



## 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	Purton Parish Plan Steering Group		
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	Purton Parish Plan		
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 Purton Parish Plan includes a questionnaire distributed to every house in the Purton Parish to obtain their views and wishes for the next 5 to 10 years. From this questionnaire and public meeting an action list will be produced. The final Parish Plan will also include sections on the history, environment, transport, planning and links to useful information, e.g. environment agency, and doctors surgery . Planning issues are clearly a very emotive issue in the Parish and information/wishes will be fed into the Neighbourhood Plan.		
In which community area does your project take place? (Please give name – <a href="#">see section 3</a> )	Royal Wootton Bassett & Cricklade Community Area		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date Over last 6 months	
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date Over last 6 months.	

<b>Where will your project take place?</b>	In the Parish of Purton
<b>When will your project take place?</b>	Nov 2011 to Mar 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>	From public meeting held at end of 2011. The Project is part of Community led planning and a requirement so that a robust Neighbourhood Plan can be created for the whole Community Area. It will be also part of the vision of how the Parish will be in the future and enable the Community to take a holistic approach to the needs of the Parish.
<b>How many people will benefit from your project?</b>	Approx 4000
<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>	Via questionnaire to every household and feedback to Parish. The plan will also be used to feed into the pilot Neighbourhood Plan.
<b>Any other information about your project. (Limited to a 1000 characters)</b> There are no direct labour costs in this project. All effort is voluntary. In general Parish Plan study group meetings have been held in private houses and local school. Major cost is printing of questionnaires and the final report. Three costs were requested and received for printing of questionnaire. Three quotes will be obtained for the final report. A "ball park" estimate has been obtained for printing of the final report. The £945 grant request is a contribution to the printing of the final report and completion of the project. Any surplus will be returned to the Area Board.	
<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

Female

25 – 50 years

Male

Female

Under 25 years

Male

Female

Disabled People

Male

Female

Black and Minority Ethnic people

Male

Female

If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?  
Should be completed if Grant awarded.

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?

Feedback from community, and the adoption of a Neighbourhood Plan.

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*)?

Name of Funder

Amount Applied For

Amount Received

Purton Parish Council

In Kind - xerox

As reqd.

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>	<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)		
			P/C	
Questionnaire printing	£483	<b>Own fundraising/reserves</b>		£
Printer ink costs	£37			£
Logo prizes	£25	<b>Parish/town council</b>		£
Hire of hall	£100	Wiltshire council (2011)	C	£2,000
Public meeting printin	£150	<b>Trusts/foundations</b>		£
Final report	£2,000			£
Contingency	£150	<b>In kind</b>		£
	£			£
	£			
	£	<b>Other</b>		£
	£			£
<b>Total Project Expenditure</b>	<b>£2945</b>	<b>Total Project Income</b>		<b>£2000</b>
<b>Total project income B</b>		£2,000		
<b>Total project expenditure A</b>		£2,945		
<b>Project shortfall A – B</b>		£945		
<b>Grant sought from Wiltshire Council Area Board</b>		£945		
<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:** 31/08/2012

**Position in organisation:** Chairman of Purton Parish Plan

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