

Warminster Area Board Area Board Project

Grant process to support celebrations within the Warminster Community Area.

1. What is the aim of the project?

The aim of this project is to provide a simple process for grants to support celebrations of the Queen's Diamond Jubilee and / or the Olympics within the Warminster Community Area in June, July and August 2012.

2. What is the project

It is proposed that :

- a) £10k is ring fenced for this project from Community Area Grant budget. If there is any funding unspent, this will revert back to the Area Board general funding pot.
- b) Grants awarded will be for £300 or less
- c) Groups or organisations awarded funding will be responsible for managing the fund.
- d) The Community Area Manager be granted delegated powers in consultation with the Chair and Vice Chair of the Warminster Area Board to approve or refuse the applications.

3. How will the project work?

Who can apply?

The key outcome that the Area Board is hoping to achieve is to strengthen neighbourhoods through increased social cohesion. Applications are therefore welcomed from any of the following:

- Parish Council
- Neighbourhood groups
- Groups of commonality or common interests
- Residents associations

The Area Board wishes to encourage the development of stronger local communities. It will therefore accept applications from groups that have no constitution or terms of reference but have come together for the purpose of organising a celebrational event. All groups and organisations must inform their Parish Council of their project.

Can there be more than one application per Parish?

Yes. There is no limit on the number of applications from any one Parish although the overall fund is limited. The CAM and Chair and Vice-Chair of the Area Board will need to ensure that awards are fairly and evenly distributed.

Who will manage the funds?

The group or organisation in receipt of funding has responsibility for the funds it has been awarded.

The overall fund (£10,000) will be allocated by the Warminster Area Board Chairman and Vice Chairman and the Community Area Manager based on the merits of each application.

Application form and Criteria to be used for deciding?

A draft application form is attached to this project proposal. It has been simplified considerably in order to make the process as easy and straight forward as possible for the applicant and the Area Board.

In deciding upon whether a grant should be awarded, the key consideration will be:

- Will the event help create stronger neighbourhoods and communities and will the award of a grant help this to occur.

Process for applying:

What	When	Who
Take member initiative proposal to Area Board for agreement	8 March Board meeting	Area Board
Publicise the opportunity, support applicants to complete application form if required.	March / April 2012	CAM, Parish Councils.
Deadline for applications	18 May 2012	CAM
Sort through application forms sifting out any that are unsuitable and putting together recommendation to Chair and Vice Chair	April / May 2012	CAM
Chair and Vice Chair alongside CAM to agree funding. Groups and organisations informed.	April / May 2012 and ongoing	CAM, Chair and Vice Chair of Area Board
Run events	June/July / August 2012	Groups and organisations

4. Where is the project taking place?

Within the Warminster Community Area.

5. When will the project take place?

Events will be run by groups and organisation in June, July and August 2012

6. What are the Community benefits/evidence of need/desired outcomes?

Similar events have proved very successful in bringing local communities together. They allow people living in the same area to meet, often for the first time, and to get to know each other. The outcome is a legacy of increased community cohesion and support.

7. Who will manage/be responsible for this project?

The Community Area Manager and Area Board Chairman will manage the overall process. The CAM in consultation with the Area Board Chairman and Vice Chair will be responsible for deciding which awards should be granted.

Each event will be managed by group or organisation to which the funding has been awarded.

8. Costs/quotes/ match funding?

Each event is required to demonstrate a need for financial assistance from the Area Board, and to provide quotes and/or invoices evidencing the costs of each event.

Match funding is not a condition of this fund. However, the Area Board reserves the right to exercise discretion on each request made, and would prefer to see that financial support is secured from other local sources for each event, e.g. from the Parish Council or local business sponsor.

9. Evaluation

Evaluation will be provided after the celebration or event using photographs or a short video clip to be submitted to the Area Board Manager.

Warminster Area Board Diamond Jubilee Celebration Application Form 2012

PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE CONSIDERED
Please contact your Parish Council before completing your application

1. Your organisation or group

Name of organisation/group			
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify		

2. Your Celebration

Celebration Title/Name			
Please briefly describe what type of celebration or initiative you are organising (Max 150 words)			

Where will your celebration or initiative take place?	
When will your celebration or initiative take place?	
If you are successful with your application, what will the funding be used for?	
How many people do you expect to attend or benefit?	

3. Funding

How do you think your project will make a difference to your community?			
How much funding are you applying for (Maximum £300)			

What will be the total cost of your celebration?			
If you are expecting to receive any other funding for your celebration or initiative please give details.	Source of Funding	Confirmed	Amount

7. Declaration (on behalf of organisation or group) – I confirm that...

- The information on this form is correct and that any award received will be spent on the activities specified,
- Any form of licence, insurance or other approval for this project will be in place prior to the commencement of the project outlined in this application.
- Acknowledgement will be given of Warminster Area Board support in any publicity, printed or electronic
- Permission is given for press and media coverage by Wiltshire Council in relation to this project.
- The applicant has discussed the celebration with the Parish Council
- If an award is received, the funds will be managed and spent as outlined within this application

Name:

Date:

Position in organisation:

All completed application forms should be sent to:

Jacqui Abbott
 Community Area Manager
 Wiltshire Council
 Bourne Hill
 Salisbury
 PO Box 2281
 SP2 28X

Tel: 07771 844 530
 email: jacqui.abbott@wiltshire.gov.uk