

Community-Led Planning Application Form 2013/14

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

We strongly advise that you contact your Community Area Manager before completing your application.

1 - Your organisation or group

Name of organisation	Clyffe Pypard Parish Council		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Parish Council		

2 - Your project

In which community area does your project take place?	Parish of Clyffe Pypard which falls under the North East Wiltshire Villages Neighbour Planning Area (NEW-V)
Does your town/parish council know about your project?	YES
What is your project? Important: This section is limited to 300 characters only (inclusive of spaces).	Community Led Parish Plan for the parish of Clyffe Pypard. The Parish Council and Community Steering Group held a meeting on 6 th September 2012 and agreed to develop a parish plan which will be led by the steering group of volunteers sought directly from the community
Where will your project take place?	Parish of Clyffe Pypard
When will your project take place?	Preparation started in September 2012, and we aim to develop the plan using data from the Community Survey and consultation process by December 2013
How many people will benefit from your project?	All residents within the parish of Clyffe Pypard

<p>How does your project demonstrate a direct link to the community plan for your area?</p> <p>Please provide a reference/page no.</p>	<p>Feedback and data from within the community will be fed directly into the community and NEW-V neighbourhood plans and provides evidence of community needs and priorities for the Parish</p> <p>Copy of Surveys enclosed for reference. Questions were developed directly by the community following the first consultation meeting held by community volunteers</p>
<p>What is the link between your project and other local priorities? e.g. Priorities set by your area board and parish plans.</p> <p>Community-wide consultation undertaken as part of the Community Led plan will be shared with the Area Board and is evidence of the priorities and needs in this community. This will inform the work of the Parish Council and the NEW-V and Neighbourhood Boards.</p>	
<p>How did you discover there was a need for your project and how will your project benefit your local community?</p> <p>Important: Please do not type in paragraphs – This section is limited to 1200 characters only (inclusive of spaces) The Area Board encouraged the creation of a parish plan in the community as a means of identifying community needs and priorities. The process of preparing a plan will be community led by a representative steering group of community volunteers. They will engage widely with all local residents, community groups, businesses and other stakeholders and undertake a consultation exercise to find out what is valued and needed in the future. Data and Information from the consultation process will inform the action plan developed with the involvement of agencies and service providers to ensure that the actions identified, are deliverable. The parish plan provides: evidence to inform future decisions affecting the community, an impetus to help manage change (where it has been identified), a platform for local people to ‘have their say’ and provide the vehicle by which we can gather evidence on valued features of community life as well as provide evidence on future needs. The plan will also guide local decision making and inform the Parish Council of the community’s future aspirations.</p>	
<p>Any other information about your project.</p> <p>Although the Parish Council will be the applicant and recipient for grant funds, the work of preparing a plan will be undertaken by a temporary steering group of volunteers from the community. The PC will put in place arrangements for the steering group to be able to draw down grant funds to offset spending on community/parish planning. The PC will maintain close links with the steering group by providing a Parish/Town Councillor to be part of the steering group and also will ensure that regular reports of progress are made to the Parish Council. The PC will also put aside £200 towards the parish plan and offer support/room space for meetings if appropriate.</p>	

3 - Management

**How many people are involved in the management of your group/organisation?
Of these, how many are:**

Over 50 years	Male 3	Female 2
25 – 50 years	Male	Female
Under 25 years	Male	Female
Disabled People	Male	Female
Black and Minority Ethnic people	Male	Female

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

The project to prepare and develop a parish plan will be spread over more than one financial year and it is possible that additional funds will be needed from the precept in the second year of the project.

If you were not awarded the full amount requested, what would be the impact on your project?

Funding for community plans would be very difficult to secure from any other source. Any shortfall would impact on the ability of the steering group to engage widely and deeply with the community and undertake effective consultation. Ultimately this could impact on our ability to develop an effective parish plan.

How will you know whether your project has made a difference in the community?

Initially when the parish plan is completed and adopted by the PC and presented to the Area Board for inclusion within the Community Plan.

Action is taken to address needs identified in the community plan. Local and regional decision making is based on (and not contrary to) evidence collected from within the community.

<p>To whom have you applied for funding for this project (other than Wiltshire Council)?</p>	<p>None</p>	
<p>Have you been successful?</p>	<p>Not applied to other parties</p>	
<p>Have you or do you intend to apply for a grant from another area board within this financial year?</p> <p>If yes, please state which ones.</p>	<p>No</p>	
<p>Are you in receipt or anticipating other funding from Wiltshire Council for this project?</p>	<p>No</p>	
<p>4 - Information relating to your last annual accounts (if applicable)</p>		
<p>Year ending: NONE</p>	<p>Month:</p>	<p>Year:</p>
<p>A - Total income:</p>	<p>£ NONE</p>	
<p>B - Minus total expenditure:</p>	<p>£</p>	
<p>Surplus/deficit for year: (A minus B)</p>	<p>£</p>	
<p>Free reserves held:</p>	<p>£</p>	

5 - Financial information

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	
Initial meeting	£ 30	Own fundraising/reserves		£ nil
Initial Survey print	£ 180			£
Subsequent follow-up consultation	£ 100	Parish/town council		£ 200
Focus Groups x2	£ 120			£ nil
Publicity including Newsletter and website inclusion	£ 150	Trusts/foundations		£
CP Document Production	£ 120			£
Survey Creation (in kind)	£ 500	In kind		£ 1200
Data Entry & Analysis (in kind)	£ 700			£
	£	Other		£
	£	Area Board		£ 500
	£			£
	£			£
	£			£
Total Project Expenditure	£ 1900	Total Project Income		£ 1900

Total project income B	£ 1900 Including Area Board Grant £500 & £1200 in kind
Total project expenditure A	£ 1880 (1200 in kind)
Project shortfall A – B	£ nil
Award sought from Wiltshire Council Area Board	£ 500
Bank Details	
Please give the name of the organisations' bank account e.g. Barclays	
Please give the title name of the organisations' bank account e.g. current	

6 – Supporting information – Please enclose the following documentation

Enclosed (please tick)

1) Project Budget 2) Terms of Reference of the Community Steering Committee 3) Copies of Surveys developed

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 - Equalities and Inclusion – Wiltshire Council is committed to ensuring that its work through the Area Boards benefits all sections of our community and promotes equality and inclusion. To assist us in assessing how your application aims to meet our commitment to equality and inclusion, please provide a brief answer to the following:

- a) How does your project work to either (a) promote equality and access to services/facilities, and/or (b) reduce disadvantage?

Community-wide consultation will be undertaken to find out the needs of all sections of the community and their views about services and facilities currently enjoyed and needed in the future. Targeting methods will be used to find out the needs of minority groups within the community, including residents in remote areas of the parish

- b) How does your project work to promote inclusion, participation and good community relations?

The project is community led by volunteers from within the community. We will be using a range of participation methods, including personal advocacy, direct delivery and door to door collection plus group consultation, on-line (electronic) participation to ensure an inclusive process.

- c) Is your project targeted at a specific group? **NO – everyone within the Parish is eligible** If yes, please tick any of the following which apply

Under 25's Over 50's

Mostly or all men/boys Mostly or all women/girls

Specific minority ethnic groups (please state which groups)

Specific faith groups (please state which groups)

People/families on low income

Other disadvantaged groups (please state which groups)

8 - Declaration (on behalf of organisation or group) – I confirm that...

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. YES

If an award is received, I will complete and return an evaluation sheet. YES

That any other form of licence or approval for this project has been received prior to submission of this application. YES

That the necessary policies and procedures will be in place prior to the commencement of the project outlined in this application. **Only to the extent that the Parish Council is required to have these in place**

Child Protection 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. YES

I give permission for press and media coverage by Wiltshire Council in relation to this project. YES

Name:

Date:

Position in organisation: Parish Councillor and Chair of Community Led Steering committee

03 July 2013

Please return your completed application to the appropriate Area Board Locality Team