



## 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	DINTON COMMUNITY SHOP		
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 I.P.S for the Benefit of the Community		

### 2. Your project

Project Title/Name	DINTON COMMUNITY SHOP		
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>Dinton's only shop and PO closed last year. We will open a Community Shop in the original premises to be run by the community and for the benefit of the community.</p> <p>The shop will sell groceries, fruit and vegetables and newspapers. It will promote a wide range of local produce. There will be post office services and a small café. Additional services will added as demanded</p> <p>The shop will have a paid manager supported by a team of volunteers. All profit will be used in the community</p> <p>The project will provide a vital service and will help to prevent the decline of this vibrant village.</p>		
In which community area does your project take place? <i>(Please give name – see section 3)</i>	SOUTH WEST WILTSHIRE AREA BOARD		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date	THROUGHOUT 2012
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date	THROUGHOUT 2012

<b>Where will your project take place?</b>	The premises previously used for the village shop and PO
<b>When will your project take place?</b>	TRADING WILL START IN MAY 2013
<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>	<p>When the shop was closed a meeting of the PC was attended by over 40 people following which two well attended village meetings were held where strong desire and support for a community shop was expressed, The society has attracted 178 members and has commitment from at least 40 members to work in the shop as volunteers.</p> <p>The shop will be used by local people, especially the elderly or infirm for whom there is no alternative without transport. It will provide an outlet for local produce and will offer volunteering opportunities to many</p> <p>A strong community spirit already exists in Dinton and its surrounding villages for which the shop will provide strong focus .</p>
<b>How many people will benefit from your project?</b>	2000 PLUS
<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>	<p>We do not have a Community Plan for Dinton but a Dinton Parish Plan was published in 2006</p> <p>Page 12</p>
<b>Any other information about your project. (Limited to a 1000 characters)</b>	
<p>The project requires significant funds to fit out the shop and to prepare it for opening. It will also incur trading losses throughout the start up curve since rent, wages and other revenue costs will have to be paid .</p> <p>The society has received lottery funding which can be used for both revenue and capital costs and is planning a share issue ( of which the results are uncertain) to provide funding for stock and working capital as well as other costs</p> <p>The project remains in need of funding for capital items . This grant will be used to support extending the refrigeration in the shop to allow a wider range of fresh local produce to be sold, to help with security and CCTV installations and to aid the fit out of the café</p> <p>The shop will be opening in May 2013.</p>	
<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	<input type="text" value="8"/>	Female	<input type="text" value="1"/>
25 – 50 years	Male	<input type="text"/>	Female	<input type="text" value="2"/>
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?  
FROM ONGOING TRADING INCOME ONCE THE SHOP IS ESTABLISHED AND AT BREAK EVEN

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 key success measure will be trading levels in the shop. Members meetings will be held where comment on the performance of the project and its success in meeting the communities needs will be invited. Regular newsletters and questionnaires will seek opinion and suggestions for improvements.

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
BIG LOTTERY FUND	50000	50000
DINTON PARISH COUNCIL	500	500

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)**

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

**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.**

<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>	
Start up trading loss	£35,400	<b>Own fundraising/reserves</b>		£
Stock	£10,000	Membership and donations	C	£2,250
Refrigeration	£7,600	<b>Parish/town council</b>	C	£500
Shop fittings	£14,000			£
Electrics	£2,000	<b>Trusts/foundations</b>		£
Security	£3,000	Big Lottery Fund	C	£50,000
Computing and till	£3,500	<b>In kind</b>		£
Recruitment and fees	£3,000	Dinton Village Hall Trust	C	£
Publicity	£1,500	provide free use of hall		
Other	£4000	<b>Other</b>		£
	£	Community share issue	P	£25,000
<b>Total Project Expenditure</b>	<b>£84,000</b>	<b>Total Project Income</b>		<b>£77,750</b>

<b>Total project income B</b>	<b>£77,750</b>
<b>Total project expenditure A</b>	<b>£84,000</b>
<b>Project shortfall A – B</b>	<b>£6,250</b>
<b>Grant sought from Wiltshire Council Area Board</b>	<b>£5,000</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:** 04/01/2013

**Position in organisation:**

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