



## Community Area Grant Application Form 2012/2013

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

**To fund projects up to £1,000 without the need for matched funding**  
To fund up to 50% of projects costs of projects over £1,000  
Maximum Grant £5,000

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	Made in Bradford on Avon		
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	Made in Bradford on Avon Shop and Community Enterprise		
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>	<p>The Made in Bradford on Avon Shop and Social Enterprise offers a platform for local artists, jewellery makers, ceramics, wood crafters and food producers to sell their products and to share costs, ideas and expertise. The brand and merchandising of 'Made in Bradford on Avon' will help to promote the area far and wide to tourists and investors alike.</p> <p>Linden Homes has generously offered us a shop unit in Lamb Yard, rent free until Christmas 2012, to get our enterprise off the ground. We are confident there is a strong market and future for the social enterprise.</p>		
In which community area does your project take place? (Please give name – <a href="#">see section 3</a> )	Bradford on Avon		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date 3/3/12	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input type="checkbox"/>	Date	No <input checked="" type="checkbox"/>

<b>Where will your project take place?</b>	Lamb Yard, Bradford on Avon
<b>When will your project take place?</b>	Occupancy 21/5/12 Official opening 14/07/12
<b>How did you discover there was a need for your project (please provide evidence) and how will your project benefit your local community?</b>  <i>Important: Please do not type/write in paragraphs – This section is limited to 800 characters only (inclusive of spaces)</i>	<p>Positive feedback from events at St Margaret's Hall on 3<sup>rd</sup> March 2012 and from Jubilee celebrations in Salisbury on 1<sup>st</sup> May 2012.</p> <p>Excellent enthusiasm shown from local artisans with 60 producer participants at the March event and over 2000 visitors</p> <p>Discussions with a Business Adviser have confirmed the suitability of our plans for a Social Enterprise and to invite membership from local producers, manufacturers and artisans.</p> <p>Research by BoACAN has shown a demand for collaborative working and a 'community hub' in the town to aid networking of businesses and organisations.</p>
<b>How many people will benefit from your project?</b>	The whole community area
<b>How does your project demonstrate a direct link to the local community plan for your area (see <a href="http://www.wiltshire.gov.uk/areaboards">www.wiltshire.gov.uk/areaboards</a>) or priorities of your area board?</b>  <b>Please provide a reference/page no.</b>	Promotes local business, the wider local economy and the tourism potential of the area. Builds community life and social networks.
<b>Any other information about your project. (Limited to a 1000 characters)</b>	
<p>We as a collective believe that this idea is innovative in its design due to the fact so many local participants and local organizations are involved. Not only has it given and will give Bradford on Avon an additional sense of community, it has also given local sole traders an avenue to promote and sell products to a wider area. Using a pool of skills has proved beneficial to all involved and has created a greater flow of information between all those concerned. Focusing on local skills and produce has guaranteed that any benefits remain within the town.</p> <p>Our aims are to help promote our town through the support and shared resources of the Town Council, BOACAN, BOA Chamber of Commerce and the BOA Tourist Information. We want to obtain a higher profile for community groups and local businesses. We will use local skills to present events of a high standard that are advertised effectively and look professional.</p> <p>Our thanks to BOACAN for help in getting us started.</p>	
<b>To be completed ONLY where town/parish councils are making an application</b>	
<b>Is your project one which parish/town councils have powers to raise local taxes to fund?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Could your project be funded from your reserves?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Is your project urgent (having to be completed in this financial year? If you answer YES please provide evidence elsewhere on the application form)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

### 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="4"/>	Female	<input type="text" value="4"/>
25 – 50 years	Male	<input type="text" value="3"/>	Female	<input type="text" value="4"/>
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 will continue after the Wiltshire Council funding runs out, how will you continue to fund it?**  
Funding for this project will come from membership fees, 20% commission of sales and community fundraising initiatives

**How will you know whether your project has made a difference in the community? What information will be collected to enable you to know that the project has made a positive impact on your community and met the local need?**

Visitor numbers will be recorded through accounts and feedback forms. A comments book has been placed in our retail outlet and people have already used it to express their delight in this project. Continued monitoring will be in place to ensure that this project meets the needs of local people

**Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?**

Yes

Date contacted CIB

No

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

Name of Funder

Amount Applied For

Amount Received

Lloyds Bank

4000.00

Oct 2012

*Please list with amount applied for and whether you have been successful*

**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 one(s).*

**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:	Year:		
A - Total income:	£			
B - Minus total expenditure:	£			
Surplus/deficit for year: (A minus B)	£			
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£			
5. Financial information – If you can claim back V.A.T. please <u>exclude</u> VAT from the figures you provide us. If you have to pay the V.A.T then please include V.A.T. in the figures you provide us.				
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	
Electricity/ lighting	£1,794	Own fundraising/reserves		£
Painting/ decorating	£450	Sales commission		£300
Shop fittings	£1,950	Parish/town council		£
Web site design/ dev/ hosting	£2,900			£
Internet / telephone	£403	Trusts/foundations		£
Computer hardware/ software	£520	Grants received		£1,610
Publicity/ design/ print	£1,945	In kind		£
Laminator	£50	Volunteer time		£1,500
Signage	£50	Materials/ equipment		£520
	£	Other		£
	£	Linden Homes		£1,125
	£			£
<b>Total Project Expenditure</b>	<b>£10,062</b>	<b>Total Project Income</b>		<b>£5,055</b>
<b>Total project income B</b>		£5,055		
<b>Total project expenditure A</b>		£10,062		
<b>Project shortfall A – B</b>		£5,007		
<b>Grant sought from Wiltshire Council Area Board</b>		£5,000		
Bank Details				
<b>Please give the name of the organisations' bank account e.g. Barclays</b>				
<b>Please give the name of the organisations' bank account e.g. Chippenham Scouts</b>				

**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)**

- All 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...**

- This application meets all 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 a grant is received, I will provide copies of all receipts and invoices associated with the grant and provide information and photographs to demonstrate how the grant was spent.
- That any other form of licence or approval for this project has been received prior to submission of this grant 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:** 20/06/2012

**Position in organisation:**

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