Wiltshire Council
Where everybody matters

Reference no
Log no
For office use

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	Warminster Community Radio (WCR)
Contact name	
Contact address	
Contact number		**e-mail**	
Organisation type	**Not for profit organisation** ☒ **Parish/town council** ☐ **Other, please specify**

2. Your project

Project Title/Name	Warminster voices programme on FM radio
What is your project about and what does it aim to achieve? *Important: This section is limited to 600 characters only (inclusive of spaces).*	This will fund a section on a regular community Radio fm show on a Saturday called "Community Chest". Warminster voices will offer the opportunity for members of the public to bring to the attention of the community, things of interest for discussion and will help to inform the area board on opinions for future area board discussions. This is in addition to the already successful Vox pops carried out before each meeting. The chance will also be there for a guest from the area board once a month to promote the work of the board and to answer questions and publicise board topics and meetings.

In which community area does your project take place? (*Please give name – see section 3 of the grants pack*)	Warminster		
I/we have discussed our project with the town/parish council?	**Yes** ☒	**Date**	**No** ☐
I/we have discussed our project with our Wiltshire councillor?	**Yes** ☒	**Date**	**No** ☐

Where will your project take place?	Civic Centre studios and on the street
When will your project take place?	from 1st April for 1 year
How did you discover there was a need for your project (*please provide evidence*) and how will your project benefit your local community? ***Important: Please do not type/write in paragraphs – This section is limited to 1000 characters only (inclusive of spaces)***	Successful vox pop trials for over a year long trial period after which time the board decided to continue funding. The initiative has been adopted by other Boards and we are looking to develop this further. Evidenced by regular comments from the public, recorded by WCR and supplied on a disc to the Board, and regularly played by, at meetings to assist the Board in making informed decisions based on a wider cross section of community, not just those who wish to attend the meetings. A regular weekly feature on radio would encourage even more participation. These would also be recorded and passed to the board. Numerous members of the community are elderly or disabled (evidenced by number of sheltered accommodations and retirement flats) These people will never come to meetings but can listen to the radio and phone in their suggestions and comments.
How many people will benefit from your project?	max around 22,000
How does your project demonstrate a direct link to the local community plan for your area? **www.wiltshire.gov.uk/areaboards** **Please provide a reference/page no.**	public consultation and engagement is fully embraced by this. Crime and community safetyt, Education and Lifelong learning. Culture and Leisure. 19,17,12, 8.

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 ☐	No ☐
Could your project be funded from your reserves?	Yes ☐	No ☐
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 ☐	No ☐

Any other information about your project.
Broadcasting starts on April 1st 2012 WCR is not allowed to take advertising or sponsorship therefore the only means of income is to be paid for services it provides.

3. Management

How many people are involved in the management of your group/organisation?
Of these, how many are:

Over 50 years	Male	3	Female	1
25 – 50 years	Male	3	Female	3
Under 25 years	Male	1	Female	
Disabled People	Male		Female	
Black and Minority Ethnic people	Male		Female	

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

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?
Number of logged phone calls or participants

Have you contacted Charities Information Bureau for help with your application/ to seek other funding?	**Yes** ☒ **Date** 2010 **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**

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	
Presenter time for 52 programme	£720	Own fundraising/reserves		£
Production assit 52 programmes	£500			£
use of studios for 1 year	£1,250	Parish/town council		£
equipment depreciation over 1 ye	£500			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£1,485
	£			£
	£	Other		£
	£			£
	£			£
	£			£
Total Project Expenditure	£2,970	Total Project Income		£1,485

Total project income B	£1,485
Total project expenditure A	£2,970
Project shortfall A – B	£1,485
Grant sought from Wiltshire Council Area Board	£1,485
Bank Details	
Please give the name of the organisations' bank account e.g. Barclays	
Please give the title name of the organisations' bank account e.g. 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)**

☒ **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:** 25/01/2012
Position in organisation:	

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