



Ref No.

Community Projects Fund

Application Form for Capital grants

This authority has a duty to protect public funds and the information provided on this funding application and information contained in any accompanying documents will become a matter of public record, may be shown to other departments and will be made available to the general public (unless you tell us that it is confidential).

<p>1. Project title and Ward supporting this application Ward details can be found in your attached letter Ampneys & Hampton</p>
<p>2. Organisation's name and contact details of lead applicant:</p> <p>Organisation:</p> <p>Name: Mrs Anne Bridges Position: Chair of Management Committee</p> <p>Address: 53 Pheasant Way, Cirencester</p> <p>Post code: GL7 1BJ Tel no: Fax no:</p> <p>Email:</p> <p>What is the status of your organisation? Please tick</p> <p>Registered charity <input checked="" type="checkbox"/> (please include number) 212434</p> <p>Not for profit <input type="checkbox"/> Other <input type="checkbox"/> please state _____</p>
<p>3. Brief description of the project (Please explain what your project is about and what you hope to achieve)</p> <p>Replacement of windows in Ampney Crucis Village Hall and associated redecoration.</p>
<p>4. State how this project will benefit the local Community (Please explain why this project is important for your ward and provide evidence of how it meets an identified local need)</p> <p>The village hall is a valuable amenity for the local community. The window frames are now rotting and the leaded lights loose. Replacement windows will eliminate condensation, help conserve heat and be more energy efficient.</p>



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5. Please state local support for the Project (Please provide evidence of local support, such as letters from users, residents, parish or town council, details of local fund-raising, petitions or surveys etc and give details of similar facilities in the locality):

Letters enclosed.

6. Project costs (Please give a breakdown of costs, with supporting information including copies of quotations. Professional fees should be listed separately. Please note the grant will not cover VAT where this is recoverable):

Breakdown of costs	Amount	Quotes obtained Yes/No	Further explanations
Windows	£ 12,000	Yes	In order to comply with planning and conservation officers
Redecoration	£ 1,000	Yes	Making good and decorating walls only
	£		
	£		
	£		
	£		
Total	£ 13,000		

Professional Fees	Amount	Notes
	£	
	£	
	£	
Total	£	

Is VAT included in the above cost? Yes No (please tick as appropriate)

If yes, will VAT be reclaimed from H.M. Customs and Excise? Yes No (please tick as appropriate)

VAT registration number: _____



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7. Funding (Please complete the table and state what other funding you have attracted or you may not. This might include parish or town council support, charitable trust applications, local fundraising etc.)

Source	Amount	Confirmed Yes/No	Notes
Grant requested from CDC	£3,250	No	
Other sources (please specify)			
Ampney Crucis Community Council	£5,000	No	Decision end of June.
Summerfield Charity trust	£ 5,000	No	Stage 1 of application due 20.04.15
	£		
	£		
Total	£13,250		

Are any of the other funding sources dependant on this application?

Yes No (please tick as appropriate)

If yes, please give details of how this may affect your application:

What difference will CDC's grant make to the completion of this project:

The award of a grant from the CDC will mean that the project can go ahead before the winter and ensure that a valuable community amenity has a viable future.

8. What reserves/assets are you required by your constitution/legal obligations to retain? Please give details of the reserves you are required to retain eg. *equal to one year's annual revenue expenditure.*

Our auditor has always recommended we have a reserve of £10,000 in case the roof requires attention.

If your project involves major building work how will you maintain the ongoing revenue costs incurred? e.g. maintaining the completed building and any repairs arising from this.

Work to be completed during August when bookings are low and completed in a three week period.



9. Timescale of project:

Expected Start date: August 2015 Expected completion date: August 2015

Are there any other Key deadline dates? Yes No (please tick as appropriate)

If yes, please complete the table below.

Key deadline dates	Factors that affect these deadlines

10. Describe how you will manage, monitor and evaluate the project:

Managing the project	
Who will do it?	Harold Stevens & Frank Perkins
How will they do it?	Daily visits to site
What controls are in place?	The contractors are a well-established company

Monitoring the project	
Who will do it?	Frank Perkins & Harold Stevens
How will they do it?	Regular site visits and close liaison with contractor.
What controls are in place?	Contractor will have sole use of the Hall. Pre-contract meeting to ensure insurance and necessary health and safety measures are in place.



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Evaluating the project	
Who will do it?	Village Hall Management Committee.
How will they do it?	Check materials and workmanship are to specification provided.
What controls are in place?	Regular site visits will ensure work is up to specification.

11. Ward Member(s) approval of the project:

Name of Ward Member(s): Sir Edward Horsfall

Ward Member(s) comments:

Ward Member(s) signature(s) :

12. Declaration (please sign the following statement):

I declare that to the best of my knowledge the information in this form is accurate and that any funding secured will be used only for the purpose stated.
If funding is secured, I will complete and adhere to a Project Profile, which will describe the agreed project outcomes and timescale and the processes for monitoring, reporting and payment.

Name: (please print) Anne Bridges

Signed:

Date: 15 April 2015



**COTSWOLD
DISTRICT COUNCIL**

Please return this form to:

Joseph Walker, Community Planning Officer, Cotswold District Council, Trinity Road,
Cirencester, Glos. GL7 1PX

Email: Joseph.walker@cotswold.gov.uk

Telephone: 01285 623146

Supplementary notes:

- 1) You need to complete all of this form or we will be unable to process your application. You may be asked to provide further information at a later date.**
- 2) A checklist of the supplementary information and documentation is detailed on a separate sheet for easy reference.**

Please note if you do not answer all of the questions or supply the information required we will return your application. This may result in a delay in the application being processed.



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1. Project title and Ward supporting this application <i>BLADINGTON VILLAGE HALL</i> Ward details can be found in your attached letter <i>BEACON STOW</i> <i>STRUCTURAL REPAIRS</i>
2. Organisation's name and contact details of lead applicant: Organisation: <i>BLADINGTON VILLAGE HALL</i> Name: <i>MRS J. BEACHAM</i> Position: <i>SECRETARY</i> Address: <i>9, JACKSON ROAD, BLADINGTON</i> Post code: <i>OXT 6XN</i> Tel no: <i></i> Fax no: <i>—</i> Email: <i></i> What is the status of your organisation? Please tick Registered charity <input checked="" type="checkbox"/> (please include number) <u><i>234825</i></u> Not for profit <input type="checkbox"/> Other <input type="checkbox"/> please state <u><i></i></u>
3. Brief description of the project (Please explain what your project is about and what you hope to achieve) <i>Structural strengthening of roof supports including replacement structural ceiling. Rebuild of west wall to enable foundations to be laid and uprighting where movement has occurred. [Structural Engineer's Report attached]</i>
4. State how this project will benefit the local Community (Please explain why this project is important for your ward and provide evidence of how it meets an identified local need) <i>The Hall is the only community meeting place in the village and is widely used by all age groups. It is currently closed so that the work can be done and the roof slates replaced.</i>



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5. Please state local support for the Project (Please provide evidence of local support, such as letters from users, residents, parish or town council, details of local fund-raising, petitions or surveys etc and give details of similar facilities in the locality):

Letters of support attached as well as ~~xxx~~ extracts from the village newsletter. Appeal leaflet sent to every house. Fundraising posters.

6. Project costs (Please give a breakdown of costs, with supporting information including copies of quotations. Professional fees should be listed separately. Please note the grant will not cover VAT where this is recoverable):

Breakdown of costs	Amount	Quotes obtained Yes/No	Further explanations
Gable End	£30,650		
Structural Ceiling	£10,467		
Rear elevation roofing	£11,830		
Timber repairs	£6,412		
Scaffolding	£750		
	£		
Total	£60,109		

Professional Fees	Amount	Notes
Structural Engineer	£750	Reports attached
	£	
	£	
Total	£750	

Is VAT included in the above cost? Yes No (please tick as appropriate)

If yes, will VAT be reclaimed from H.M. Customs and Excise? Yes No (please tick as appropriate)

VAT registration number: _____

7. Funding (Please complete the table and state what other funding you have attracted or you may not. This might include parish or town council support, charitable trust applications, local fundraising etc.)

Source	Amount	Confirmed Yes/No	Notes
Grant requested from CDC	£5,000		
Other sources (please specify)			
Village Appeal	£45,000		To hand or promised.
Fund Raising	£12,000	No	
	£		
	£		
Total	£62,000		



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Are any of the other funding sources dependant on this application?

Yes No (please tick as appropriate)

If yes, please give details of how this may affect your application:

What difference will CDC's grant make to the completion of this project:

It will allow the work to be completed and the hall to be back in use. The roof slates were removed in Nov. '14 and the roof has been sheeted over ever since. It is essential to be able to complete the whole project.

8. What reserves/assets are you required by your constitution/legal obligations to retain? Please give details of the reserves you are required to retain eg. equal to one year's annual revenue expenditure.

None.

If your project involves major building work how will you maintain the ongoing revenue costs incurred? e.g. maintaining the completed building and any repairs arising from this.

The committee is preserving the normal account for general running expenses, insurance etc.



9. Timescale of project:

Expected Start date: April 2015 Expected completion date: July/Aug 2015

Are there any other Key deadline dates? Yes No (please tick as appropriate)

If yes, please complete the table below.

Key deadline dates	Factors that affect these deadlines

10. Describe how you will manage, monitor and evaluate the project:

Managing the project	
Who will do it?	MR S. TYACK - Holding Trustee and local builder who lives in the village. He is very familiar with the Hall.
How will they do it?	Constant communication with the builder and observation of progress and work done.
What controls are in place?	The management committee will also ensure work is on-going and satisfactory.

Monitoring the project	
Who will do it?	The Management Committee led by the Chairman.
How will they do it?	Liaison with builder and project manager. Frequent site visits
What controls are in place?	Payments are staged and can be withheld if work is unsatisfactory. Photographic record of work in progress.



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<p>1. Project title and Ward supporting this application WHITTINGTON VILLAGE HALL Ward details can be found in your attached letter <u>SANDYWELL WARD.</u></p>
<p>2. Organisation's name and contact details of lead applicant:</p> <p>Organisation: Lightbourne Lawrence Educational Foundation</p> <p>Name: A.K. Brassington Position: Chairman</p> <p>Address: 1 Brockhampton Mews, Brockhampton Cheltenham</p> <p>Post code: GL54 5SP Tel no: Fax no: —</p> <p>Email:</p> <p>What is the status of your organisation? Please tick</p> <p>Registered charity <input checked="" type="checkbox"/> (please include number) <u>311605</u></p> <p>Not for profit <input type="checkbox"/> Other <input type="checkbox"/> please state _____</p>
<p>3. Brief description of the project (Please explain what your project is about and what you hope to achieve) At present the windows leak & run with condensation. This causes rot to the window ledges & damp in the plaster. Replacing all the windows will cure this (and following our re-roofing which you helped) will result in a weather proof exterior. Then in future we can turn our attention to the inside.</p>
<p>4. State how this project will benefit the local Community (Please explain why this project is important for your ward and provide evidence of how it meets an identified local need)</p> <p>The Village Hall is the only facility in the parish and is used by over 2000 per year. (See actual footfall figures for 2014)</p> <p>It is also a Council Designated Place of Safety in the case of major incidents. Therefore it is our responsibility to keep it in good condition.</p>



COTSWOLD DISTRICT COUNCIL

5. Please state local support for the Project (Please provide evidence of local support, such as letters from users, residents, parish or town council, details of local fund-raising, petitions or surveys etc and give details of similar facilities in the locality):

Show Committee - see letter
Parish - see letter

6. Project costs (Please give a breakdown of costs, with supporting information including copies of quotations. Professional fees should be listed separately. Please note the grant will not cover VAT where this is recoverable):

Breakdown of costs	Amount	Quotes obtained Yes/No	Further explanations
QSD Htd Cheltenham	£ 4,295	YES	Quote enclosed.
	£		
Cotswold Windows	£ 4,312	YES	" "
	£		
Countryside Windows	£ 5,701	YES	" "
	£		
Total	£		

Professional Fees	Amount	Notes
	£	
	£	
	£	
Total	£	

Is VAT included in the above cost? Yes No (please tick as appropriate)

If yes, will VAT be reclaimed from H.M. Customs and Excise? Yes No (please tick as appropriate)

VAT registration number: N/A

7. Funding (Please complete the table and state what other funding you have attracted or you may not. This might include parish or town council support, charitable trust applications, local fundraising etc.)

Source	Amount	Confirmed Yes/No	Notes
Grant requested from CDC	£ 1,075		
Other sources (please specify)			
SHOW COMMITTEE DONATION	£ 2,000	YES	voted on
TRUSTEES RESERVES	£ 2,000 2	YES	voted on
	£ 1,220		
	£		
Total	£		



Are any of the other funding sources dependant on this application?

Yes No (please tick as appropriate)

If yes, please give details of how this may affect your application:

→

What difference will CDC's grant make to the completion of this project:

Allow us to preserve our capital funds - necessary in view of our intention to upgrade the interior.

8. What reserves/assets are you required by your constitution/legal obligations to retain? Please give details of the reserves you are required to retain eg. equal to one year's annual revenue expenditure. *None.*

If your project involves major building work how will you maintain the ongoing revenue costs incurred? e.g. maintaining the completed building and any repairs arising from this.

Keep time taken to minimum & reschedule bookings.



9. Timescale of project:

Expected Start date: As soon as Grant Decision received Expected completion date: _____

Are there any other Key deadline dates? Yes No (please tick as appropriate)

If yes, please complete the table below.

Key deadline dates	Factors that affect these deadlines
Must be completed before the end of August.	So that the Village Show - held first sat in Sept - can go ahead.

10. Describe how you will manage, monitor and evaluate the project:

Managing the project	
Who will do it?	Dave Pinchin - Chairman Hall Management Comm. Retired but previously responsible for the restoration of the Whittington Estate cottages.
How will they do it?	Daily - lives next door to site.
What controls are in place?	Reports to Chairman of Trustees

Monitoring the project	
Who will do it?	Chairman of Trustees - myself.
How will they do it?	weekly checks.
What controls are in place?	



Evaluating the project	
Who will do it?	Bob White - treasurer
How will they do it?	Get reports from Dave Prichard & myself.
What controls are in place?	

11. Ward Member(s) approval of the project:

Name of Ward Member(s): Robin Hughes - Sandywell ward.

Ward Member(s) comments: I am very happy to support this application, I think that Mr. Brassington and Mr. Prichard do a brilliant job preserving & maintaining this building.

Ward Member(s) signature(s) :

12. Declaration (please sign the following statement):

I declare that to the best of my knowledge the information in this form is accurate and that any funding secured will be used only for the purpose stated.
If funding is secured, I will complete and adhere to a Project Profile, which will describe the agreed project outcomes and timescale and the processes for monitoring, reporting and payment.

Name: (please print) Alexander Kim Brassington -

Signed:

Date:



**COTSWOLD
DISTRICT COUNCIL**

Please return this form to:

Joseph Walker, Community Planning Officer, Cotswold District Council, Trinity Road,
Cirencester, Glos. GL7 1PX

Email: Joseph.walker@cotswold.gov.uk

Telephone: 01285 623146

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