



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	Lyneham Village Hall						
Contact name							
Contact address							
Contact number	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">e-mail</td> </tr> </table>		e-mail				
	e-mail						
Organisation type	Not for profit organisation <input type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify The hall is a Charity						
2. Your project							
Project Title/Name	Block pave the hall surrounds						
What is your project about and what does it aim to achieve?	The aim is to reduce labour costs this year and subsequent years by laying block paving. At present weeds surround the hall which requires two cuttings and clearing each year						
<i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>							
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Royal Wootton Bassett & Cricklade						
I/we have discussed our project with the town/parish council?	<table style="width: 100%;"> <tr> <td style="width: 30%;">Yes <input checked="" type="checkbox"/></td> <td style="width: 40%;">Date 08/02/2012</td> <td style="width: 30%; text-align: right;">No</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> </table>	Yes <input checked="" type="checkbox"/>	Date 08/02/2012	No	<input type="checkbox"/>		
Yes <input checked="" type="checkbox"/>	Date 08/02/2012	No					
<input type="checkbox"/>							
I/we have discussed our project with our Wiltshire councillor?	<table style="width: 100%;"> <tr> <td style="width: 30%;">Yes <input checked="" type="checkbox"/></td> <td style="width: 40%;">Date 08/02/2012</td> <td style="width: 30%; text-align: right;">No</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> </table>	Yes <input checked="" type="checkbox"/>	Date 08/02/2012	No	<input type="checkbox"/>		
Yes <input checked="" type="checkbox"/>	Date 08/02/2012	No					
<input type="checkbox"/>							

Where will your project take place?	Lyneham Villlage Hall
When will your project take place?	When funding is in place
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 1200 characters only (inclusive of spaces)</i>	I have managed the hall for 12 years. The task is ongoing.. The front area has already been block paved – The project is a natural progression to finish the sides or rear
How many people will benefit from your project?	All hall user groups
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.	The hall is used by many groups from the community
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 type="checkbox"/>
Any other information about your project. It is part of this year's tasks that i have identified for the continued improvements but has greatest priority because it will mean less expenditure on weed control. Once complete it will not require annual attention	

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="1"/>	Female	<input type="text" value="1"/>
25 – 50 years	Male	<input type="text"/>	Female	<input type="text"/>
Under 25 years	Male	<input type="text"/>	Female	<input type="text"/>
Disabled People	Male	<input type="text"/>	Female	<input type="text" value="1"/>
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?

Once funded the task will be completed and no other funds will be needed for it

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?

It will only make a slight difference to hall users who wish to make use of the sides and rear of the hall

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
Lyneham Parish Council	1742.50	Not yet informed

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: 2011	Month: Mar	Year: 2010-2011
A - Total income:	£2589	
B - Minus total expenditure:	£1807	
Surplus/deficit for year: (A minus B)	£782	
Free reserves currently held:	£1500 out of the £2589	

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	
Cliff Whiteway Services as per quote which is the lowest of two obtained	£5485	Own fundraising/reserves	c	£1000
	£			£
	£	Parish council Applied for		£1742.50
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£	Other		£
	£			£
	£			£
	£			£
Total Project Expenditure	£5485	Total Project Income Confirmed/ applied		£2742.50
Total project income B		£1000 confirmed/ applied applied for		£1742.50
Total project expenditure A		£5485		
Project shortfall A – B		£2742.50		
Grant sought from Wiltshire Council Area Board		£2742.50		
Bank Details				
Please give the name of the organisations' bank account e.g. Barclays				
Please give the title name of the organisations'		Lyneham Village Hall		

bank account e.g. current	
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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: 20/02/2012

Position in organisation:

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