

## Community Area Grant Application Form 2010/2011

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	Chippenham Hospital Radio		
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 Registered Charity (No: 292802)		

### 2 - Your project

In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Chippenham
Does your town/parish council know about your project?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
What is your project?  Important: This section is limited to 300 characters only (inclusive of spaces).	To convert a storage room into an office for our volunteers to do some research/preparation/ for their programmes and also provide extra space for training new volunteers.
Where will your project take place?	At the radio station located in the grounds of the hospital
When will your project take place?	ASAP after we secure funding
How many people will benefit from your project?	17 volunteers patients & families
How does your project demonstrate a direct link to the community plan for your area?  Please provide a reference/page no.	Chippenham & Vilages Community Plan Range of services at Chippenham Hospital to be maintained and developed  Page 24 Item 6.3

**What is the link between your project and other local priorities?** e.g. Priorities set by your area board and parish plans.

**How did you discover there was a need for your project and how will your project benefit your local community?**

**Important: Please do not type in paragraphs – This section is limited to 1200 characters only (inclusive of spaces)**

From a management perspective we have a small team, which firstly we would like to retain but secondly we would like to grow this volunteer base. We are conscious that in order to do this we need to be able to demonstrate that we have a modern and reliable broadcasting facility. Improved facilities would benefit both current and new members and allow them to produce good quality programmes. The majority of our volunteers are from the local community and are made up of all different ages who come from different backgrounds. These would be the immediate beneficiaries but ultimately the benefits for the wider community are those who work and are cared for at the hospital who can tune in and hear our programming. Our service is streamed on-line so that when people leave the hospital they may wish to continue to enjoy our programming but also it gives friends and families of patients the opportunity to request a song and actually hear that song played.

**Any other information about your project.**

Training & Development is vital to enable us to continue to deliver the broadcasts. All volunteers who join our organisation and want to broadcast are required to take part in our 'Introduction to Broadcasting' course. The course covers everything from the technical side of broadcasting through to programme preparation and content. The length of the course is somewhat dependent on how quickly the individual learns but generally is for a couple of hours a week for a period of between 4-6 weeks. Volunteers come to us with different skill sets and backgrounds, the majority have no broadcast/radio experience and go on, in many cases to stay with us for many years simply enjoying a fun and rewarding hobby. Others have gone on to get involved with both Commercial and BBC radio stations. We are very mindful that although we are all volunteers we want to give people the knowledge and tools to empower them to produce entertaining and relevant programmes but also the confidence to do this.

### 3 - Management

**How many people are involved in the management of your group/organisation? 7**

**Of these, how many are:**

<b>Over 50 years</b>	<b>Male</b>	<input type="text" value="1"/>	<b>Female</b>	<input type="text"/>
<b>25 – 50 years</b>	<b>Male</b>	<input type="text" value="5"/>	<b>Female</b>	<input type="text"/>
<b>Under 25 years</b>	<b>Male</b>	<input type="text"/>	<b>Female</b>	<input type="text" value="1"/>
<b>Disabled People</b>	<b>Male</b>	<input type="text"/>	<b>Female</b>	<input type="text"/>
<b>Black and Minority Ethnic people</b>	<b>Male</b>	<input type="text"/>	<b>Female</b>	<input type="text"/>

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

N/A

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

The conversion of the storage room will be delayed until alternative funding is secured. This would mean the loss of an area where we could provide training and an additional area for our current volunteers to utilize for programme preparation.

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

Our community volunteer base will certainly benefit from an improved facility in which to broadcast. We would also hope that it would encourage new members via word of mouth or press coverage, which would mean that additional members of the community would be able to use our facilities. This would potentially be measured by the amount of new applications we receive after the project is completed.

**Have you contacted Charities Information Bureau for help with your application/ to seek funding?**

Yes  No

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

Chippenham Borough Lands Charity  
Chippenham Council  
First Great Western  
The Community Foundation

**Have you been successful?**

Yes  No

**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 ones.**

**Are you in receipt or anticipating other funding from Wiltshire Council for this project?**

Yes  No

**4 - Information relating to your last annual accounts (if applicable)**

**Year ending:** 2009

**Month:** March

**Year:** 2009

**A - Total income:**

£745

**B - Minus total expenditure:**

£1352

**Surplus/deficit for year: (A minus B)**

£607

**Free reserves held:**

£

## 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
Woodwork, desk top	£200	Own fundraising/reserves	£
Door + handles/hinges/closer	£260		£
3 Drawer Filing Cabinet	£70	Parish/town council	£
Dakota Operator Chair	£105		£
Pigeon Holes	£111	Trusts/foundations	£
	£		£
	£	In kind	£
	£		£
	£	Other	£
	£		£
	£		£
	£		£
	£		£
<b>Total Project Expenditure</b>	<b>£746</b>	<b>Total Project Income</b>	<b>£</b>

<b>Total project income B</b>	£0
<b>Total project expenditure A</b>	£746
<b>Project shortfall A – B</b>	£746
<b>Award sought from Wiltshire Council Area Board</b>	£746
<b>Bank Details</b>	
<b>Please give the name of the organisations' bank account e.g. Barclays</b>	Alliance and Leicester
<b>Please give the title name of the organisations' bank account e.g. current</b>	Current

## 6 – Supporting information – Please enclose the following documentation

### Enclosed (please tick)

- Written quotes including the one you are going to use
- Latest inspected/audited accounts or annual report
- Income and expenditure budget for current financial year
- Project budget (if applicable)
- 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.**

