

Community Area Grant Application Form 2010/2011

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

We strongly advise that you contact your Community Area Manager before completing your application.

| 1 - Your organisation or group | |
|---|--|
| Name of organisation | Kington St Michael Village Shop Limited |
| 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 | |
| In which community area does your project take place? (Please give name – see section 3 of the grants pack) | Chppenham Area Board |
| Does your town/parish council know about your project? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| What is your project? Important: This section is limited to 300 characters only (inclusive of spaces). | To upgrade the facilities in the community owned village shop by replacing second hand equipment purchased at the time of opening of the shop over three years ago. a) Purchase of a double door display freezer b) Purchase of shelving units |
| Where will your project take place? | Village Shop, Old School, Kington St Michael |
| When will your project take place? | As soon as funding is available |
| How many people will benefit from your project? | 750+ in parish + others in locality |
| How does your project demonstrate a direct link to the community plan for your area? Please provide a reference/page no. | The plan "supports rural and suburban Post Offices and shops, the local economy and the desires of the local community" 2005-15 NWilts Plan: pgs: 7,10 (1.2) |

What is the link between your project and other local priorities? e.g. Priorities set by your area board and parish plans.

Support for rural post offices and community shops were specifically highlighted in the Chippenham and Villages Community Plan. Also this was supported in the Parish Plan for KSM (2007). The village shop has the active support of parishioners and is a valuable community resource.

How did you discover there was a need for your project and how will your project benefit your local community?

Important: Please do not type in paragraphs – This section is limited to 1200 characters only (inclusive of spaces)

The need for the project, providing an upgrade of the facilities at the village shop, has been identified by the management committee and also via discussions with Community First's retail advisor.

The existing equipment is all second hand and was purchased from the previous owner of the shop.

The shelving was originally purchased for a different shop layout. The stands and shelves are not appropriate for the current display layout, e.g are of mixed sizes and colours and are not flexible enough to display the wide range of goods now stocked by the shop.

The upgraded display equipment will allow an expansion of the number of items offered by the shop and make the shop more attractive and appealing to the customer. With assistance from Community First, we are increasing our local sources of foods and products during 2010,. The new shelving will in part be used to display these local items.

Note: since the ownership of the shop was taken by the community, facilities at other local general grocery shops have been upgraded, including Morrisons, Yatton Keynell Village Shop and Allington Farm shop.

Any other information about your project.

The village shop has the active support of the parishioners and many organisations within the local community, (see www.kingtonstmichael.com). In addition, the Post Point provides full postal services (including Royal Mail collection), not only for the residents and others in the surrounding area, but also the 60+ active businesses community in the Parish that was identified during the Parish Plan process.

The purchase of this equipment will provide a new coherent, expanded display space within the shop leading to an increased gross revenue. The new freezer will result in a reduction in operating costs due to reduced power consumption. These will both contribute to the financial viability of the shop and Post Point which should benefit all of the users of this important community service.

The shop has ample parking and disabled access.

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="3"/> | Female | <input type="text" value="4"/> |
| 25 – 50 years | Male | <input type="text" value="1"/> | Female | <input type="text" value="4"/> |
| Under 25 years | Male | <input type="text" value="0"/> | Female | <input type="text" value="0"/> |
| Disabled People | Male | <input type="text" value="0"/> | Female | <input type="text" value="0"/> |
| Black and Minority Ethnic people | Male | <input type="text" value="0"/> | Female | <input type="text" value="0"/> |

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

The operating costs of the shop are covered by revenue from sales. The purchase of the new display unit will reduce the ongoing costs as electricity consumption and maintenance costs will be lower. This new unit is also certified as energy saving. This and the new display shelving should lead to an increase in sales and an increase in gross and net margins.

If you were not awarded the full amount requested, what would be the impact on your project?

The shop has limited access to funds and whilst other sources of external finance will be investigated further if this application is not successful, it is anticipated that as highlighted in our initial investigations, this funding will not be easy to locate. In which case the expenditures proposed will have to be delayed until adequate internal funding has been raised.

How will you know whether your project has made a difference in the community?

This investment is to upgrade the fixtures and fittings at the community owned village shop and Post Point and is being undertaken following discussions with the retail advisor of Community First.

The replacement of the outdated equipment is intended to make the shop more attractive, to increase customer footfall and therefore to increase sales and ensure the long term viability of the community owned facility.

Have you contacted Charities Information Bureau for help with your application/ to seek funding?

Yes

No

To who have you applied for funding for this project (other than Wiltshire Council)?

The Community First retail advisor recommended that we apply to the Cotwold Area of Outstanding Natural Beauty Sustainability Fund, however the parish falls outside of this area. .

Have you been successful?

Yes

No

Have you or do you intend to apply for a grant from another area board within this financial year?

Yes

No

If yes, please state which ones.

Are you in receipt or anticipating other funding from Wiltshire Council for this project?

Yes

No

4 - Information relating to your last annual accounts (if applicable)

Year ending: December 2009

Month: 12

Year: 2009

A - Total income:

£ 57, 844

B - Minus total expenditure:

£ 55,077

Surplus/deficit for year: (A minus B)

£ 2,767

Free reserves held:

£13,420 (see covering e-mail)

| 5 - Financial information | | | | |
|--|---------------|---|------------|---------------|
| 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 | |
| Double Door Display Freezer | £3,272 | Own fundraising/reserves | C | £2,655 |
| Shelving Units | £2,138 | | | £ |
| | £ | Parish/town council | | £ |
| Note: preparing floor and fitting of shelving units will be undertaken by shop volunteers | £100 | | | £ |
| | £ | Trusts/foundations | | £ |
| | £ | | | £ |
| | £ | In kind | | £100 |
| | £ | | | £ |
| | £ | Other | | £ |
| | £ | | | £ |
| | £ | | | £ |
| | £ | | | £ |
| | £ | | | £ |
| Total Project Expenditure | £5,510 | Total Project Income | | £2,755 |
| Total project income B | | £2,755 | | |
| Total project expenditure A | | £5,510 | | |
| Project shortfall A – B | | £2,755 | | |
| Award sought from Wiltshire Council Area Board | | £2,755 | | |
| Bank Details | | | | |
| Please give the name of the organisations' bank account e.g. Barclays | | The Co-operative Bank | | |
| Please give the title name of the organisations' bank account e.g. current | | KSM Village Shop Ltd | | |
| 6 – Supporting information – Please enclose the following documentation | | | | |
| Enclosed (please tick) | | | | |
| <input checked="" type="checkbox"/> Written quotes including the one you are going to use <input checked="" type="checkbox"/> Latest inspected/audited accounts or annual report <input checked="" type="checkbox"/> Income and expenditure budget for current financial year <input type="checkbox"/> Project budget (if applicable) <input checked="" type="checkbox"/> Terms of reference/constitution/group rules <input type="checkbox"/> 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 - Equalities and Inclusion – Wiltshire Council is committed to ensuring that its work through the Area Boards benefits all sections of our community and promotes equality and inclusion. To assist us in assessing how your application aims to meet our commitment to equality and inclusion, please provide a brief answer to the following:

a) How does your project work to either (a) promote equality and access to services/facilities, and/or (b) reduce disadvantage?

The customers of shop and Post Point come from a broad cross section of the inhabitants of KSM and surrounding area. Those with limited access to transport, e.g older citizens and those without cars, make full use of the facilities. The shop has disabled access (other local Post Offices do not)

b) How does your project work to promote inclusion, participation and good community relations?

The shop provides a focal point for the village which supports the strong community spirit within Kington St Michael. The facility is also used by residents from Kington Langley, (KL Parish Council recently made a donation towards the fixed costs of running the Post Point facility)

c) Is your project targeted at a specific group? If yes, please tick any of the following which apply

- Under 25's Over 50's
- Mostly or all men/boys Mostly or all women/girls
- Specific minority ethnic groups (please state which groups)
- Specific faith groups (please state which groups)
- People/families on low income
- Other disadvantaged groups (please state which groups)

8 - 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 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: 07/04/2010

Position in organisation:

Please return your completed application to the appropriate Area Board Locality Team