



Grant Application Form

Which type of Grant or Subsidy are you applying for? (please ✓)

- 1. City Grant**
 2. Rent Reduction Scheme
 3. Guaranteed Community Grant
 4. General Community Grant

If you are applying for a Guaranteed Community Grant please indicate below if you are applying for a grant over 1, 2, or 3 years?

1 year 2 years 3 years (please ✓)

Contact Name:	Mike Lennard	
Position:	Chairman	
Organisation:	Salisbury Transition City C.I.C.	
Contact Address:	7, Hussey's Almshouses Castle Street Salisbury SP1 3SZ	
Telephone Number:	01722 239 963 M: 07971 258 993	
Email:	Mike.lennard876@gmail.com	
Status of Organisation:	Community Interest Company (CIC)	
Charity/Company number if (if applicable)	Charity No: Company No: 10059867	
What geographical area does your organisation cover?	15-mile radius of Salisbury	
How long has your organisation been in existence? (Please ✓)	Less than one year	
	Between one and five years	✓
	More than five years	

Please be aware for all applications of £1000 or more, the applicant must provide a presentation about the project to the Communities Working Group

If you have any specific communication needs, tell us what they are

Textphone specify)

Sign language

Other language (please

Other

1. Organisation Background

Have you applied for or received a grant/subsidy from Salisbury City Council in the last 5 years?	Date Applied	Project	Amount Applied for	Were you successful
(Please list – continue on a separate sheet if necessary)	2017	Sustainable Salisbury	£1,000.00	Yes
<p>What are the aims and objectives of your organisation</p>	<p><i>The objects of the Company are to carry on activities which benefit the community and in particular (without limitation) to the City of Salisbury and surrounding area who are interested in living in a sustainable way.</i></p>			
<p>Describe the main activities of your organisation?</p> <p><i>If you are a new group describe the services/activities you plan to provide</i></p>				
<p>Please demonstrate your organisation's commitment to equal opportunities</p> <p>(please enclose any relevant policies)</p>	<p>Salisbury Transition City seeks to be an equal opportunities organisation. It aims to ensure that no job applicant, volunteer, or service user receives less favourable treatment on grounds of age, gender, disability, race, marital status, sexual orientation, religion, colour, nationality or ethnic origin, nor be disadvantaged by conditions or requirements which cannot be shown to be justified.</p> <p><i>All trustees, staff and volunteers are expected to comply with the policy and amendments that may be approved by the Board of Directors.</i></p>			

	Yes / No or NA
Is this a retrospective application?	No

Are you part of a religious group	No
If this application is for a school is this for a project that benefits the wider community and is in addition to statutory services?	NA
If application is from Education, health or social service establishment – is the project in addition to statutory services?	NA

2. Your project

Project	Start Date	22 /06 /2019
	Finish Date	22 /06 /2019
	Total Cost	£2,300.00
	Grant Applied For	£1,000.00

Project title	“Sustainable Salisbury 19”
<p>Description of project - <i>Try to be specific about what you will achieve and how you will achieve it, telling us how your grant or subsidy will benefit your community</i></p> <p>(please continue on a separate sheet if necessary)</p>	<p>Agenda 21 and the Wiltshire Wildlife Trust previously organised the Salisbury Green Fair, last held in June 2014. When Agenda 21 folded and passed on some of their assets and members, Wiltshire Council expressed a wish for the Green Fair to be continued. As Salisbury Transition City covers a wider range of issues and is non-political the event has been renamed as 'Sustainable Salisbury'. The main objective of this event is to create Youth Transition Groups under the Salisbury Transition City umbrella. The event will showcase sustainability solutions and projects to educate our residents, particularly our youth, in the need to build a sustainable community for Salisbury City and a 15-mile radius of it. This aligns considerably with both Wiltshire Council's and Salisbury City Council's objectives in many respects. The event will be a springboard for our plan to engage with colleges, schools, parishes and local organisations like 'Seeds4Success' to create a sustainable healthy and happy future for generations to come throughout our catchment area. Stalls will showcase commercial and non-commercial solutions to sustainability issues. Alongside these our own Project Teams will display their achievements and on-going projects.</p>
Where in Salisbury will the project / activity take place?	Guildhall Square
<p>Who will benefit from the project?</p> <p><i>Please tell us what groups will benefit and approximately how many people will benefit in total, please give a number, do not put 'everyone in the area' an estimate is fine if you cannot be exact</i></p>	Residents of Salisbury City and surrounding areas. The event coincides with Market Day to make it available to the wider, Salisbury Community.

<p>What evidence do you have that this project/activity is required?</p> <p><i>Tell us how you have identified the need for the project, whether within your group or community and how you think your project will meet this need</i></p>	<p>This is the 4th year of staging this event and its value is confirmed by national organisations, returning each year, and the increase in awareness of sustainability issues/solutions within the community.</p>
<p>What support have you received for this project/activities?</p> <p><i>Please tell us about any expressions of support you have received from outside your organisation</i></p>	<p>Other organisations, like Wiltshire Wildlife Trust and World Wildlife Trust approach us to be stall holders, each year. Both Wiltshire and Salisbury City Councils held stalls last year.</p>
<p>How will the project/activities be managed and how will you measure its success?</p>	<p>We measure success by attendance figures and feedback from stall holders.</p> <p>Event management is achieved, using an “Event Management Plan”. Our members are on hand to give advice and direction. There are also qualified personnel to fulfil the roles of “Fire Officer”, “First Aid Officer”, etc. Overall responsibility lies with the Chairman.</p>

<p>Please give the timescale and key changes/benefits and objectives for your project/activities, including start date and finish date</p> <p><i>These will be used in your end of year/end of project monitoring report for you to report against</i></p>	<p>The event takes place on Saturday, 22nd June 2019 and is open to the Public from 9am till 4pm.</p> <p>A key objective is to engage with local youth with intention of setting up a youth branch of Salisbury Transition City.</p>
<p>What arrangements do you have in place to ensure safeguarding of children and young people</p> <p><i>Applicable only if your project involves working with this client group</i></p>	<p>We have members who are or have been Teachers or Police Officers, also, our main Salisbury Transition City Stall is a Safe Place.</p>

3. How will you pay for your project?

Tell us how much money you need for your project/activity

- a) Provide a FULL breakdown of the costs involved in your project
- b) Show how much of the funding you are requesting towards this element

Include extra sheets if necessary

Item or activity	Total cost	Funding requested
Hire of Guildhall Square	£200.00	
Hire of gazebos (30@ £10)	£300.00	
Promotion	£300.00	
Feather banners	£300.00	
Insurance	£202.24	
Medical Cover	£222.80	
Sound equipment	£TBA	
Fairie Face Painter	£180.00	
Totals (Estimated, based upon last year)	£1,752.00	£1,000.00

3.1 If you are applying for a Guaranteed Grant or to the Rent Reduction Scheme please also complete the table below

Please use general headings indicated in the FULL breakdown listed previously, using columns A-C to tell us how much funding you are requesting in years 1-3.

Use extra sheets if required

Item or activity	A	B	C	D
	Year 1	Year 2	Year 3	Total Cost
	£	£	£	£
	£	£	£	£
	£	£	£	£
	£	£	£	£
	£	£	£	£

	£	£	£	£
	£	£	£	£
	£	£	£	£
Totals	£	£	£	£

3.2 Please list any applications you have made for funding from other organisations in the table below:

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)

What are the main risks for the success of the project/activity and how will these risks be managed? E.g. health and safety, financial challenges	A full risk assessment is carried out, defining how risks will be managed and their level of risk. This is contained in our "Event Management Plan"
If your organisation/group has financial reserves, for what purpose are they held?	Reserves are held to cover the cost of meeting venues and various project expenses.
If your reserves are more than the amount you are requesting, please explain why you are making this application	

4.0 Further information enclosed Checklist

	Enclosed (please ✓)
A copy of your organisations most recent bank statements (mandatory)	✓
Copies of all relevant Employer's, Building & Public Liability Insurance Certificate if appropriate (mandatory)	✓
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisations status)	✓
A copy of your organisations latest set of accounting statements (if any exist)	✓
Copies of any letters of support for your project	
Other (please list)	

If any of the above documents have not been enclosed, please give reasons why in the box below:

Please confirm if the bank account your project is using is on the project/organisation name with 2 authorised representatives required to sign each cheque?	Confirmed

Declaration by the applicant


I/we declare that, to the best of my /our belief, the information on this application form and in any enclosed supporting documentation is correct

I/we declare that, I/we have read the City Council's Grant Policy and believe to the best of my/our knowledge, that we meet the criteria set out by the Policy

I/we accept the following:

- I. That any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered,
- II. That for applications of £1000 or more, a presentation is required by the applicant(s) to the City Council. This will be arranged prior to any meeting by the City Council Active Communities Team
- III. That any grant offered will be used only for the purpose set out in this application and
 - Iç. That we will provide reports on progress at the request of the City Council
 - ç. That should any grant offered, not be used in accordance with the terms and conditions set out by the City Council, I/we undertake on behalf of the organisation to repay the outstanding amount to the City Council on demand

Please be aware that the decision as to whether you have been successful in your application will be communicated to you shortly after the relevant council meeting

Signed :		
Name(s):	Mike Lennard	
Position(s):	Chairman	
Date:	23/04/19	

Salisbury City Council will not sell or rent your personally identifiable information to anyone, or use the data for any other purpose incompatible with the purpose for which it was originally collected (Guaranteed Grants Application).

We will only hold your information for as long as necessary for the purposes (a year after the event)

I consent for my personal data being held for the purposes listed X

Please remember:

If you have not answered all the relevant questions and sent all the information we require, **we will return your application to you and this will cause a delay.**

Please send your application to:

Communities Team, Salisbury City Council, Bemerton Heath Centre, 58-60
Pinewood Way,
Salisbury, SP2 9HU