



## 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	Wiltshire Scrapstore and Resource Centre		
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	Jubilee and Olympic celebration craft packs		
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 project is about providing community groups within the Corsham area with creative activity packs which will enable them to undertake celebration activities with the children in their groups throughout this summer during the jubilee and olympics. These packs contain enough resources for up to 30 children to take part in the activity and will allow individual creativity to their own level depending on age and ability. These packs are designed to give the children an end product which they can take home and keep as a memorable childhood activity to represent their celebrations of 2012.		
In which community area does your project take place? (Please give name – see section 3)	Corsham		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date 19/4/2012	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date 19/4/2012	No <input type="checkbox"/>

<b>Where will your project take place?</b>	Community groups working with children in the Corsham area
<b>When will your project take place?</b>	Summer 2012
<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 800 characters only (inclusive of spaces)</i>	We were inundated with requests to go along to various community celebrations, particularly in the Corsham, Chippenham and Melksham areas during this summer. Most of those approaching us were running community events and had little or no money to pay for us to go along. We have no funding to just send someone or to donate resources, so a group of volunteers developed this Creative Activity pack as an alternative for groups to use. With funding we can then give these for free to specific groups helping them resource their celebrations with children in their community. We have emailed all our existing members running groups for children in the corsham area to see if they are planning celebrations and whether they would find such activity packs beneficial and the response has been incredible!
<b>How many people will benefit from your project?</b>	1200 children
<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?</b>  <b>Please provide a reference/page no.</b>	Craft packs comprise materials previously destined for landfill which contributes to reducing, reusing and recycling materials.  pg 5,
<b>Any other information about your project. (Limited to a 1000 characters)</b> This project is based on reusing and recycling materials that were destined for landfill. All items included in the activity packs are from resources donated from local businesses that would otherwise have been thrown away. By using these resources in this summers celebrations children will be made aware of the benefits of using reusable resources in their craft work. They will be able to take home a handmade memento such as streamer, sunglasses or bunting which they can keep as a treasured memory of this years celebrations, in the knowledge that they have supported the ethos of recycling within their activity. This activity will encourage corsham community groups to take part in national celebrations whilst bearing in mind the recycling ethos which is so important to the future of reducing waste heading for landfill. We will include information about our charity in the packs to encourage people to bring to us any unwanted fabrics, wools, chinaware etc that might be upcycled.	
<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 checked="" type="checkbox"/>
<b>Could your project be funded from your reserves?</b>	Yes <input type="checkbox"/> No <input checked="" 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 checked="" 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="2"/>	Female	<input type="text" value="3"/>
25 – 50 years	Male	<input type="text" value="1"/>	Female	<input type="text" value="2"/>
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?**  
This is a one off project due to the nature of the celebrations, but other such activity packs are available for groups to purchase if they wish to do so.

**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?**

Each activity pack will be provided with an evaluation sheet for each group to return to us. We will also ask for photos to be emailed to us or posted on our facebook site to show how the children have made use of the resources.

<b>Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?</b>	Yes <input type="checkbox"/> Date contacted CIB      No <input checked="" type="checkbox"/>		
<b>To whom have you applied for funding for this project (<i>other than Wiltshire Council</i>)?</b>  <i>Please list with amount applied for and whether you have been successful</i>	<b>Name of Funder</b>	<b>Amount Applied For</b>	<b>Amount Received</b>
<b>Have you or do you intend to apply for a grant from another area board within this financial year?</b>  <i>If yes, please state which one(s).</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  Melksham and Chippenham		
<b>Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

4. Information relating to your last annual accounts (if applicable)				
Year ending: 2011		Month: March	Year: 2011	
A - Total income:		£341154		
B - Minus total expenditure:		£303190		
Surplus/deficit for year: (A minus B)		£37964		
Free reserves currently held (i.e. money not committed to other projects/operating costs)		£46504		
5. Financial information – <i>If you can claim back V.A.T. please <u>exclude</u> 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.</i>				
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	
40 packs @ £25	£1,000	Own fundraising/reserves		£
	£			£
	£	Parish/town council		£
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£			£
	£	Other		£
	£			£
	£			£
<b>Total Project Expenditure</b>	<b>£1,000</b>	<b>Total Project Income</b>		<b>£</b>
<b>Total project income B</b>		£		
<b>Total project expenditure A</b>		£1,000		
<b>Project shortfall A – B</b>		£1,000		
<b>Grant sought from Wiltshire Council Area Board</b>		£1,000		
Bank Details				
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:**

**Date:** 19/04/2012

**Position in organisation:** Director

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