

Community Chest Guidelines
funded by Wigan Council

Guidelines

Wigan Council has, for over twenty years, operated a successful Community Chest programme, providing small grants for local community groups and organisations. This document is designed as a guide to the 2008/2009 Community Chest which has a budget of £61,153.

One application of up to a maximum of £1,500 will be considered in any financial year.

What is Community Chest?

We can fund projects for people to take part in recreation, leisure and community activities as well as projects that promote education and learning, the environment, and health in the local community.

What is eligible for funding?

Applications can be for items of equipment or special events.

For example:

Sports equipment - for junior teams or those requiring special assistance

Computers - to help new groups get established

Equipment - to improve facilities at community centres

Arts and crafts materials – for an exhibition or special event

Sustainable projects - which help to conserve or share resources

Gardening equipment – for allotment societies or community gardens

Funding is not available for:

- Items which only benefit individuals, including training courses
- Applications which restrict users to one religion
- Running costs e.g. rent, gas, electricity bills or insurance
- Contributions to salaries, wages, fees or tutor costs
- Political organisations or projects
- Routine maintenance of greens, pitches, equipment or premises
- Holidays, social events, refreshments or transport costs
- Land improvement, including playgrounds
- Soft furnishings or decorating

Applications cannot be accepted for projects which have already taken place or equipment already purchased.

Who can apply?

Community and voluntary organisations can apply for funding if they:

- are based in Wigan Borough or able to demonstrate benefits to this area
- operate on a voluntary or non-profit making basis
- have a bank account with a minimum of two unrelated signatories, at different addresses

Copies of the following must accompany the application:

- latest accounts, or a statement of income and expenditure
- current Public Liability Insurance certificate
- Constitution or Written Rules
- Child Protection Policy
- a breakdown of the items to be purchased with grant assistance
- quotations, estimates or extracts from catalogues for all items

Receipts for any previous grants must be submitted for inspection before any further applications can be considered.

Please make sure to submit your application promptly, as grants cannot be approved for items which have already been purchased, or events which have taken place.

Which projects will get a grant?

A scoring system is used to assess applications and to determine what percentage of the costs can be met by a Community Chest grant. A successful application may be awarded 100%, 75% or 50% of the amount of funding requested.

This table shows how the scoring system relates to the priorities of the Community Chest.

Maximum Score = 20		
Score	Priority Band	Grant
16 – 20	High	100%
11 – 15	Medium	75%
6 – 10	Low	50%
0 - 5	Ineligible	0

The level of grant awarded will depend on how well the application scores out of a possible total of 20 points, as follows:

- The number of previous grants awarded in the last 4 years (maximum 4 points)
- The number of beneficiaries of the proposed project (maximum 4 points)
- Innovation, such as an activity which is new to a group or area (maximum 4 points)
- Benefit of the group or activity to the wider community (maximum 8 points), based on the key themes and principles of the Community Plan, which are:
 - Encourage and support the involvement of young people
 - Target activities into communities with multiple disadvantages
 - Promote positive health and healthier lifestyles
 - Develop community buildings as resource centres
 - Promote volunteering
 - Helping local groups to grow
 - Facilitate better information sharing and communicate success
 - Partnership working
 - Sustainable development

Guidance for completing Part 3 of the Application Form – Community Chest

Question 13 – How would the grant be spent?

Please provide a clear description of all items of expenditure and their price, followed by the total cost.

Quotations, cost estimates or extracts from catalogues from more than one source should be sent with the application to show comparison and value for money.

The amount of grant awarded will be based on **the lowest price for each item**, even if they are from different suppliers, and these are the costs which should be included on the application form.

The maximum grant available is £1,500 from Community Chest in any financial year. However, applications for smaller grants are welcomed and there is no minimum grant size.

Question 14 - Where would the equipment be stored?

Please state the address where the equipment will be stored. No applications can be considered for equipment to be stored at a private or group member's home address.

Question 15 – Why is the grant needed? Who would benefit?

Please explain how the group or the wider community would benefit from receiving this grant, if the application is approved.

What happens to my application?

1. Once an application is received it is given a reference number and an acknowledgement letter is sent to the applicant.
2. The application will then be examined in detail and if more information is needed, the project officers will liaise directly with the person named as contact for the group.
3. Grants of up to £500 are assessed and approved by officers from the Environmental Services Department in consultation, where appropriate, with a panel.
4. Applications for over £500 are assessed by a panel of Council Officers and representatives from partner organisations, such as Wigan and Leigh Council for Voluntary Services and representatives from Community Groups.
5. Panel meetings are held each month, at which a recommendation is made on each application. This can be for **approval, refusal or deferral**.
6. Recommendations for grants over £500 are referred to the Leader and Deputy Leader of the Council for a final decision.
7. Applicants are informed of the decision in writing and depending on the outcome, the next stage is as follows:

Approved - a grant agreement is prepared and sent to the applicant to be signed, dated and returned

Refused - the reasons for refusing the application will be explained and you have the right to ask for a review of any decision

Deferred - further information or clarification will be requested from the applicant and the application may be reassessed by officers, or at a future meeting of the panel.

8. Once a signed grant agreement has been received, payment by cheque of the grant funding will be made (this may take up to 3 weeks).
9. In order to show that the grant has been spent as intended, applicants must submit all invoices and receipts for inspection, normally within three months of receiving the grant. Original documents should be provided, which will be copied and returned to the applicant on request.

Disclosure of Information

It is essential that TWO signatures are provided, as the application cannot be processed otherwise.

Please read this section carefully to be sure you are aware of how the information you provide will be used. Under no circumstances will information be used for any other reason without your written permission.

Timetable

Where the application is for £500 or less you will normally be informed of a decision within 10 working days unless important information is missing.

Applications for over £500 will be considered at Panel meetings held every month or until the budget is allocated. It is therefore in your interest to submit your application as early as you can.

Contact Information

Completed applications are to be submitted to:

**Director of Environmental Services
Development Division
Civic Buildings
New Market Street
Wigan
WN1 1RP**

If you have any questions, or would like help in completing the form , please contact either Annette Kerner or Jayne Henshall

Telephone: 01942 404242

Email: A.Kerner@wigan.gov.uk
J.Henshall@wigan.gov.uk

A checklist to help you

Once you have completed your application, please check through and tick the following list to make sure you have included all the relevant documents and information.

Tick each box to show the item has been included with your application:

- Copy of constitution or written rules
- Copy of latest annual accounts
- Current Public Liability Insurance certificate
- Quotes or estimates for all items of expenditure
- Details of the organisation bank account, with names and addresses of at least two signatories
- Copy of Child Protection Policy (if your organisation works with or for young people)
- Signed and dated application form

Please remember to keep a copy of the form for your own records