

Reference no

Log no

For office use

## 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	Berwick St James Parish Meetings		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation Parish Meetings Other, please specify		

### 2. Your project

Project Title/Name	Two Village Notice Boards
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>	There are two notice boards in the village, both of which are used to display village and Council matters of varying degrees of importance. Nowadays, the email system is used here as the main vehicle for keeping people informed, but for some residents who do not have email, putting the notices on the notice boards is the only way of disseminating that information to them.
In which community area does your project take place? (Please give name – <a href="#">see section 3</a> )	Berwick St James is a long village with one notice board in the centre and the other at the top end of the village
I/we have discussed our project with the town/parish council?	Yes Date 5th Dec '12
I/we have discussed our project with our Wiltshire councillor?	Yes Date 5th Dec '12

Where will your project take place?	Replacing the old notice boards, positioned as indicated above
When will your project take place?	Once the village has confirmed the required funding, the contracted manufacturer will make them.
How did you discover there was a need for your project ( <i>please provide evidence</i> ) and how will your project benefit your local community?  <i>Important: Please do not type/ write in paragraphs – This section is limited to 700 characters only (inclusive of spaces)</i>	The present notice boards have become increasingly dilapidated and allow moisture to enter and damage the notices. Two new noticeboards built out of hardwood and properly weatherproofed should last the village for many years to come. (See attached photographs)
How many people will benefit from your project?	The whole village
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.	Essential for keeping people informed
Any other information about your project. (Limited to a 1000 characters)	
<b>To be completed ONLY where town/parish councils are making an application</b>	
Is your project one which parish/town councils have powers to raise local taxes to fund?	<b>No</b>
Could your project be funded from your reserves?	<b>Partly (Match funding)</b>
Is your project urgent (having to be completed in this financial year)? <i>If you answer YES please provide evidence elsewhere on the application form</i>	<b>Yes</b> (see condition of notice boards in photographs)
<b>3. Management</b>	
How many people are involved in the management of your group/organisation? Of these, how many are:	
Over 50 years	<b>2 Male</b> <b>2 Female</b>
If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it? <b>N/A (a once-off purchase)</b>	

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? People will be able to read the notices

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

No

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

Name of Funder

Amount Applied For

Amount Received

None

*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?

No

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

Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?

No

**(All accounts information to follow)**

**4. Information relating to your last annual accounts (if applicable)**

Year ending:	Month:	Year:
A - Total income:	£	
B - Minus total expenditure:	£	
Surplus/deficit for year: (A minus B)	£	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£	

**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	
Manufacture of two hardwood lockable noticeboards (inc VAT)	£ 1,200	Own fundraising/reserves	C	£ 600
	£			£
Installation will be carried out FOC by myself	£ -	Parish/town council		£
	£			£
	£	Trusts/foundations		£ -
	£			£
	£	In kind		£ -
	£			£
	£			£
	£	Other		£ -
	£			£
<b>Total Project Expenditure</b>	<b>£ 1,200</b>	<b>Total Project Income</b>		<b>£ 600</b>

<b>Total project income B</b>	<b>£ 600</b>
<b>Total project expenditure A</b>	<b>£ 1,200</b>
<b>Project shortfall A – B</b>	<b>£ 600</b>
<b>Grant sought from Wiltshire Council Area Board</b>	<b>£ 600</b>

<b>Bank Details</b>	
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 [One attached, two more to follow](#)

Latest inspected/audited accounts or annual report or Income/expenditure budget for current financial year [To Follow](#)

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:

15 Jan 2013

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

