

# 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	BISHOPSTONE VILLAGE HALL MANAGEMENT COMMITTEE		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	CHARITY REGISTERED WITH THE CHARITY COMMISSION		
2. Your project			
Project Title/Name	AUDIO-VISUAL SYSTEM FOR BISHOPSTONE VILLAGE HALL FOR THE BENEFIT OF THE COMMUNITY		
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>	<p>Our project aims to complete the modernisation of our village hall by installing a complete audio-visual system to allow us</p> <p>(1) to show films and TV programmes to local audiences, building on our reputation as <u>the</u> local cinema for the Chalke Valley,</p> <p>(2) to allow high quality presentations and instruction via computers and our, already installed, wifi links to the internet and</p> <p>(3) to enhance audio for the hard of hearing with speakers, microphones and an induction hearing loop.</p> <p>There is also the possibility that we will be able to offer services as a local conference centre as we have free parking and commercial standard catering arrangements.</p>		
In which community area does your project take place? <i>(Please give name – see <a href="#">section 3</a>)</i>	SOUTH WEST WILTSHIRE		
I/we have discussed our project with the town/parish council?	Yes	Date	14 DECEMBER 2012
We have discussed our project with our Wiltshire councillor?	Yes	Date	NOVEMBER/DECEMBER 2012

Where will your project take place?	BISHOPSTONE VILLAGE HALL
When will your project take place?	MARCH/APRIL 2013
How did you discover there was a need for your project <i>(please provide evidence)</i> and how will your project	Based on recent surveys we know that films

<p>benefit your local community?</p> <p><i>Important: Please do not type/write in paragraphs – This section is limited to 700 characters only (inclusive of spaces)</i></p>	<p>shown by Moviola are very popular and produce the highest average attendance for an entertainment event per month. See Annex A. We also know from our financial records that the bulk of the income from this type of event goes to Moviola (75%) not to the hall. See Cost Benefit Analysis at Annex B. By installing an audio-visual system (1) we will improve income and the flexibility of such events as we often find we cannot show films of choice on dates convenient to us/our audience, (2) we will improve quality and audio for the hard of hearing via an audio induction loop, (3)we will believe these enhancements will further increase attendance, especially by Toddler Groups and the elderly, and (4) it will enhance our income. giving a significant Return on Investment. Again see illustrative figures at Annex B.</p>
<p>How many people will benefit from your project?</p>	<p>The whole community of Bishopstone and Stratford Tony plus outlying villages. We regularly have attendees from Wilton, Fovant, Dinton and Fordingbridge.</p>
<p>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.</p>	<p>As part of our declared need to build a stronger, more resilient and more involved community, fit for the future.</p> <p>Wiltshire Community Plan 2011-2026, page 4 of "A Sustainable Community Strategy for Wiltshire 2007-2016."</p>
<p>Any other information about your project. (Limited to a 1000 characters) See Annexures.</p>	
<p><b>To be completed ONLY where town/parish councils are making an application</b></p>	
<p>Is your project one which parish/town councils have powers to raise local taxes to fund?</p>	<p>No</p>
<p>Could your project be funded from your reserves?</p>	<p>No</p>
<p>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></p>	<p>No</p>
<p><b>3. Management</b></p>	
<p>How many people are involved in the management of your group/organisation? Of these, how many are:</p>	
<p>Over 50 years</p>	<p>3 Male                      5 Female</p>
<p>25 – 50 years</p>	<p>Male                                      1 Female</p>
<p>Under 25 years</p>	<p>Male                      Female</p>
<p>Disabled People</p>	<p>Male                      Female</p>

Black and Minority Ethnic people	Male	Female	
<p><b>If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?</b>            Once equipment has been installed we believe it will pay for itself over a few years based on on the assumptions of Return on Investment calculations attached. Evidence from other village halls in other parts of Wiltshire that we have monitored indicate this is a safe (very low risk) assumption.</p>			
<p><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?</b></p> <p>We already receive immediate feedback from the community via Post Event Evaluations (PEVALs). Retention and increase of hirings/lettings is also likely to be a clear indication as well as attendance numbers at planned events.</p>			
<p><b>Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?</b></p>	<p><b>Yes</b>                      <b>Date contacted CIB</b>                      <b>Early</b>            December 2012            CIB is always a valuable source of help and up to date information.</p>		
<p><b>To whom have you applied for funding for this project (other than Wiltshire Council)?</b></p> <p><i>Please list with amount applied for and whether you have been successful</i></p>	<p><b>Name of Funder</b></p>	<p><b>Amount Applied For</b></p>	<p><b>Amount Received</b></p>
	<p>Awards for All (Pending result)</p>	<p>£4792</p>	
<p><b>Have you or do you intend to apply for a grant from another area board within this financial year?</b></p> <p><i>If yes, please state which one(s).</i></p>	<p><b>No</b></p>		
<p><b>Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?</b></p>	<p><b>No</b></p>		

<b>4. Information relating to your last annual accounts (if applicable)</b>			
Year ending:	Month: March	Year: 2012	
A - Total income:	£ 137,365		
B - Minus total expenditure:	£ 156,101		
Surplus/deficit for year: (A minus B)	<b>-£18736</b>		
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£ 6,994		
<b>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.</b>			
<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>	
See attached quotation giving full breakdown of equipment	<b>£12792</b>	<b>Own fundraising/reserves</b>	<b>£3000</b>
	£		£
	£	Parish/town council	£
	£		£
	£	Trusts/foundations	£
	£		£
	£	In kind	£
	£		£
	£		
	£	Other Awards for All	£4792
	£		£
<b>Total Project Expenditure</b>	<b>£12792</b>	<b>Total Project Income</b>	<b>£7792</b>
<b>Total project income B</b>	<b>£7792</b>		
<b>Total project expenditure A</b>	<b>£12792</b>		
<b>Project shortfall A – B</b>	<b>£5000</b>		
<b>Grant sought from Wiltshire Council Area Board</b>	<b>£5000</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 **Yes**

Latest inspected/audited accounts or annual report or Income/expenditure budget for current financial year **Yes**

Terms of reference/constitution/group rules **Yes**

Evidence of ownership/lease of buildings and/or land **Yes**

**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:**

3 JANUARY 2013

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