</sup> May, in a once in-a-lifetime Olympic Torch Relay through the town followed by a planned Reception for the Torch Bearers, together with other activities and entertainments during the afternoon and evening.</p>		

	<p>BOACAN is working alongside The Town Council in leading the organisation of the event. The surrounding Parish Councils, the Sports Clubs, the Chamber of Commerce, the TIC, the Music Centre, Arts and Craft groups, Schools and a variety of other community groups and organisations will all be invited to play a part in the overall organisation.</p> <p>The young local Olympic hopefuls that took part in the Torch Relay Photo Shoot in November ( there is a photo on the Wiltshire Council Home Page) will also be involved, together with other sports celebrities.</p> <p>We are aiming for the whole Festival and in particular the Torch Relay Event ,to leave a lasting legacy and inspire the next generation in our community area.</p> <p>There is a huge potential benefit for businesses, involvement of schools, sports clubs, and a wide variety of groups to showcase themselves.</p> <p>There will be full BBC and press coverage for the Torch Relay, with local, national and International media output.</p> <p>It is important for us to organise and put on a striking and memorable event. It is a real opportunity to bring the town and Community properly together in a way which may not often occur.</p>
<p><b>In which community area does your project take place?</b> <i>(Please give name – see section 3 of the grants pack)</i></p>	<p>Throughout the Bradford on Avon Community Area.</p>
<p><b>I/we have discussed our project with the town/parish council?</b></p>	<p><b>Yes    Date    on several occasions in October and November 2011</b></p>
<p><b>I/we have discussed our project with our Wiltshire councillor?</b></p>	<p><b>Yes                    Date    on several occasions and ongoing</b></p>

Where will your project take place?	Throughout the Bradford on Avon Community Area
When will your project take place?	May 13th to May 22nd 2012
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 1000 characters only (inclusive of spaces)</i>	<p>Intended benefits include greater awareness of available sports and activity opportunities in the area, greater involvement of all ages but especially of younger people, once-in-lifetime involvement in the Olympic-related and Olympic Torch events and communal celebrations, and overall encouragement towards healthier, happier and more fulfilling life-styles.</p> <p>This is related to the success of last year's Sports Festival, the emerging Sports Network and developing "boasport" web site.</p> <p>There will also be benefits for businesses, especially in connection with the Olympic Torch event and associated activities, from both local and regional visitors. Media coverage will raise the profile of the Bradford on Avon Community Area, with potential for further, longer term increases in tourism, etc.</p> <p>The necessity for all facets of the Community Area to work together, such as businesses, schools, sports clubs, the Music Centre, the Arts Association, local councils, the Community area Network, and all of the parishes, will bring the community together in a unique way which should have a deep and lasting legacy.</p>
How many people will benefit from your project?	estimated 7,500 + (including Torch event)
How does your project demonstrate a direct link to the local community plan for your area? <a href="http://www.wiltshire.gov.uk/areaboards">www.wiltshire.gov.uk/areaboards</a>  Please provide a reference/page no.	The Community Area Plan of 2005, under "Culture, Leisure and Sport", was particularly concerned about improving facilities and opportunities for Sports and activities, many of which are now better provided for. The next step is for the community to be more aware of opportunities and to be more inclined to capitalise on them, which this Sports Festival is designed to facilitate.
<b>To be completed ONLY where town/parish councils are making an application</b>	
Is your project one which parish/town councils have powers to raise local taxes to fund?	Yes                  No
Could your project be funded from your reserves?	No
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> )	No
<p><b><u>Any other information about your project.</u></b> There were previously Community Area Sports Festivals in 2010 and 2011, increasing in scope each year. That for 2012, besides coinciding with Olympic Year, will have even more variety and activity and involvement, and will have four particular differences from before:</p> <ol style="list-style-type: none"> <li>1. The first day, May 13<sup>th</sup>, will be designed to encourage greater knowledge and understanding of disabled and disability sports and activities.</li> <li>2. The intention is to incorporate some less serious and more fun-giving "community games" as are being used in other parts of the country, and particularly to invite all the parishes to become closely involved in such types of event.</li> <li>3. The final day, May 22<sup>nd</sup>, will see the Olympic Torch procession through Bradford on Avon, as a once-in-a-lifetime experience for all those in the Community Area both to witness it and to be involved in the communal and community celebrations associated with it.</li> <li>4. Overall, a greater involvement of, and emphasis on, a variety of complementary holistic therapies and other aids to the general well-being and health of individuals.</li> </ol>	
<b>3. Management</b>	

<b>How many people are involved in the management of your group/organisation? Of these, how many are:</b>		
<b>Over 50 years</b>	<b>Male 4</b>	<b>Female 2</b>
<b>25 – 50 years</b>	<b>Male 2</b>	<b>Female 1</b>
<b>Under 25 years</b>	<b>Male 1</b>	<b>Female 1</b>
<b>Disabled People</b>	<b>Male</b>	<b>Female</b>
<b>Black and Minority Ethnic people</b>	<b>Male</b>	<b>Female</b>

**If your project is intended to continue after the Wiltshire Council funding runs out, how will you continue to fund it?.....possibly to become annual or biennial, but no decision yet, partly dependent on sources of available funding.**

**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?**  
**>more thriving sports and activities – feedback from groups and organisations**  
**>on average fitter, healthier, more-fulfilled members of the community – medical/general feedback?**

<b>Have you contacted Charities Information Bureau for help with your application/ to seek other funding?</b>	<b>No</b>
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<b>To whom have you applied for funding for this project (other than Wiltshire Council)?</b>	<b>Name of Funder</b>	<b>Amount Applied For</b>	<b>Amount Received</b>
<b>Please <u>list</u> with amount applied for and whether you have been successful</b>	Proposed: Bradford on Avon Town Council	£1,000	
	Proposed: Will be applying to Sport England	£5,318	

<b>Have you or do you intend to apply for a grant from another area board within this financial year?</b>  <b><i>If yes, please state which one(s).</i></b>	<b>No</b>
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<b>Are you in receipt or anticipating other funding from</b>	<b>No</b>
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**other Wiltshire Council departments for this project?**

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<b>4. Information relating to your last annual accounts (if applicable)</b>				
<b>Year ending:</b>	<b>Month:</b> September	<b>Year:</b> 2011		
<b>A - Total income:</b>	£ 4,514.22 (+ £3,680 in kind from volunteers, etc.)			
<b>B - Minus total expenditure:</b>	£ 4,514.22 (+ £3,680 in kind of volunteers, etc.)			
<b>Surplus/deficit for year: (A minus B)</b>	£ 0.00			
<b>Free reserves currently held:</b>	£ 0.00			
<b>5. Financial information – If you can claim back V.A.T. please exclude from figures given below</b>				
<b>Project Costs A</b> Please provide a <u>full</u> breakdown e.g. equipment, installation etc.	<b>Project Income B</b> Please list all sources of funding for this project, as provisional (P) or confirmed (C)			
<b>NB: ALL COSTS ARE ESTIMATED, BASED AS FAR AS POSSIBLE ON PREVIOUS SIMILAR EVENTS SUCH AS THE 2011 SPORTS FESTIVAL</b>		<b>P/C</b>		
Marquees, venues, meetings	£ 875	<b>BOACAN fundraising/reserves</b>	c	£ 200
Event Insurance	£ 505			£
Utilities: waste, toilets, security, licences	£ 513	<b>Parish/town council</b>	p	£ 1,000
Design, printing, banners, programmes	£ 2,850			£
General Admin & miscellaneous	£ 185	<b>Trusts/foundations</b>		£
Coaching and equipment hire for disabled/disability events on may 13th	£ 750			£
Promotion and publicity activities, including for the Olympic Torch event	£ 840	<b>In kind contribution of volunteers</b>	c/p	£ 3,880
Transport/supervision for school pupils to the Torch route on May 22nd	£ 450 #			£
Decor and features for the Torch route	£ 1,750 #	<b>Other Sport England grant</b>	p	£ 5,318
Other expenses on May 22 <sup>nd</sup> including Reception for Torch Bearers	£ 2,250 #			£
Contingency for Torch event and/or related Celebrations, etc.	£ 1,000 #			£
In kind contribution of volunteers	£ 3,880			£
<b>Total Project Expenditure</b>	<b>£ 15,848</b>	<b>Total Project Income</b>		<b>£ 10,398</b>
<b>Total project income B</b>	£ 10,398			
<b>Total project expenditure A</b>	£ 15,848			
<b>Project shortfall A – B</b>	£ 5,450			
<b>Grant sought from Wiltshire Council Area Board</b>	£ 5,450			
	<b>&gt;&gt; Please note that the Grant sought from the Wiltshire Council Area Board precisely covers the proposed expenditure solely in connection with the Olympic Torch event as indicated by figures followed by a hash (#)</b>			
<b>Bank Details</b>				
<b>Please give the name of the organisations' bank account e.g. Barclays</b>				
<b>Please give the title name of the organisations' bank account e.g.</b>				

**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.....pending

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.....pending Equal opportunities

Access audit Environmental impact  
Planning permission applied for .....pending

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.

<b>Name:</b>	<b>Date:</b> 08/12/2011
<b>Position in organisation:</b>	

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