

## 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 Marks gardening Club		
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	St Marks House Gardening Club		
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>	Our project is about getting the elderly residents out of their homes and into the garden to do some gardening, this will help to keep them physically fit and mentally alert. We hope to tidy up the garden to make it more attractive and perhaps grow vegetables. We hope to encourage young visiting grandchildren to take an active interest in the garden and maybe work with a local school to encourage some cross generational work. By tidying up the garden we hope to raise the image of our homes		
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Salisbury		
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?	St Marks House, St Marks Road, Salisbury
When will your project take place?	asap
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>	One of our members is a keen teacher of exercise for the elderly, she is aware that many of the folk who live here do not venture out of their homes, it is out of concern for health issues that we want to start up the club. We have a newly decorated community lounge which we want to encourage the use of, by setting up this club and holding meetings in there we hope to increase the community spirit of the scheme, which is sadly lacking at the moment, we have discovered that people do come out if things are organised for them. We will be encouraging composting and the use of Johanna bins for cooked foods to actively encourage recycling and waste prevention. If we can master this then maybe we could become ambassadors and encourage our families and friends to manage their waste
How many people will benefit from your project?	30
How does your project demonstrate a direct link to the local community plan for your area? <a href="http://www.wiltshire.gov.uk/areboards">www.wiltshire.gov.uk/areboards</a>  Please provide a reference/page no.	promote Healthy Living and Improved Services for the Elderly  9
<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 <input type="checkbox"/> No <input checked="" type="checkbox"/>
Could your project be funded from your reserves?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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> )	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Any other information about your project.</b> The residents of the sheltered scheme have joined together to form the gardening club because they want to improve their environment, have some physical exercise and meet up socially with other groups and arrange outings, they plan to have plant swaps and maybe hold coffee mornings to fund raise. The tools that are bought by the club will be kept under lock and key. We shall also be encouraging residents to compost and recycle their waste, we hope that in turn they will encourage their family and friends to do the same. This become more important as we prepare for the fortnightly bin collections.	

### 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="25"/>
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" value="tba"/>	Female	<input type="text" value="tba"/>
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?

we shall hold fundraising events such as coffee mornings and plant sales

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 shall be able to monitor the fact that residents join in and take an interest in planting. It is recognised that gardeners are fitter, healthier and happier

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

Yes

Date

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

Wiltshire Council Housing Dept.

250

250

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:	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	
Green House	£250	Own fundraising/reserves		£
Raised beds, soil and timber	£650			£
tools	£50	Parish/town council		£
composting bins	£50			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£	Other		£
	£			£
	£			£
	£			£
<b>Total Project Expenditure</b>	<b>£1,000</b>	<b>Total Project Income</b>		<b>£</b>

<b>Total project income B</b>	<b>£</b>
<b>Total project expenditure A</b>	<b>£1,000</b>
<b>Project shortfall A – B</b>	<b>£1,000</b>
<b>Grant sought from Wiltshire Council Area Board</b>	<b>£1,000</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. current</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.
- 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:** 10/11/2011

**Position in organisation:** Treasurer

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