



## 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	Cricklade United Church		
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	Church/Community Hall Health & safety upgrade.		
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>	Currently the Hall, kitchen and entrance is equipped with 1 (used to be 3) portable lights that can be used in the event of a power failure to enable safe exit of the building. These lights are now obsolete as public buildings are required to install fixed Emergency Lighting. For the safety of all our community users (and our members) we wish to install emergency lighting as soon as possible. The aim of the project is to bring the hall, kitchen and entrance area into line with the requirements of the Health & Safety act apertaining to premises that the general public use.		
In which community area does your project take place? <i>(Please give name – see section 3)</i>	The Royal Wootton Bassett and Cricklade Area		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date 08/11/12	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date 07/11/12	No <input type="checkbox"/>

<b>Where will your project take place?</b>	The Church/Community Hall is located behind the Church in Calcutt St.
<b>When will your project take place?</b>	As soon as funds available.
<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>	Searches on the Internet for replacement portable lamps drew a blank. A local 'tools and fittings' company agreed to do some research but to no avail as the lamps were not being manufactured any longer due to the safer and more assured performance of a permanently installed emergency lighting that is becoming the norm in public buildings.  The Project will benefit the community by providing the numerous community groups that use the premises with a safer building equipped with clearly marked exits in the event of power failure to the building.
<b>How many people will benefit from your project?</b>	405*
<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>	The Hall facilitates social, social education and life long learning opportunities plus support to vulnerable people. <b>Page 10-13 Northern Area Plan.</b>
<b>Any other information about your project. (Limited to a 1000 characters)</b> * This figure is made up of the following usage: 143 people who will use the hall on an annual basis for community AGMs or other one off meetings. 115 people attend monthly groups such as the Wilts Embridoriy Group and the Wiltshire Association for the Blind. 147 people will use the hall on a weekly basis to do yoga, youth drama, Brownies and church childrens work and youth work. I have not included the numerous childrens birthday parties that are held in the hall during the year and the Church/Community Panto Group who meet three months of the year and have four nghts and one Saturday matinee shows bring in 90 people a show. The Church Building Committee who have oversight for the safety, maintenance and repair of the total premises duly recognise that it is their responsibility to make the premises safe. However, currently we are rasing money to repair the roof and have to replace the large gas fires in the church so any support from the Area Board would be very gratefully received.	
<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="3"/>	Female	<input type="text" value="3"/>
25 – 50 years	Male	<input type="text" value="2"/>	Female	<input type="text" value="3"/>
Under 25 years	Male	<input type="text" value="0"/>	Female	<input type="text" value="0"/>
Disabled People	Male	<input type="text" value="0"/>	Female	<input type="text" value="1"/>
Black and Minority Ethnic people	Male	<input type="text" value="0"/>	Female	<input type="text" value="1"/>

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

The Emergency Lighting system will be maintained through the budget of the United Church

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?

should a power failure occur we will benefit from having the system installed Having the system installed will reassure potential and current groups letting the premises that the premises have Emergency Lighting in the event of a power failure.

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
As this project has been an		
emergency, none.		

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> 2011/12	<b>Month:</b> August	<b>Year:</b> 2012
<b>A - Total income:</b>	£42109	
<b>B - Minus total expenditure:</b>	£36691	
<b>Surplus/deficit for year: (A minus B)</b>	£5418	
<b>Free reserves currently held (i.e. money not committed to other projects/operating costs)</b>	£12290	

**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>	
Emergency Lighting	£768	Own fundraising/reserves	C	£168
	£			£
	£	Parish/town council		£
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£			
	£	Other		£
	£			£
<b>Total Project Expenditure</b>	<b>£768</b>	<b>Total Project Income</b>		<b>£168</b>
<b>Total project income B</b>		£168		
<b>Total project expenditure A</b>		£768		
<b>Project shortfall A – B</b>		£600		
<b>Grant sought from Wiltshire Council Area Board</b>		£600		
<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>		Cricklade United Church		

**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:** 08/11/2012

**Position in organisation:**

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