



## 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

<b>Name of organisation</b>	Sevington School Project Trustees		
<b>Contact name</b>			
<b>Contact address</b>			
<b>Contact number</b>		<b>e-mail</b>	
<b>Organisation type</b>	<b>Not for profit organisation</b> <input type="checkbox"/> <b>Parish/town council</b> <input type="checkbox"/> <b>Other, please specify</b> Charity		

### 2. Your project

<b>Project Title/Name</b>	Sevington School Project		
<b>What is your project about and what does it aim to achieve?</b>	To purchase Sevington Victorian School when our lease runs out in March 2013. The aims of our educational charity are, to make this unique school accessible to young people and other members of the community, to preserve the school and it's contents for future generations, to enable young people to learn about their past through first-hand experience, role play and the pleasure of spending day at Sevington Victorian School.		
<i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>			
<b>In which community area does your project take place? (Please give name – <a href="#">see section 3</a>)</b>	Chippenham		
<b>I/we have discussed our project with the town/parish council?</b>	Yes <input checked="" type="checkbox"/>	<b>Date</b> Sept 2012	No <input type="checkbox"/>
<b>I/we have discussed our project with our Wiltshire councillor?</b>	Yes <input checked="" type="checkbox"/>	<b>Date</b> July 2012	No <input type="checkbox"/>

<b>Where will your project take place?</b>	Sevington Victorian School
<b>When will your project take place?</b>	March 2013
<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 700 characters only (inclusive of spaces)</i>	We were informed that the owner wants to sell the school, and if we fail to purchase she will sell to a private purchaser, thus forcing closure of the charity and denying public access to this outstanding and unique historical building. If it survives, the project will continue to offer the school-day experience for classes of children as well as holding open days for the local community. We also welcome older students and adult groups .It is our intention to develop the project in the future. One new initiative will be using income previously spent on rental, to offer financial assistance for schools unable to afford the cost of bringing a class to Sevington.
<b>How many people will benefit from your project?</b>	3000 children, & 200 adults per year
<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) Please provide a reference/page no.</b>	Culture & leisure 'to encourage a range of cultural opportunities for residents and visitors'.
<b>Any other information about your project. (Limited to a 1000 characters)</b> Sevington School is a Grade2* Listed Building.It was built by Sir Joseph Neeld and consists of a schoolroom, the teachers house and a large garden with various outbuildings such as the recently restored wash-house. It was opened in 1849 in Sevington hamlet to educate the children of estate workers, and when it closed in 1913, Miss Squire and her last three pupils simply locked the schoolroom leaving it exactly as it was. so it remained for many years until it was set up as an educational charity in 1991.Since then many classes of schoolchildren have attended the school where they have spent the day under the authority of the teacher Miss Elizabeth Squire and her sister Hannah. Great importance is placed on authenticity throughout. Everything that the children do is based on the typical curriculum and structure of a Victorian country school of the late 1890s.	
<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 checked="" type="checkbox"/>
<b>Could your project be funded from your reserves?</b>	Yes <input type="checkbox"/> No <input checked="" 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 checked="" 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

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?

Once the building is purchased the project will run as before. Members pay an annual fee, charges are made for school visits, we hold fundraising events, and run a small shop.

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?

Schools are asked to complete an evaluation following their visit. We regularly receive positive feedback from schools and other visitors to the project.

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

Yes

Date contacted CIB 06/12

No

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

Name of Funder

Amount Applied For

Amount Received

Heritage Lottery

£35,000

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

Grittleton Parish Council

£1,000

Fulmer Charitable Trust

£1,000

Jack Lane Charitable Trust

£1,000

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)**

<b>Year ending:</b>	<b>Month:</b>	<b>Year:</b>
<b>A - Total income:</b>	£33,038.11	
<b>B - Minus total expenditure:</b>	£29,816.27	
<b>Surplus/deficit for year: (A minus B)</b>	£3,221.84	
<b>Free reserves currently held (i.e. money not committed to other projects/operating costs)</b>	£	

**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.**

<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)		
			<b>P/C</b>	
Purchase of school	£55,000	<b>Own fundraising/reserves</b>	C	£10,600
Solicitors fees	£3,000			£
Agent/surveyors fees	£600	<b>Parish/town council</b>	C	£1,000
	£	Heritage Lottery Fund	P	£35,000
	£	<b>Trusts/foundations</b>	C	£2,000
	£			£
	£	<b>In kind</b>		£
	£			£
	£			
	£	<b>Other</b>		£
000	£			£
<b>Total Project Expenditure</b>	<b>£58,600</b>	<b>Total Project Income</b>		<b>£48,600</b>
<b>Total project income B</b>		£48,500		
<b>Total project expenditure A</b>		£58,600		
<b>Project shortfall A – B</b>		£10,000		
<b>Grant sought from Wiltshire Council Area Board</b>		£10,000		
<b>Bank Details</b>				
<b>Please give the name of the organisations' bank account e.g. Barclays</b>		Lloyds TSB		
<b>Please give the name of the organisations' bank account e.g. Chippenham Scouts</b>		Sevington School Project		

**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:**

**Position in organisation:**

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