



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	Wootton Bassett Friends of Guiding		
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 Guide Hut		
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>	Wootton Bassett Friends of Guiding support Girlguiding in Wootton Bassett by looking after the guide hut which is in need new lighting as the current fluorescent tubes are no longer available; the small meeting room also needs a permanent storage heater as the convector heater used at present is not keeping the room damp free. The kitchen also needs new cupboards and worksurfaces as the current cupboards and drawers are falling apart. The aim of these replacements is to make a safer working environment for the members of Girlguiding Wootton Bassett.		
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Royal Wootton Bassett and Cricklade		
I/we have discussed our project with the town/parish council?	Yes <input type="checkbox"/>	Date	No <input checked="" type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date Dec 2011	No <input type="checkbox"/>

Where will your project take place?	Guide Hut, Downs View, Royal Wootton Bassett
When will your project take place?	March to April 2012.
How did you discover there was a need for your project (please provide evidence) and how will your project benefit your local community? <i>Important: Please do not type/write in paragraphs – This section is limited to 1000 characters only (inclusive of spaces)</i>	It was discovered that the lighting system in the main hall would need to be updated when a member tried purchasing a replacement tube and found the longer 8ft tubes were no longer manufactured. The kitchen cupboards and drawers need replacing as the wear and tear of 20-30 years has built up and replacement parts such as draw runners are no longer manufactured. The storage heater for the small meeting/activity room was also suggested as the current heater also needed replacing and the a storage heater would be a better arrangement as the current system does not keep the room damp free. The lights are vital works that need to be completed so that the hut can continue to be used for it's nightly meetings. The kitchen refurbishment will allow the space to be designed to be a more effective storage and workspace. Cooking is a vital part of the programmes offered to the children in as a fun and educational activity and allowing events such as sleepovers and pack holidays to be catered for.
How many people will benefit from your project?	250 approx
How does your project demonstrate a direct link to the local community plan for your area? www.wiltshire.gov.uk/areboards Please provide a reference/page no.	The refurbishment of the guide hut facilities will help with aim to improve the lack of youth facilities throughout the Northern community 22
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.	

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"/>	Female	<input type="text" value="4"/>
25 – 50 years	Male	<input type="text" value="1"/>	Female	<input type="text" value="2"/>
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?

local fundraising.

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?

We will know the project has been a success when the current girlguiding meetings can continue to happen on the weekday evenings as the lighting will have been updated and the activities involving the kitchen will be easier and safer for the children and leaders to carry out.

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

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: 2010	Month: December	Year: 2010
A - Total income:	£2326.50	
B - Minus total expenditure:	£1445.75	
Surplus/deficit for year: (A minus B)	£880.75	
Free reserves currently held:	£2505.00	

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	
Electrical Works -Lighting	£1,467	Own fundraising/reserves	P	£1,000
Kitchen	£2,449			£
	£	Parish/town council		£
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£	Other		£
	£			£
	£			£
	£			£
Total Project Expenditure	£3,916	Total Project Income		£1,000

Total project income B	£1,000
Total project expenditure A	£3,916
Project shortfall A – B	£2,916
Grant sought from Wiltshire Council Area Board	£2,916
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: r

Date: 21/02/2012

Position in organisation:

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