



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	Cotswold Water Park Trust		
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 Registered Charitable Trust		

2. Your project

Project Title/Name	Cotswold Water Park: Willow Lantern Pageant 2012 Theme is "Creatures of the Night"		
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>	Group Workshops for young people from Wiltshire, Swindon and Gloucestershire will provide new learning about the night time wild life of the Cotswold Water Park and create original large scale willow lanterns to parade in a Spring Equinox Pageant around Lake Pochard. This application is to help buy materials for ongoing Malmesbury Area groups and materials & specialist time to lead NEW community involvement especially in Minety with the Guides, Brownies, and School (30 children), and hopefully 2 NEW groups in Malmesbury. Plus commissioning a local Samba Band for the pageant.		
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Malmesbury Community Area - especially Minety		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date November 2011	
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date November 2011	

Where will your project take place?	Pageant at Pochard Lakes CWP; Workshops in Crudwell, Oaksey, Minety, Malmesbury(tbc)
When will your project take place?	Evening event 1 st week in March 2012
<p>How did you discover there was a need for your project (please provide evidence) and how will your project benefit your local community?</p> <p><i>Important: Please do not type/write in paragraphs – This section is limited to 1000 characters only (inclusive of spaces)</i></p>	<p>Up to 5 NEW groups wish to join the workshops/pageant: Minety Guides, Brownies and 30 Children from Minety School, & possibly 2 Malmesbury. Feedback from Malmesbury Community Groups has been universally positive: "I hope we take part again it was great last year" (Crudwell Pre-school), "They loved it last year" (Oaksey Youth). There is no community festival/event in the Water Park bringing together all CWP communities - hence the pageant. There are few community projects in the CWP that involve young groups including teenagers, working together developing knowledge of wildlife through constructing creatures using local materials, then publicly displaying the results all together. The workshop process is challenging, and, followed by a pageant, is uplifting, helping raise the self esteem and wellbeing of young people taking part. It is good fun. More funds from more Parish Councils evidence benefits in 2012. Good press coverage (i.e Oaksey groups 2011) brings benefits to communities.</p>
How many people will benefit from your project?	400 of which 200 in Wiltshire
<p>How does your project demonstrate a direct link to the local community plan for your area?</p> <p>www.wiltshire.gov.uk/areboards</p> <p>Please provide a reference/page no.</p>	<p>Awareness of wildlife/support primary schools/more opportunities for young people to get involved in community/more opportunities for older children</p> <p>p11,p12,p18,p22,p26</p>
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.

1. MATERIALS: All groups need materials but costs have risen. We have found a small amount of Water Park willow this year that can be used for weaving (it is not generally suitable). We aim to slowly increase this to improve our sustainability.
2. NEW GROUPS: Three totally NEW groups need workshop leaders plus materials. We anticipate that (apart from Crudwell Pre-School Group with new parent's incharge) the Crudwell and Oaksey Groups will participate with their own volunteers using last year's experience
3. NEW FUNDING: (i). South Cerney (Gloucestershire) District /Parish Councillors have contributed their own youth 'fund' of £2140.00 to support the workshops/pageant 2012. (ii) Oaksey and Minety Parish Councils will discuss giving £50 each at next meetings.
4. NEW THEME: "Creatures of the Night" will develop knowlegd about wildlife such as night flying insects (especially moths) and birds, glo-worms, night time mammals including bats
5. CRB:All workshop leaders are CRB checked

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="7"/>	Female	<input type="text" value="1"/>
25 – 50 years	Male	<input type="text"/>	Female	<input type="text" value="1"/>
Under 25 years	Male	<input type="text"/>	Female	<input type="text"/>
Disabled People	Male	<input type="text"/>	Female	<input type="text"/>
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 grow alternative income streams (sale of lantern packs, more volunteering workshops (slow), own willow, small but increased contributions towards materials from communities) but some fundraising will always be required

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?

The project is evaluated annually by comments on the night of the pageant, professional feedback (from staff), unsolicited feedback, and requested feedback (by email) .We improve our performance through this. We know our project makes a difference because of unanimous positive comments "its great working together". We respond to community suggestions/requests "Be good to have more music".

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

Yes

Date

November 2011

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
Gannett Foundation	900.00	not successful
GAVCS	2000	Successful
Oaksey Parish Council	50	to be considered

	Minety Parish Council	50	to be considered
<p>Have you or do you intend to apply for a grant from another area board within this financial year?</p> <p><i>If yes, please state which one(s).</i></p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>		
<p>Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>		

4. Information relating to your last annual accounts (if applicable)		
Year ending: 2010	Month: March	Year: 2010
A - Total income:	£218826	
B - Minus total expenditure:	£187441	
Surplus/deficit for year: (A minus B)	£31385	
Free reserves currently held:	£2603	

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	
Willow & tissue plus PVA @ £12	£439	Own fundraising/reserves	C	£330
Glow Sticks(600 @ .31p),LEDs£60	£260			£
Rangers H&S Site Support	£300	Parish/town council	C	£2,140
St John Ambulance	£50	Parish Council	P	£100
Group transport	£150	Trusts/foundations	C	£2,000
Workshop Leaders Fees	£2,500			£
Pageant (on night) Leaders	£400	In kind		£
Fundraising/ & Coordination	£750			£
CWPT Overheads/PR	£750	Other		£
Music	£100	Estimated sales of Lantern Packs	P	£300
Volunteers refreshments	£50			£
	£			£
Total Project Expenditure	£5,749	Total Project Income		£4,870

Total project income B	£4,870
Total project expenditure A	£5,749
Project shortfall A – B	£879
Grant sought from Wiltshire Council Area Board	£879
Bank Details	
Please give the name of the organisations' bank account e.g. Barclays	Lloyds TSB Cirencester
Please give the title name of the organisations' bank account e.g. current	CWP Society

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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)n/aor 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: 28/11/2011

Position in organisation: Project Officer

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