



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	East Knoyle Village Hall		
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 Charity, for the Village Hall Managemen		

2. Your project

Project Title/Name	Improvements to kitchen and servery Part A		
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>	It is a refurbishment and internal alteration to the kitchen and servery to make Servery and kitchen more usable, more up-to-date and hygenic, with more work surfaces, involving repositioning of the kitchen/servery door, additional servery door via Storeroom to provide alternative access to Main Hall, new kitchen units to replace existing 1970's units, amending servery units, and new flooring throughout. It will not affect outward appearance from the Hall or outside. This is to achieve more, and facilitate existing, catered event lets, and to counteract complaints about these facilities.		
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	South West Wilts		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date Lett 12/06/10 after discussions	
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date 30/01/12	No <input type="checkbox"/>

Where will your project take place?	East Knoyle Village Hall
When will your project take place?	Spring 2012 – has to be completed before 04/0
<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>Our Parish Plan said that our Hall needed major refurbishment, including new kitchen facilities as a first priority (pages 22 & 29). This was reinforced by visits to other Village Halls . An increase in community-based activities, partly as a result of the Parish Plan, partly from a greater community spirit engendered by the Community shop, have resulted in more catered events at the Hall, and more complaints about the outdated facilities. We expect the number of these events to increase. The Committee felt in their Review that the facilities were not as hygienic as they should be for modern standards. The door alterations will mean that food can be served from the kitchen, to the table if needed, and tables cleared, at the same time as drinks can be served from the bar, thereby improving waitress service capability (The Hall has a full licence for the sale of alcohol). It will also increase work surface in the kitchen. These will enhance letting potential.</p>
How many people will benefit from your project?	780 villagers plus wider community
<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>'improve facilities and usage of village hall facilities' (EK PP - new VH kitchen facilities as a first priority. New clubs, classes & entertainments</p> <p>Mere CP p20 (EK PP pp25-6,28-9)</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.

Our Village Hall is Grade II listed in a lovely setting, with a Main Hall, C14th Room, stage, kitchen, servery, storeroom, broadband, with garden and car park outside.

The kitchen lets the Hall down, and caterers particularly are not keen to work there, losing us potential lettings.

The planned improvements will promote inclusion, participation & good community relations through better facilities for more diverse events.

Planning permission and Listed Building consent has been granted. The best time to do these works is February/March when lettings for catered events are less.

Works will take 2 weeks approx. Our Wiltshire Village Hall Grants Panel grant expires on 4th April 2012.

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="6"/>
25 – 50 years	Male	<input type="text" value="0"/>	Female	<input type="text" value="3"/>
Under 25 years	Male	<input type="text" value="0"/>	Female	<input type="text" value="0"/>
Disabled People	Male	<input type="text" value="1"/>	Female	<input type="text" value="1"/>
Black and Minority Ethnic people	Male	<input type="text" value="0"/>	Female	<input type="text" value="0"/>

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

From increased lets and fundraising activities.

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?

Increase in lettings, especially using kitchen/servery facilities. More variety of lettings and repeat bookings. Comments in Village Newsletter, and to Committee members.

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

Yes

Date

July 2010

No

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

Name of Funder

Amount Applied For

Amount Received

Wiltshire Village Halls Grants

£6,000.00

£6,000.00

Please list with amount applied for and whether you have been successful

<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"/></p>	<p>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"/></p>	<p>No <input type="checkbox"/></p>	

4. Information relating to your last annual accounts (if applicable)		
Year ending: 2011	Month: March	Year: 2011
A - Total income:	££6,335.88	
B - Minus total expenditure:	££6,088.85	
Surplus/deficit for year: (A minus B)	££247.03	
Free reserves currently held:	££7,057.42	

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	
Kitchen units & fitments	£4,284	Own fundraising/reserves	C	£2,000
Alterations, installation, resit	£11,505		P	£1,821
Replacement hygienic flooring in	£1,032	Parish/town council		£
kitchen and servery	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind	C	£2,000
	£			£
	£	Other		£
	£	Wiltshire Village Halls Grant	C	£6,000
	£			£
	£			£
Total Project Expenditure	£16,821	Total Project Income		£11,821

Total project income B	£11,821
Total project expenditure A	£16,821
Project shortfall A – B	£5,000
Grant sought from Wiltshire Council Area Board	£5,000
Bank Details	
Please give the name of the organisations' bank account e.g. Barclays	HSBC
Please give the title name of the organisations' bank account e.g. current	Current

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) 13/08/2010
- 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: 28/01/12

Position in organisation:

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