



## 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	Chippenham Drama Festival Group		
Contact name	Duncan Ellis		
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	Chippenham Community Drama Festival 2013		
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>	This is the first week - long drama festival (although hopefully it wont be the last) based in the Neeld Hall, specifically designed to utilise the space in a way that will involve local schools and communities, inside and outside the town, bring in exciting performance groups who do not usually perform in Chippenham (for both workshops and performances, varying in outlook and target audience), and hopefully generate enough of a 'buzz' to create a momentum to start to build a culture for performance befitting a town of this size.		
In which community area does your project take place? <i>(Please give name – see section 3)</i>	Chippenham		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date	20/12/12 (most recent)
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date	see above <span style="float: right;">No</span>

<b>Where will your project take place?</b>	Neeld Hall, Chippenham	
<b>When will your project take place?</b>	16/ 7/13, and then the week of 22/7/ 13	
<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>	There has not been a festival of similar intent for a number of years; as a drama teacher in one of the three secondary schools in the town, I find this frustrating - a town this size deserves much better access to the Arts. All age groups would benefit from having a more artistic profile to the town and the area; all comparable Wiltshire towns in the vicinity have their own proper theatrical space, and such a festival might begin to redress these issues, and help regenerate the town. This idea has been developed in association with Mark Packard from Chippenham Town Council, Judy Edwards (Childrens Parliament) and Meril Morgan from Wiltshire Arts	
<b>How many people will benefit from your project?</b>	approx 450	
<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>	8.2 indoor venues/ 8.3 Leisure and arts development  25	
<b>Any other information about your project. (Limited to a 1000 characters)</b> The proposal will follow this structure: 16/ 7: a workshop for sixth form and college students followed by an evening performance by well-known Bristol group Wardrobe Ensemble - THE £1000 BID FOR WOULD PAY FOR WARDROBE'S FEES AND TRAVEL. 22-23/ 7: workshops by Magpie Puppet Theatre Company, tying in to Hardenhuish School's Activities Week , aimed at lower school students; performances by Magpie on both evenings 24/ 7: presentations throughout the day by local groups of students, plus Salisbury Youth Theatre 25/ 7: workshop by Bristol performance group Fellswoop, open to the public 26/ 7: workshop by Bristol performance group Sleepdogs, open to the public, followed by performances by Fellswoop ('Ablutions') and Sleepdogs ('Astronaut') in the evening Publicity to cover the local area, and local schools, youth centres, community centres and to focus on bringing as many different age groups and interested parties into the area		
<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="1"/>	Female	<input type="text"/>
25 – 50 years	Male	<input type="text" value="1"/>	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?

Ticket receipts (companies receive a flat rate up front), application to Arts Council pending for further funds

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?

Written and aural feedback from participants, performers, audience, helpers; size of audiences; possible future use of Needd Hall by touring groups

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

**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	
Artists fees	£850	Own fundraising/reserves		£
Artists travel	£150			£
	£	Parish/town council		£
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£	Other		£
	£			£
<b>Total Project Expenditure</b>	<b>£1,000</b>	<b>Total Project Income</b>		<b>£0</b>
<b>Total project income B</b>		<b>£0</b>		
<b>Total project expenditure A</b>		<b>£1,000</b>		
<b>Project shortfall A – B</b>		<b>£1,000</b>		
<b>Grant sought from Wiltshire Council Area Board</b>		<b>£1,000</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
- 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:** Duncan Ellis

**Date:** 16/01/2013

**Position in organisation:** Lead person

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