



Reference no

Log no

For office use

## 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	Melksham Party in the Park
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)	Melksham
Does your town/parish council know about your project?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
What is your project? <b>Important: This section is limited to 300 characters only (inclusive of spaces).</b>	Melksham's Annual Party in the Park community event. Health and safety improvements for future events (provision of electrical, lighting and safety equipment).
Where will your project take place?	King George V Playing Fields, Melksham
When will your project take place?	For 2010 - 17 July and in July thereafter
How many people will benefit from your project?	5,000 - 7,000 each year attend
How does your project demonstrate a direct link to the community plan for your area?  Please provide a reference/page no.	Provides high quality recreational event which helps to improve economic standing in the town  Priority Area One. 2.6

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

Would help with the establishment of a riverside / canal development in future years.

**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)**

Party in the Park started in the Year 2000 as a millennium one-off event. Due to its success the event has developed year after year to become the high quality recreational event that it is today. The local community support the event in their thousands. There is now a need to replace ageing equipment and to make improvements to satisfy health and safety requirements - all in the cause of ensuring that the event can continue for many more years.

**Any other information about your project.**

This would really be a 'one-time' purchase of equipment which would last for several years. It comprises a modern 'plug and play' electrical feed system for the park; additional lighting equipment and protective covering for cables - all to meet health and safety needs.

### 3 - Management

**How many people are involved in the management of your group/organisation? 15**

**Of these, how many are:**

<b>Over 50 years</b>	<b>Male</b>	<input type="text" value="4"/>	<b>Female</b>	<input type="text" value="1"/>
<b>25 – 50 years</b>	<b>Male</b>	<input type="text" value="5"/>	<b>Female</b>	1 <input type="text"/>
<b>Under 25 years</b>	<b>Male</b>	<input type="text" value="3"/>	<b>Female</b>	<input type="text" value="1"/>
<b>Disabled People</b>	<b>Male</b>	<input type="text"/>	<b>Female</b>	<input type="text"/>
<b>Black and Minority Ethnic people</b>	<b>Male</b>	<input type="text"/>	<b>Female</b>	<input type="text"/>

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

By applying for grants, sponsorship and fundraising. It will be important also to continue building up our reserves.

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

This would be serious as it could impact on the future of the event in future years. Funding is extremely hard to obtain, particularly in the current economic climate.

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

It will make a difference because the purchase will mean the event, as a community highlight each year, will continue to run and provide enjoyment and community atmosphere and spirit.

**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)?**

Melksham Town Council

**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:** 2009

**Month:** Dec

**Year:** 2009

**A - Total income:**

£22,554

**B - Minus total expenditure:**

£21,321

**Surplus/deficit for year: (A minus B)**

£1,233

**Free reserves held:**

£6,840

<b>5 - Financial information</b>				
<b>Project Costs A</b> Please provide a <u>full</u> breakdown e.g. equipment, installation etc.		<b>Project Income B</b> Please list all sources of funding for this project, as provisional (P) or confirmed (C)		
			P/C	
Electrical equipment	£2,028	<b>Own fundraising/reserves</b>		£
Lighting improvements	£743			£
Safety matting	£1,090	<b>Parish/town council</b>	C	£1,930
	£			£
	£	<b>Trusts/foundations</b>		£
	£			£
	£	<b>In kind</b>		£
	£			£
	£	<b>Other</b>		£
	£			£
	£			£
	£			£
	£			£
<b>Total Project Expenditure</b>	<b>£3,861</b>	<b>Total Project Income</b>		<b>£1,930</b>
<b>Total project income B</b>		£1,930		
<b>Total project expenditure A</b>		£3,861		
<b>Project shortfall A – B</b>		£1,931		
<b>Award sought from Wiltshire Council Area Board</b>		£1,931		
<b>Bank Details</b>				
<b>Please give the name of the organisations' bank account e.g. Barclays</b>				
<b>Please give the title name of the organisations' bank account e.g. current</b>				
<b>6 – Supporting information – Please enclose the following documentation</b>				
<b>Enclosed (please tick)</b>				
<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 type="checkbox"/> Terms of reference/constitution/group rules				
<input type="checkbox"/> Evidence of ownership/lease of buildings and/or land				
<b>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.</b>				

**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?**

Our event is open to everybody in the community. After ten successful years the Party in the Park event continues to promote a healthy and enjoyable occasion for all sections of our community.

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

The event allows opportunities for local people and groups to be involved, i.e. young people, charity organisations, entertainers, stewards, event managers.

**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:** 13/04/2010

**Position in organisation:**

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