



## 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	Bradford on Avon Community Agriculture Cooperative		
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	Community Farm		
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>	The project was set up to meet the need for quality produce grown locally under organic principles, to build resilience into the local food economy, strengthen community ties and to reduce carbon emissions. In two years we plan to run independently of funding as a viable business supplying up to 100 boxes a month in collaboration with local market gardeners. Our members come from the local community, many of whom supply essential voluntary labour. We aim to reach across the generations too: we have educational projects running with the local secondary school and one of the primary schools.		
In which community area does your project take place? <i>(Please give name – see section 3)</i>	Bradford on Avon		
I/we have discussed our project with the town/parish council?	Yes <input type="checkbox"/>	Date	No <input checked="" 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>	78 Bath Road, Bradford on Avon, BA15	
<b>When will your project take place?</b>	ASAP	
<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>	Consultations that led up to publication of the Community Plan for the Bradford area established that locally grown produce was a priority for the local community. Our first successful application to the Area Board in 2010 also partially funded Fitzmaurice School's polytunnel - the children wanted to grow our seedlings. St Laurence School is about to start up students with learner plots on our site, and Wiltshire's Youth Offending Team have already visited with the intention of working with us. Climate Friendly Bradford, are active supporters of this project and with many cross overs in membership, and meanwhile we have attracted 70 or more volunteer/members..	
<b>How many people will benefit from your project?</b>	100 families, 50-100 pupils annually	
<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>	Countryside and Land based issues p7	
<b>Any other information about your project. (Limited to a 1000 characters)</b> We have successfully faced down delays in funding, difficult growing conditions, and access to water. We have recruited two professional growers, bought seeds and tools, installed basic infrastructure and started harvesting our first crops and distributing them to members. But now, looking towards sustainability of the project our growers tell us there are some essential items needed to manage the size of the plot which were not foreseen in our original bid to the Lottery's local food grant. These items are urgently needed if we are to make the most of the area it is possible to cultivate, to establish the box scheme on a firm footing and therefore build credibility and with existing and future members. The bulk of the local food grant covers the growers' wages. Once we are a viable business we will be not only be supplying fresh produce to a large number of local people, we will able to guarantee employment to three people: two growers and an administrator.		
<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="2"/>	Female	<input type="text" value="1"/>
25 – 50 years	Male	<input type="text" value="3"/>	Female	<input type="text" value="3"/>
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? Lottery's Local Food Grant and income from our veg box scheme.

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?

Measures of success will include the number and diversity of volunteers, the number of volunteer hours invested, the numbers of households who sign up for a box scheme, and the educational added value local schools report from engagement with the project. We are considering how best to make produce available to disadvantaged members of the community balancing volunteering with free fresh produce.

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*)?

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

Name of Funder	Amount Applied For	Amount Received
Local Food Grant (add. funding)	5,000	

Have you or do you intend to apply for a grant from another area board within this financial year?

*If yes, please state which one(s).*

Yes

No

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> 2011	<b>Month:</b> December	<b>Year:</b> 2011
<b>A - Total income:</b>	£2,281.67	
<b>B - Minus total expenditure:</b>	£2,963.26	
<b>Surplus/deficit for year: (A minus B)</b>	£-681.59	
<b>Free reserves currently held (i.e. money not committed to other projects/operating costs)</b>	£163	

**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)		
			P/C	
Harrod Horticultural	£43	<b>Own fundraising/reserves</b>		£
Blackberry Lane	£1,034			£
Secure lock up	£1,155	<b>Parish/town council</b>		£
The Scythe Shop	£199			£
Mole Valley Tools	£104	<b>Trusts/foundations</b>		£
B&Q and Screw Fix	£326	Local Food Grant (add. funding)	P	£5,000
Country Supplies	£33	<b>In kind</b>		£
Tool Station	£84	4 volunteers x 2 hrs a week x		£
World of Elco	£61	45 weeks @£50 p day (7 hr day)		£2,571
Get Digging	£105	<b>Other</b>		£
Tracmaster	£10,256			£
<b>Total Project Expenditure</b>	<b>£13,400</b>	<b>Total Project Income</b>		<b>£7,571</b>
<b>Total project income B</b>		£7,571		
<b>Total project expenditure A</b>		£13,400		
<b>Project shortfall A – B</b>		£5,829		
<b>Grant sought from Wiltshire Council Area Board</b>		£2,914		
<b>Bank Details</b>				
<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:** 19/10/2012

**Position in organisation:**

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