



## 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	Jenner Hall Community Trust		
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	Creation of an exit door for the North Hall		
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 project is about increasing Fire Safety and in addition flexibility for the users of the building. The only exit from the two Community rooms is via the Main Hall past the kitchen and through the front door. This severely increases the Fire Risk for users of the facility. The Fire Officer identified this as hazard which should be rectified as soon as possible by providing an exit from the North Hall. We now have Listed building & Planning Permission for this exit door to be built. It will improve the fire safety and also increase the flexibility of use of the interconnecting rooms.		
In which community area does your project take place? <i>(Please give name – see section 3)</i>	Royal Wootton Bassett & Cricklade Area Board		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date 12.12.12	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date 12.12.12	No <input type="checkbox"/>

<b>Where will your project take place?</b>	Jenner Hall Cricklade
<b>When will your project take place?</b>	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>	We have recognised the need for a separate exit for a long time. The building is 2* listed making this difficult to achieve. A Fire Safety Survey in 2010 identified the need for an additional exit. Currently there is only one main exit limiting the number of people that use the Hall. A user survey in 2010 identified this as an issue which was important. It also means that both Halls can be used at the same time. Once a week Open Door members & others do Tai Chi in the Main Hall and the remaining members use the smaller North Hall. The only way to access the toilet facilities is through the Tai Chi in the Main Hall, returning the same way. The new exit door will provide an alternative route.
<b>How many people will benefit from your project?</b>	Approximatly 210 weekly
<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/areaboard">www.wiltshire.gov.uk/areaboard</a>) or priorities of your area board) Please provide a reference/page no.</b>	Supporting historical town image, Open Door supports vulnerable people & ReAct Youth Club & Guides encourages participation in sport & healthy living  Pages 8, 20 & 22
<b>Any other information about your project. (Limited to a 1000 characters)</b> During the application for Listed Building and Planning consent for the essential roof repair; which is now being carried out; the Project manager (Bartosch & Stokes) discussed the need for an additional exit from the building in the North Hall. It was through these discussions that the Listed Buildings Officer recognised the essential need for such an exit on the grounds of Health & Safety as it would reduce a severe Fire Safety Hazard of this community building. Application for Listed Building and Planning Consent for the door was granted in 2011. The Trustees are always looking for ways of improving the usage of the hall and increasing the flexibility and the range of uses, with an additional exit door it will achieve this increase in flexibility and provide a safe additional separate room for smaller groups. From the Surveys we have carried out we know that this is recognised as a need by our users.	
<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="3"/>	Female	<input type="text" value="4"/>
25 – 50 years	Male	<input type="text" value="1"/>	Female	<input type="text" value="1"/>
Under 25 years	Male	<input type="text" value="0"/>	Female	<input type="text" value="0"/>
Disabled People	Male	<input type="text" value="0"/>	Female	<input type="text" value="0"/>
Black and Minority Ethnic people	Male	<input type="text" value="0"/>	Female	<input type="text" value="0"/>

If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

This is a one off project and will not require additional funding

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 will do another user survey and liaise with Open Door members. Will also check the bookings diary to establish whether both rooms have been used at the same time.

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

Yes

Date contacted CIB 12.12.12

No

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

Name of Funder	Amount Applied For	Amount Received
Awards for All	£7,000	

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?

Yes

No

If yes, please state which one(s).

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> 2011	<b>Month:</b> 12	<b>Year:</b> 2011
<b>A - Total income:</b>	£37,257	
<b>B - Minus total expenditure:</b>	£17,175	
<b>Surplus/deficit for year: (A minus B)</b>	£20,082	
<b>Free reserves currently held (i.e. money not committed to other projects/operating costs)</b>	£10,000	

**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>	
Formation of doorway	£4,537	<b>Own fundraising/reserves</b>	C	£5,000
Door & Frame	£2,008	Fundraising	C	£194
Making good decoration	£1,316	<b>Parish/town council</b>		£
Preliminaries	£450			£
Contingency	£2,500	<b>Trusts/foundations</b>		£
Buildings Insurance	£600	Awards for All	P	£7,000
Planning Permission	£200	<b>In kind</b>		£
Building Regulations	£1,000			£
CDM	£350			
Professional fees	£1,400	<b>Other</b>		£
VAT	£2,833			£
<b>Total Project Expenditure</b>	<b>£17,194</b>	<b>Total Project Income</b>		<b>£12,194</b>
<b>Total project income B</b>		£12,194		
<b>Total project expenditure A</b>		£17,194		
<b>Project shortfall A – B</b>		£5,000		
<b>Grant sought from Wiltshire Council Area Board</b>		£5,000		
<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>		Jenner Hall		

**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) 04/10/2011 or granted (date) 17/11/2011
- 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:** 29/12/2012

**Position in organisation:** Vice Chair Jenner Hall Community Trust

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