



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	Kington St Michael Parish Council		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input type="checkbox"/> Parish/town council <input checked="" type="checkbox"/> Other, please specify		

2. Your project

Project Title/Name	Kington St Michael Community Shelter		
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 provision of a community shelter with disabled access to be sited on our Recreation Field (a QEII Field in Trust), where people of all ages may meet, interact and access the environment and nearby Nymph Hay wood (which is open access land). It will be suitable for a range of community groups (Brownies, Women Out Walking, the school, pre-school etc) and for young people in particular, providing them with an opportunity for social interaction. To provide a much-needed shelter from the elements, opportunities to socialise and a resource for the whole community.		
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	20-09-2012 & in 2010
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date	Since November 2010

Where will your project take place?	Kington St Michael Recreation Field
When will your project take place?	As soon as funding is in place
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 800 characters only (inclusive of spaces)</i>	Our Parish Plan identified a need for more provision at the Recreation Field, specifically for young people. Youth Club (now closed) also identified a need following a survey of its members. Various village groups will use it (see Q2) as will the wider community, for such things as nature walks, picnics, school cluster events, fundraising events and as a convivial seating area for socialising - the curved seating of the shelter sepcifically provides for this. It will give young people a safe place to meet, showing that they are a valued part of the community.
How many people will benefit from your project?	Approx. 700 + visitors
How does your project demonstrate a direct link to the local community plan for your area (see www.wiltshire.gov.uk/areaboards) or priorities of your area board? Please provide a reference/page no.	Facilitate use for exercise & improve health. Provide disabled access. Children's facility to 16+. Informal rec area. Lack of teen meeting places. p25 6.11 6.12 p26 7.1 p29 8.1 p30 8.5
Any other information about your project. (Limited to a 1000 characters) Kington St Michael Youth Club closed in 2010, leaving nowhere for secondary school age children in the village to meet. The Recreation Field Group folded in 2011 after more than 10 years of fundraising which had enabled the installation of completely new equipment at the recreation field and the levelling of the pitch. The Parish Council has therefore inherited this project and feels a duty to the young people of the parish to provide them with this facility which will also be used by the whole community. Please note that there is only one quote available as this shelter is designed, manufactured and supplied by one company only and there are no other shelters on the market in this design or type, which can seat up to 30 people. A questionnaire was recently sent to every household (statistics enclosed) and Youth Club previously sent questionnaires to various village groups as well as its own members.	
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 type="checkbox"/> No <input checked="" type="checkbox"/>
Could your project be funded from your reserves?	Yes <input type="checkbox"/> No <input checked="" 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 checked="" 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="2"/>
25 – 50 years	Male	<input type="text" value="3"/>	Female	1 <input type="text"/>
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?
The shelter will be maintained and insured by Kington St Michael Parish Council, using precept funds

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?

We anticipate feedback from user groups and the wider community and can publish a questionnaire via our village newsletter and website www.kingtonstmichael.com

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

Yes Date contacted CIB 2010 & 2012 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
Westlea Community Investmnt Fund	£1,000	
KSM Book & DVD Recycling Scheme		£50
Landfill Communities Fund	£15,802	

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)				
Year ending:	Month: March	Year: 2012		
A - Total income:	£17,015			
B - Minus total expenditure:	£18,309			
Surplus/deficit for year: (A minus B)	£-1,294			
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£1,984			
5. Financial information – If you can claim back V.A.T. please <u>exclude</u> 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	
One N-Clude shelter	£12,499	Own fundraising/reserves		£
Delivery & packing	£499	Youth Club	C	£1,600
Installation into concrete base	£	Parish/town council	C	£2,000
plus 10m ² access path	£7,699	Landfill Communities Fund	P	£15,802
Third party contribution (re:	£	Trusts/foundations		£
Landfill Tax requirement)	£1,755			£
	£	In kind		£
	£			£
	£			
	£	Other		£
	£	Westlea Comm Investment Fund	P	£1,000
	£	KSM Book & DVD Recycle Scheme	C	£50
Total Project Expenditure	£22,452	Total Project Income		£20,452
Total project income B	£20,452			
Total project expenditure A	£22,452			
Project shortfall A – B	£2,000			
Grant sought from Wiltshire Council Area Board	£2,000			
Bank Details				
Please give the name of the organisations' bank account e.g. Barclays				
Please give the name of the organisations' bank account e.g. Chippenham Scouts				

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) N/A
- 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: 20/11/2012

Position in organisation:

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