



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	Melksham Adventure Centre Association		
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	Refurbishment of Kitchen		
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 aim is to provide new kitchen facilities to enable more user groups & individuals from Melksham & the surrounding villages to have a low cost clean & practical facility .We had an inspired facility grant turned down because of the limited user groups using the hall. Many groups are put off because of the old inadequate kitchen arrangements. Refurbishing the kitchen will enable us to attract more groups to the centre which will strenghten our Grant Application when we re apply. The original grant included the money to carry out the work on the kitchen		
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Melksham Area Board		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date	No <input 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?	Melksham Adventure Centre
When will your project take place?	As soon as the funding is available
<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>Important: Please do not type/write in paragraphs – This section is limited to 1000 characters only (inclusive of spaces)</p>	<p>We are getting more people enquiring about renting the hall and the comments from people that decide not to use us are the toilet & kitchen facilities although clean are dated & inadequate for the hall. We applied for an Inspired Facilities grant to update the whole building but were turned down on the lack of user groups. We can reapply for the grant but need to attract more user groups and to do that we need a new kitchen. Once complete the centre will provide a much needed low cost meeting & function area that has parking & is close to the town centre.</p> <p>Canoe England have started using the centre more for a training venue as it is ideally located both geographically & its riverside location. This turnaround has only started since the committee decorated & cleaned the building in a bid to revive it. At present the building is home to a thriving Canoe Club which is going from strength to strength Nationally & internationally.</p>
How many people will benefit from your project?	250 plus
<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>	
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 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? If you answer YES please provide evidence elsewhere on the application form)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<p>Any other information about your project.</p> <p>We as a committee intend to carry out the refurbishment ourselves both managing & labour wise, we have the skills & expertise to ensure that the task is completed to a high standard in the most cost effective manner with the least amount of disruption to the centre..We have taken quotes from websites for most of the items eg wickes for the kitchen units, again the same for floorings and electrics at the time of requiring the items we will source locally as far is possible to meet cost & delivery timescales..The lease is currently being renewed by Wiltshire Council.</p> <p>£500 from the Adventure Centre will come from retalls booked in February & March</p> <p>£500 from the Canoe Club is available</p> <p>£215 from Fundraising will be available early spring</p>	

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="1"/>
25 – 50 years	Male	<input type="text" value="5"/>	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?

Project is to refurbish the kitchen but the building will continue to run after the project is complete.

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?

At present the hall is supported by the Canoe Club due to the lack of external groups hiring the Centre. Our measure of success will be by showing the increase in external hall/centre hires & how much that reduces the amount the Canoe Club has to pay. External hires in 2011 were about 10 days for various events, Ather the work we would hope to hire in excess of 80 days per year

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 Youth Canoe Club

500

500

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: October	Year: 2011
A - Total income:	£2970.93	
B - Minus total expenditure:	£2585.57	
Surplus/deficit for year: (A minus B)	£385.36	
Free reserves currently held:	£764.88	

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 etc	£1,450	Own fundraising/reserves	c	£500
Flooring	£350			£
Plumbing Supplies	£80	Parish/town council		£
Decoration	£80			£
Electrical Items	£250	Trusts/foundations		£
Wall tiles	£220			£
	£	In kind		£
	£			£
	£	Other		£
	£	Fundraising Event	c	£215
	£			£
These costs are materials only	£	Wiltshire Youth Canoe Club	c	£500
Total Project Expenditure	£2,430	Total Project Income		£1,215

Total project income B	£1,215
Total project expenditure A	£2,430
Project shortfall A – B	£1,215
Grant sought from Wiltshire Council Area Board	£1,215
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: 17/01/2012

Position in organisation:

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