

Section 4

Wiltshire Council

Where everybody matters

Reference no

WBC/12/005

Log no

For office use

RECEIVED

13 AUG 2012

COMMUNITY &
ENVIRONMENT

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	Hook Village Toddler Group		
Contact name	[REDACTED]		
Contact address	[REDACTED]		
Contact number	[REDACTED]	e-mail	[REDACTED]
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	Hook Village Toddler Group		
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>	To provide a safe, welcoming and friendly environment for babies, pre-school children and their parents/carers To play together and meet other children in the local area, and for the parents to have chance to meet others in the locality. To improve local facilities for children and to help forge a stronger community spirit.		
In which community area does your project take place? (Please give name – see section 3)	Hook, in the parish of Lydiard Tregoze		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date 15.5.12, 15.6.12	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date 16.7.12	No <input type="checkbox"/>

Where will your project take place?	In Hook Village Hall
When will your project take place?	Wednesday term times 9.30-11.30/12
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 700 characters only (inclusive of spaces)</i>	There are no similar groups in either Lydiard Tregore or Lydiard Millicent. The only other toddler group in the locality that runs on a Wednesday is at Old Court in Wootton Bassett from 11.30am. From personal experience and from being a Treasurer at Broad Town Toddlers, I know these groups are invaluable and an excellent support for parents, as well as being great for children to play together. Over 15 parents have contacted me to ask to attend already.
How many people will benefit from your project?	10-20 per week (at least)
How does your project demonstrate a direct link to the local community plan for your area? (see www.wiltshire.gov.uk/areabords) or priorities of your area board) Please provide a reference/page no.	It will encourage social integration across generations in the area - young parents, grandparents and local volunteers will be welcomed. (Pg 12) Improving local facilities and playtime for children (Pg 22) Encourage children to meet before attending local village schools hence supporting their vitality (Pg 10)
Any other information about your project. (Limited to a 1000 characters)	I have spoken to a number of parents who would like to attend a local group, and contacted WS Childrens Centre, as well as sending out letters of interest. From my own experience and through discussions with others, I have learnt that these groups can be a vital part of a community, and can help local neighbourhoods come together. They also provide ample opportunity for children to meet others locally, specifically in Hook where we have no play area or recreational facilities for children.
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"/>

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="checkbox"/>	Female	<input type="checkbox" value="1"/>
25 – 50 years	Male	<input type="checkbox"/>	Female	<input type="checkbox" value="2"/>
Under 25 years	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Disabled People	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Black and Minority Ethnic people	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>

So far - but I am still recruiting volunteers

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

I will be fundraising to cover the shortfall and I will also request donations per session for those attending.

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?

I will request feedback from those attending. I will speak to the Parish Council to gauge the impact on the village and speak to my neighbours.

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

None as yet.

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) n/a

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 exclude 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	
Toys	£ 703.92	Own fundraising/reserves		£
15 Chairs, 7 tables	£ 194.90			£
Hall hire	£ 728	Parish/town council		£
Liability Insurance	£ 76			£
Refreshments	£ 250	Trusts/foundations		£
First Aid kit	£ 28.99			£
Printing/admin costs	£ 100	In kind		£
Toy storage boxes x 6	£ 54			£
	£			
	£	Other Weekly donations (on average)		£ 382.50
	£			£
Total Project Expenditure	£ 2135.81	Total Project Income		£ 382.50

Total project income B	£ 382.50
Total project expenditure A	£ 2135.81
Project shortfall A – B	£ 1753.31
Grant sought from Wiltshire Council Area Board	£ 1000
Bank Details	
Please give the name of the organisations' bank account e.g. Barclays	Tbc subject to funding
Please give the name of the organisations' bank account e.g. Chippenham Scouts	

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: [REDACTED]

Date: 31.7.12

Position in organisation: *Founder*

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