

Community Chest Grant
Autumn 2023
Funding Guidance Notes



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1. What is the Community Chest Grant?

The Community Chest Grant is a small grants scheme available to local people, groups and organisations conducting activities and providing support in response to the local need. The main aims of this grant scheme are to fund projects that support the following goals:

- People feel more connected to the area and to their neighbours and therefore safer, happier, and prouder of where they live.
- More residents are involved and empowered in shaping what goes on locally.
- Supporting people's physical and mental wellbeing.
- Reducing social isolation.
- Local knowledge and skills within the community are enhanced.
- Responding to local needs.

2. What can it be used for?

Any project or activity or event that helps with the above six aims. We are a community of caring, creative, and talented people and want to support ideas and projects that will benefit the people and area. We will not fund projects that duplicate what is already being covered by local charities or council services.

Funding can be used to pay for items and materials necessary to deliver your project. This includes paying professional people where volunteers are not qualified to run certain aspects of the project

To be successful, applicants will need to explain convincingly *why* their project is needed in the local area, *where* the demand for the project has come from, *who* the project will benefit most and *how* the project will engage with them.

3. Where can projects take place?

This funding is for projects that primarily benefit William Morris ward residents and projects should ideally take place within William Morris ward - (<http://wmbiglocal.org/map-of-the-area/>).

WMBL appreciates that communities, friends and neighbours stretch across these set boundaries, and we can be flexible. Our minimum requirement is that core beneficiaries of the funding should be at least 70% William Morris ward residents.

4. How much funding is available?

You can apply for up to £750.

5. Who can apply?

The funding is available primarily to support:

- Community groups and resident groups in the William Morris ward
- Newly established community groups
- 1st time applicants to our grants and previous applicants with a good track record
- Small local charities with an annual income of less than £75,000 wishing to deliver a support or an activity for the area

Please allow at least six weeks between the application deadline date and the date you would like to run your activity, to give us time to decide and for you to prepare and advertise. We cannot guarantee a decision timeframe; however, we aim to be as quick as possible. If you are unsure when to run your activity, we are happy to discuss it together with you, provided we decide to go ahead with your proposal.

For individuals with an idea but not a fully formed group yet, there is still a good chance that we can fund your event/project, but please note that:

Individual applicants can apply for funding towards materials / space hire used when volunteering their time for the benefit of the community, but not towards their time. Individuals seeking funding that includes paying for their own time and/or professional skills, will need to find another lead for the grant application, e.g. a community group, a community space or a school.

Previous grant applications

If you have received funding from us before:

- 1st time applicants to our grants will be given a first access to the funding pot
- Previous applicants and groups who have received grants in the past can still apply for funding, but will be added to the bottom of the queue and will be considered if there is any money in the funding pot
- Previous applicants who have not sent back feedback monitoring form for the last grant will not be considered for funding

6. What we cannot fund

PLEASE NOTE: WHO & WHAT WE CANNOT FUND

- Previous applicants and groups who have received grants three times or more
- Projects that take place outside of the William Morris ward that do not primarily benefit residents of William Morris ward (has to be at least 70% ward residents)
- Projects that duplicate similar nearby projects
- Projects / events that have already happened
- Previous applicants who have not sent back feedback monitoring form for the last grant
- Political activities
- Promotion of religion (we can fund events for religious festivals or to educate)
- Construction or acquisition of buildings
- General appeals
- Debts & Loans
- Expenses that have already been incurred
- Local branches of national or regional organisations
- Statutory organisations
- Alcohol
- Organisations with an income of over £75,000
- Personal expenses
- Admin fees

If you are not sure if your project or organisation is eligible to apply please contact us

7. How and when to apply

You will need to fill in one of our application forms and submit it to us via email at info@wmbiglocal.org before the funding window closes. The deadline for applications is **11.59pm on Sunday 15th October 2023**

Application forms are available from:

- our website at <http://wmbiglocal.org/>
- by emailing us at info@wmbiglocal.org

8. What help can I get?

With the application form

Hopefully you will find the application form easy enough to fill in.

However, if you are new to funding forms or have any questions don't hesitate to get in touch with Gabriel Edwards, our Project Lead, on 07947 766 251. We are happy to help you complete it and get your ideas on paper.

With the project

Unfortunately, we cannot offer practical assistance with the running of your project or help with preparations. You are welcome to contact Gabriel who can run through your idea and plans and provide advice and guidance on it. We can also put you in touch with local residents or organisations that we know have skills in a particular field. You will need to make sure that you have the people and support in place to deliver your project / event.

With spreading the word of your project

We can help you by sharing your project / event on our website and social media pages to help promote the service or activity but expect you to have a plan on how to promote your project yourself.

9. What happens after I've submitted my application?

1. Once you have submitted your application you will receive notification that we have received it and a date by which you will receive a decision. The final decision to your application will be made after the end of the application window. We are looking to reply to you within 10 days after the application window closes, but this may take up to 14 days depending on demand.
2. If your application is successful, we will send you a conditional offer letter and request some supporting documents. Unsuccessful projects can receive feedback on request.
3. If necessary for your project we will require assurances that Health & Safety measures are in place including a risk assessment, liability insurance and safeguarding measures if working with under 18s. We can give advice if needed.
4. On receipt of the supporting paperwork we will draw up a grant agreement that will confirm the amount you are receiving from us and what you are using it for. This will be signed by you and us.
5. Once you receive the funding and have carried out your project, we will ask you to provide us with some simple records such as expenditure/receipts and attendance sheets. We also ask you to take some photographs or visual records to show the project in action. Please ask for permission from the people in the pictures, as we might use the photos for our social media / public promotional material.

6. We will also send you a simple feedback monitoring form to complete to tell us about the successes of the project. Please read the form before the project, as it will help you to answer the questions after the project is finished.

The deadline for us to receive this application is **11.59pm on Sunday 15th October 2023**

If you would like support, information or have questions about your application please contact Gabriel Edwards on 07947 766 251 or via email on gabriel@wmbiglocal.org