

HALEWOOD
TOWN COUNCIL

COMMUNITY
CHEST FUND
(established 2004)

SUPPORTING
HALEWOOD'S
COMMUNITY
AND VOLUNTARY
GROUPS

**FUNDED BY HALEWOOD TOWN
COUNCIL
(Revised Documentation July 2010)**

CONTENTS

- Introduction
- Objectives & Aims
- Eligibility Criteria
- Grants Payments & Conditions
- Guidance Notes for Completing the Application Form
- Application Form

HALEWOOD TOWN COUNCIL

Community Chest Fund

Halewood Town Council operates a “Community Chest” Fund, which is funded entirely by the Town Council, and replaced the previous “Community Resource Fund”, (which was jointly funded by the Town Council and Halewood Regeneration Partnership), in 2004.

The Community Chest Fund exists to make grants available for community groups/voluntary organisations that want to make Halewood a better place to live and work.

Grants are available for projects that meet at least one aim and one objective of the Fund’s criteria, and the completed application form should reflect which of these aims and objectives the applicant is applying under.

It is recognised that the procedures may appear bureaucratic, but are the minimum essential to ensure that public funds are properly accounted for. Halewood Town Council has tried to make the Fund as accessible as possible, as they wish to see it used for the benefit of the Halewood Community.

If you require any assistance in making an application, please contact the Town Council’s Admin Office on 0151 443 2063.

The Applicant's Pack

This pack includes all the information which needs considering before submitting an application.

OBJECTIVES

The revised Halewood Community Chest Fund has a number of objectives, which are as follows: and applicants are reminded that the application form should indicate which objective(s) the bid is being submitted under.

No 1. Benefits to the health and well being of the community: through new community arts, sports or creative leisure services and facilities established; provision of equipment, skills training or other support for voluntary groups; projects of benefit to marginalized or vulnerable groups such as older people, disabled people, homeless people, unemployed people or single parents; community transport initiatives; advice and information projects; community safety; community safety initiatives.

No 2. Benefits to the Environment: support for Local Agenda 21 initiatives; projects that contribute to sustainability including recycling, energy conservation, and community composting schemes and environmental improvement schemes.

No 3. Benefits to the community and business sector: by tackling crime: reducing the fear of crime and improving community safety.

No 4. Benefits to the local economy: through jobs created; people trained; work experience obtained; volunteers recruited as a route to employment; education opportunities provided; creation of child care places for women and single parents returning to work or training; research projects; feasibility studies or consultancy fees for new community businesses.

AIMS

The revised Halewood "Community Chest" Fund will support eligible projects that can demonstrate one or more of the following aims, which applicants are once again reminded that the application form should indicate which aim(s) the bid is being submitted under:

No 1. To enable local people, living, working and/or attending educational activities in Halewood, to become involved in the social and economic regeneration of their communities through locally devised projects.

No 2. To develop skills and support the organisation of community and voluntary groups in the area and facilitate networking and collaboration locally, so that the benefits are felt far into the future.

No 3. To link, wherever appropriate, with other schemes and projects to provide local community ownership and to ensure effective integration within the Halewood community.

No 4. To assist to optimise other funding sources wherever appropriate.

ELIGIBILITY CRITERIA

- The Halewood “Community Chest” Fund will be available for community and voluntary groups to boost their present activities and to help form new groups.
- It is unlikely that grants will be awarded for a single person project or use, unless the applicant can demonstrate to the Town Council, that special circumstances surround the application and that it strongly meets the aims and objectives of the Fund.
- The fund particularly wishes to encourage groups and people thinking of forming a new group to identify projects of a general advantage to the community.
- Projects must be based in Halewood.
- Preference will be given to schemes that stimulate new ideas and approaches that are of advantage to the community.
- Priority will be given those groups that can display a good track record of past achievement or to new groups which can demonstrate future potential.
- Groups may apply for grants as they find necessary, but there will be a presumption against regular items of expenditure, which have received funding previously.
- The Fund must not be used for political or religious activities.
- The Fund must not be used for trips outside the Borough, unless:
 - a) the trip can be proven to be of an educational nature, or
 - b) the trip is for people with learning or physical disabilities.

Grants for trips outside of mainland Britain are subject to the applicants demonstrating to the Town Council that educational or other benefit to those residents of the Township will result. The Town Council reserve the right to

request postcodes of those from the Township who will be embarking on such an organised event.

- The Fund must not be used for normal repairs, maintenance or redecoration to any premises, equipment, or vehicles.
- The project/activity must meet with at least one aim, and one objective of the listed “Community Chest” Fund’s “Aims and Objectives”, and clearly indicated as such on the application form.
- No organisation can apply for more than one grant to be awarded within a municipal financial year (April to March).
- The Town Council reserves the right not to award grants to applicants, who in their opinion, are legally funded for such activity from their prime funding source.
- **Where an application is for equipment, evidence in the form of three different written quotations must be supplied with the completed application. This also relates to the provision of external services, (where applicable).**

GRANT PAYMENTS AND CONDITIONS

GRANT PAYMENTS

- It is unlikely that favourable consideration will be given to a grant of less than £100, and more than £1,000.
- Grants will not be paid for items of expenditure that have been incurred prior to grant approval.

GRANT CONDITIONS

- Applications can be approved, rejected or deferred pending the supply of further information that the Town Council may request. In particular, youth organisations seeking grants must provide evidence that current CRB checks are held by individuals supervising the group.
- Written evidence that the grant has been used, along with copies of receipts, must be supplied to the Town Council within six months of the receipt of the grant cheque. **Organisations who are awarded a grant from the Community Chest Fund must also provide a written progress report, no later than six months after the receipt of the award.**
- Halewood Town Council has the right to reclaim unused, or misappropriated Community Chest grants made.

- Halewood Town Council reserve the right to make specific provisions on the use of particular grants.
- Organisations in receipt of grant aid from the Community Chest Fund must acknowledge the assistance given by the Town Council in their publicity material, whenever possible (i.e website, newsletter, information leaflets etc).
- Registered Charities applying for a grant should ensure that in compliance with the Charity Commission's regulations, that annual accounts have been submitted. Halewood Town Council will verify that such action has been taken, and may defer or reject the application if such compliance is found not to have been made.

Canvassing will result in disqualification of the application

**A REASONED DECISION OF THE AWARDING BODY IS FINAL
AND UNSUCCESSFUL APPLICANTS HAVE NO RIGHT OF APPEAL**

GUIDANCE NOTES FOR APPLICANTS

These notes have been produced to help you to complete the application form. Please read through them fully before completing the form.

Completing the Application Form

Please complete the form using black ink.

About Your Organisation

1. State the name of the organisation/group that is applying for Community chest Fund support in block capitals.
2. Contact Details – complete in block capitals. Given details of two people that can be contacted regarding the application. One of these contacts will be required to sign the declaration at the end of the form.
3. State the address where the organisation/group normally meet. Complete in block capitals.
4. Briefly outline the aims and objectives of your organisation/group; its purpose and role in the community.
5. Specify how long the group has been established.
6. Specify how many members the group has.
7. This question is very important, and it would also be useful if the number of Halewood residents can be expressed as a percentage of the total membership shown as your answer to No 6. The Town Council reserves the right to request postcodes of those from the Township who will be embarking on such an organised event.
8. State how many paid staff your organisation/group employs. If you do not employ staff, please state “none”.
- 9-13. Please complete all of the questions, stating either “yes” or “no” in each case. Add additional information where appropriate.
14. Bank Details: In order to receive funding from the Community Chest Fund, your organisation/group will need to have a bank/building society/post office account for grant assistance to be paid into. It is regretted that no cheques can be made out to individuals.

About Your Project:

15. Please state the name of your project
16. Clearly describe the project for which you are applying for funding. This description should explain what the money would actually be used for. The project should support and contribute to the partnerships overall objectives, e.g if it was a playgroup applying for the purchase of new toys, the description could read: "Our playgroup needs £250 to buy suitable toys/games/apparatus to meet the needs of eight four-year-olds in our playgroup" – **and not** "We want to improve the service offered by this playgroup". Please be specific, and if the project involves the purchase of capital items (buildings, equipment, land etc) please enclose written estimates or cost details.
17. Please state by reference to the number or numbers, which of the "Aims" and "Objectives" you feel your project meets. Refer to the guidance notes to assess which categories are applicable to your application.
18. Please state the location of the proposed project and/or the address at which the project will be based.
19. Specify the time scales involved with the project e.g. start and completion dates.
20. As regards measuring the success of your project, you should state clearly who will benefit from the project, and how they will benefit (e.g the number of existing members who may acquire better skills; and increase in membership; a widening of activities offered to members etc).
21. State how you will assess the success of your project.
22. State what will happen to the project after the funding stops. Describe what action will take place to ensure that the benefits received are maintained in the future where appropriate.
23. Include any other points/positive aspects to support your application (e.g providing opportunity for young people, the elderly, disabled people or other vulnerable group; introducing a new activity to the organisation or area).
24. **a).** List all the project costs specifying amounts in the column provided. Please divide the costs into capital and revenue items. Capital costs include: purchase of equipment, land etc. Revenue costs include: venue hire, trainers fees etc. **Where an application is for equipment,**

evidence in the form of three different written quotations must be supplied with the completed application. This also relates to the provision of external services, (where applicable).

b) List all sources of income including those that are cash or in kind (e.g labour/materials). Identify which funds are committed and those that have been applied for, awaiting a decision. Please attach evidence of this together with any details of refused funding applications made.

c). State the amount required from this Fund. Generally, applications which include additional funding (other than the Community Chest Fund), will be given priority. However, 100% project funding may be considered in exceptional circumstances.

PLEASE CHECK THAT THE TOTAL COSTS AND TOTAL INCOME FIGURES EQUAL EACH OTHER.

25. Ensure that one of the contacts, provided at the beginning of the application form, signs the declaration.

HALEWOOD TOWN COUNCIL COMMUNITY CHEST FUND APPLICATION FORM

About Your Organisation

1. NAME OF ORGANISATION/GROUP.....

2. CONTACT DETAILS (Please give details of two contacts)

Name.....

Position.....

Address.....

.....

.....

Telephone No......

3. ADDRESS WHERE THE ORGANISATION/GROUP MEETS

.....

.....

**4. PLEASE GIVE A BRIEF OUTLINE OF THE AIMS & OBJECTIVES
OF YOUR ORGANISATION/GROUP.**

.....

.....

.....

.....

**5. HOW LONG HAS THE ORGANISATION/GROUP BEEN ESTABLISHED
?**

.....

6. HOW MANY MEMBERS DOES THE ORGANISATION/GROUP HAVE ?

.....

7. HOW MANY OF THE MEMBERS LIVE IN THE HALEWOOD AREA ?

.....

8. HOW MANY PAID STAFF DOES YOUR ORGANISATION/GROUP HAVE ?

.....

9. IS YOUR ORGANISATION/GROUP A REGISTERED CHARITY ? (If so, please state your charity number)

YES/NO (Delete as necessary) Charity No:.....

10. DOES YOUR ORGANISATION/GROUP HAVE A CONSTITUTION ? (If so include a copy with your application).

YES/NO (Delete as necessary)

11. DOES YOUR ORGANISATION PRODUCE ANNUAL ACCOUNTS ? (If so include a copy with your application).

YES/NO (Delete as necessary)

12. DOES YOUR ORGANISATION/GROUP HAVE ANY OF THE FOLLOWING INSURANCES ? (Delete as necessary)

Public Liability YES/NO

Building YES/NO

Contents YES/NO

Other YES/NO

13. DOES YOUR ORGANISATION/GROUP HAVE ANY PURPOSE/LINKS WITH (Delete as necessary) ?

Religion YES/NO

Politics YES/NO

Trade Unions YES/NO

If you have answered "Yes" to any of the above, please provide additional details on a separate sheet attached to this application.

14. DOES YOUR ORGANISATION/GROUP HAVE A BANK/BUILDING SOCIETY/POST OFFICE ACCOUNT ?

YES/NO (Delete as necessary)

If "Yes", please provide details below

Bank
Name.....

Bank Address.....
.....
.....
.....

Sort Code..... Account No.....

Account
Name.....

About Your Project

15. PROJECT TITLE.....

16. DESCRIPTION OF PROJECT FOR WHICH GRANT AID IS BEING SOUGHT: (Please give a brief description and continue on a separate sheet if necessary).

.....
.....
.....
.....
.....
.....
.....
.....

17. OBJECTIVES AND AIMS MET BY THIS APPLICATION. Using the “Objectives” and “Aims” detailed earlier in the applicants information, please state “YES” or “NO” by deleting as necessary against each of the numbers below, and which apply to your project – n.b all applications must meet at least one objective and one aim).

OBJECTIVES

AIMS

- 1. YES/NO
- 2. YES/NO
- 3. YES/NO
- 4. YES/NO

- 1. YES/NO
- 2. YES/NO
- 3. YES/NO
- 4. YES/NO

18. ADDRESS AT WHICH THE PROJECT WILL BE BASED ?

.....
.....

19. DESCRIBE THE PROJECTS TIME SCALE ?

.....
.....

20. WHO WILL BENEFIT, AND HOW FROM THIS PROJECT ? (Please describe who will benefit and the number of beneficiaries).

.....
.....
.....

21. HOW WILL YOU ASSESS THE SUCCESS OF YOUR PROJECT ?

.....
.....
.....

22. WHAT WILL HAPPEN TO YOUR PROJECT WHEN THE FUNDING STOPS ?

.....
.....

23. ANY OTHER POINTS TO SUPPORT YOUR APPLICATION ?

.....
.....
.....

24. A). PLEASE GIVE A DETAILED BREAKDOWN OF THE PROJECT COSTS:

Capital Costs

..... £.....
..... £.....
..... £.....
..... £.....
..... £.....
..... £.....

TOTAL CAPITAL COSTS: £.....

Revenue Costs

..... £.....
..... £.....
..... £.....
..... £.....
..... £.....
..... £.....

TOTAL REVENUE COSTS £.....

THE TOTAL COST OF THE PROJECT IS £.....

B). SOURCES OF FINANCE: please give a breakdown of all income sources including cash and “in-kind” together with the contributions from your own organisation/group where appropriate, (State both committed/approved sources of finance, as well as those applied for but as yet without decision).

..... £
..... £
..... £
..... £
..... £
..... £

C). HAVE YOU EVER USED KNOWSLEY COUNCIL FOR VOLUNTARY SERVICES “FUNDFINDER” PACKAGE ?

YES/NO (Delete as necessary)

D). THE AMOUNT REQUIRED FROM THIS COMMUNITY CHEST FUND IS THEREFORE

£.....

25. DECLARATION:

This declaration is to be signed by one of the contacts stated at the beginning of this application form.

I confirm that the information detailed in this application is, to the best of my knowledge, correct. I understand that the Halewood Town Council may put conditions on any money offered. If we accept any money, we realise that we will have to sign an agreement promising to spend it promptly and allowing the Town Council to inspect our financial records. We also understand agree that, where possible, any publicity surrounding the grant receipt should acknowledge the Town Council’s assistance.

Signed:

Position

PLEASE RETURN THIS APPLICATION FORM TO

**HALEWOOD TOWN COUNCIL
DISTRICT OFFICES
THE HALEWOOD CENTRE
ROSEHEATH DRIVE
HALEWOOD, KNOWSLEY
MERSEYSIDE L26 9UH**

TEL NO:- 0151 443 2063