



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	Wilts & Berks Canal Trust(WBCT)		
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	Topographical Survey of the Towpath/Canal Track, Melksham to Queensfield 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>	WBCT has a project to restore the towpath along the whole length of the canal. When the project leader did a presentation to Melksham Community Area Partnership during July 2012, MCAP members said that the new path they most wanted was one from Melksham to Lacock. The current footpath is across fields, stiles, sometimes electric fences or barbed wire. We intend to put in a multi-user path with good surface. The first stage is to do a topographic survey to establish levels. We have permission for this from all landowners from the river at Melksham to the far end of Queensfield farm - 3.6km		
In which community area does your project take place? (Please give name – see section 3)	Melksham		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date 14.01.13	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date 14.01.13	No <input type="checkbox"/>

Where will your project take place?	Between Melksham & Lacock - map attached
When will your project take place?	March/April 2013
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 700 characters only (inclusive of spaces)</i>	<p>http://melksham.communityarea.org.uk/assets/files/Waterways/WATERWAYS%20GROUP%20MEETING%20July%2012%20minutes%20final.pdf</p> <p>This is the link to the minutes of the meeting held on July 20th as described in Question 2. There is great enthusiasm amongst Melksham residents for this project and doing this survey is the first stage of the restoration of this section of the towpath and eventually the canal. Evidence of support for the canal coming to Melksham was shown by over 200 people who attended a meeting in Melksham on Dec 6 to hear a presentation of the plans and who showed their almost unanimous support in an impromptu vote.</p>
How many people will benefit from your project?	22500
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.	Links to Melksham Community Area Action Plan: P12 Support Restoration of Wilts & Berks Canal.P11 Improve cycle routes p7 Encourage walking & cycling.
Any other information about your project. (Limited to a 1000 characters) The programme to restore the Wilts & Berks Canal towpath has been sub-divided into several projects and the Melksham to Lacock path is an important one of these. It will link to the Riverside walk in Melksham and soon to the towpath along the new Wilts & Berks Canal section that will link Melksham to the National waterways network on the Kennet & Avon Canal at semington. The Canal Trust intends to make the restored path into a wildflower trail, as an amenity for the community and for wildlife. It will be a multi-user path and will provide a much needed, traffic free cycleway from Melksham to the Bell Inn at Lacock. Maps are included with this application. This topographical survey will also provide the Trust with levels to determine the exact amounts of land required for the path and for the canal.	
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="15"/>	Female	<input type="text" value="2"/>
25 – 50 years	Male	<input type="text" value="10"/>	Female	<input type="text" value="1"/>
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?

Not applicable as this is a one-off project

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 Melksham Area Partnership Waterway group meets from time to time and we will get feedback from them. Also the Canal Trust attends various local events where we will collect feedback. The Trust has an office now in Melksham, in the TIC building. When the planning permission is granted for the Melksham Link, later this year, we will hold another event/meeting in the town .

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

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: 31.03.2012	Month: Mar	Year: 2012
A - Total income:	£168,153	
B - Minus total expenditure:	£148,652	
Surplus/deficit for year: (A minus B)	£19,501	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£22,071	

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	
CreateGPS benchmarks	£750	Own fundraising/reserves		£2,000
NewRouteSurvey(1.6km)	£1,785			£
ExistingCanalLine2.0km	£1,785	Parish/town council		£
DataProcess/CAD/Design	£1,000			£
Overheads	£532	Trusts/foundations		£
	£			£
	£	In kind		£1,000
	£			£
	£			
	£	Other		£
	£			£
Total Project Expenditure	£5,852	Total Project Income		£3,000
Total project income B		£3,000		
Total project expenditure A		£5,832		
Project shortfall A – B		£2,832		
Grant sought from Wiltshire Council Area Board		£2,832		
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)
- 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: 16/01/2013

Position in organisation: Fundraising Director

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