



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	Cherish Chippenham Community Interest Company		
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	Chippenham Events Gazebos		
What is your project about and what does it aim to achieve?	As a result of the Cherish Chippenham Launch Day in August this year, Cherish Chippenham was able to purchase 30 gazebos and two star tents, which were used at the event. These gazebos are now available for Chippenham community groups to use at events in the town.		
<i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	To make the gazebos safe, especially in inclement weather, we need to purchase gazebo weights. In addition we believe lights will help if events are held in darkness. By having these additional purchases, local groups will be able to safely use these gazebos, reducing event costs and increasing money raising opportunities.		
In which community area does your project take place? (Please give name – see section 3)	Chippenham		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date	September 2012
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date	September 2012

Where will your project take place?	Chippenham
When will your project take place?	Ongoing project for Chippenham events
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>	The launch of Cherish Chippenham was a great success and a future event is planned in May 2013. We also want to make our assets available for other community groups in the town to use. However for an event to be safe, lightweight gazebos really need weighting to avoid a health and safety issue. For the Launch Day we had sandbags available, but luckily not needed. Weights provide a far better solution and can be used on both hard and soft standing. In addition lights provide opportunities for winter events. We do not have the money to purchase such items and believe this is a great community project to be supported by a grant.
How many people will benefit from your project?	500+ attendance at events
How does your project demonstrate a direct link to the local community plan for your area? (see www.wiltshire.gov.uk/areaboard) or priorities of your area board) Please provide a reference/page no.	The plan aims to increase support for community facilities and events, and to encourage a range of cultural opportunities.... Section 8 p29
Any other information about your project. (Limited to a 1000 characters) The gazebos are stored at no cost at Emery Gate Shopping Centre, thanks to the generosity of Emery Gate managers. For a nominal charge (mainly to cover damage etc), the gazebos are available to any Chippenham Area Community Group to be used. We have alerted other Community Groups to their availability and hope by having them available, event costs can be reduced, especially for small scale events.	
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 checked="" 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

Female

25 – 50 years

Male

Female 1

Under 25 years

Male

Female

Disabled People

Male

Female

Black and Minority Ethnic people

Male

Female

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

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?

Use of the gazebos and tents by community groups. We will report back on this on an annual basis.

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

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 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	
Gazebo weights 30 sets	£659.70	Own fundraising/reserves	C	£0
Gazebo lights 30 sets	£268			£
	£	Parish/town council		£
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£			
	£	Other		£
	£			£
Total Project Expenditure	£928.20	Total Project Income		£0

Total project income B	£0
Total project expenditure A	£928
Project shortfall A – B	£928
Grant sought from Wiltshire Council Area Board	£928
Bank Details	
Please give the name of the organisations' bank account e.g. Barclays	HSBC Chippenham
Please give the name of the organisations' bank account e.g. Chippenham Scouts	Cherish Chippenham CIC

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: 23/09/2012

Position in organisation: Director

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