



## 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>	Colerne Luncheon Club		
<b>Contact name</b>			
<b>Contact address</b>			
<b>Contact number</b>		<b>e-mail</b>	
<b>Organisation type</b>	Not for profit organisation <input checked="" type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify		

### 2. Your project

<b>Project Title/Name</b>	Replacement of Dishwasher		
<b>What is your project about and what does it aim to achieve?</b>	A major component of the club's current dishwasher has failed. The probability is that should this part be replaced, at a significant cost of between £700 and £900, another part will fail soon after. The management committee has accordingly decided that the wisest and, in the long run, most cost effective solution is to purchase a new machine		
<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 – see section 3)</b>	Corsham		
<b>I/we have discussed our project with the town/parish council?</b>	Yes <input checked="" type="checkbox"/>	<b>Date</b> 27/09/12	No <input type="checkbox"/>
<b>I/we have discussed our project with our Wiltshire councillor?</b>	Yes <input checked="" type="checkbox"/>	<b>Date</b> 27/09/12	No <input type="checkbox"/>

<b>Where will your project take place?</b>	Colerne Village Hall, the location of the weekly lunches
<b>When will your project take place?</b>	As soon as funds are in place
<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>	Current dishwasher, which is used solely by the Luncheon Club, broke down.
<b>How many people will benefit from your project?</b>	60+
<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>	Interestingly the community plan appears to make no reference to older residents
<b>Any other information about your project. (Limited to a 1000 characters)</b> This Luncheon Club, in existence since 1979, provides a social meeting place for elderly residents of the village, many of whom live alone and are unable to leave home without the transport provided by the club. The opportunity to meet others and to enjoy a freshly cooked and nourishing meal helps the members to combat loneliness and isolation and to keep them as active members of the community. The club also acts as a watchdog for elderly residents so that any problems they may have can be picked up, and hopefully helps to enable them to remain in their own homes for as long as possible. To provide this service the Club needs various items of professional equipment, the two most expensive of which are the cooker and the dishwasher. To ensure that we are in a position to replace either of these we believe we must maintain a reasonable balance in our reserve account. This is the reason for the balance of £1,982 shown in section 4, of which we plan to use £418 towards this project.	
<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

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?**

The project is a one-off item of expenditure so does not require on-going funding. The loss in 11/12 resulted from the grant for that year being received in 10/11, hence the surplus of £1165 for that year. A small surplus is forecast for 12/13.

**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?**

The fact that on the occasion of the first lunch that took place after the breakdown of the existing machine the washers-up and assistants were asking how soon a replacement would be obtained is a clear indication that there will be a benefit by replacement

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

Colerne Parish Council

£500

*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: 31 March 2012	Month:	Year:
A - Total income:	£2,928	
B - Minus total expenditure:	£3,458	
Surplus/deficit for year: (A minus B)	£(530)	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£1,982	

**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	
Replacement Dishwasher	£2,035	Own fundraising/reserves	P	£418
Installation	£0	Contribution from Social Fund	P	£100
	£	Parish/town council	P	£500
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£			
	£	Other		£
	£			£
<b>Total Project Expenditure</b>	<b>£2,035</b>	<b>Total Project Income</b>		<b>£1,018</b>
<b>Total project income B</b>		<b>£1,018</b>		
<b>Total project expenditure A</b>		<b>£2,035</b>		
<b>Project shortfall A – B</b>		<b>£1,017</b>		
<b>Grant sought from Wiltshire Council Area Board</b>		<b>£1,017</b>		
<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:** 27/09/12

**Position in organisation:** Treasurer

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