

Appendix A Forest Heath District Council Community Chest Funding 2018/2019

Guidance for applicants

Forest Heath District Council's Community Chest provides grants to organisations that work to benefit local residents.

Please read the following guidelines to find out:

1. Our approach to funding
2. Who can apply to the Community Chest
3. Guidance and funding restrictions
4. How to apply
5. How your application will be assessed
6. What happens next
7. Community Chest Scoring Matrix
8. Example funding agreement

CONTACT US

If you have any questions about the Council's Community Chest grants, or would like to discuss your project with us before making an application, please contact us on:

01284 757077 or email polly.kane@westsuffolk.gov.uk

1. Our approach to funding

1.1. Introduction to the Families and Communities approach

The council is committed to supporting families and strengthening communities to enable them to help themselves, their neighbours and the local area.

Some of the difficulties experienced by our residents could be prevented or tackled early if support were available close to home, for example, from within the family or community. Through our Community Chest Scheme we welcome applicants from organisations who can help us to deliver our families and communities approach.

The Families and Communities Approach is based on the 'Strong Foundations' model. This sets out the five key elements we believe are the building blocks for resilient and thriving communities.

Element 1: **A Safe Place** – is about working in a way which increases the safety of a place and people's sense of the place in which they live, work or visit. It can apply to emotional safety as well as physical.

Element 2: **Recognising Individuals** - is about working in a way which recognises people's individuality, that differences matter and that each person has different needs and strengths. It applies to the development of, and respect for important concepts such as self-identity, self-esteem and self-worth. It embraces culture and values

Element 3: **Understanding Relationships** - is about working in a way which recognises the context of relationships and the connections that exist between people, in spite of difference, be they transactional, nurturing, emotional, practical etc.

Element 4: **Encouraging Agency** - is about working in a way which encourages people to help themselves, validating their own ability whatever size, recognising that taking action is an important step to change, development and improvement. At a personal level this increases people's ability and capacity to demonstrate power, influence and control over their lives.

Element 5: **Developing Vision** - is about working in a way which builds positive goals and an understanding of what is being worked towards.

The council is seeking to fund organisations who help communities work towards strengthening these elements and towards delivery of the **Families and Communities Strategy**.

1.2. Available funding

There are two sources of funding provided to community-led groups and organisations by the Council:

Locality Budgets

- Each Ward Councillor holds £2,500 each year
- Funds are allocated to community groups and organisations whose work directly benefits the residents of their Ward and helps councillors to meet their priorities
- Funded activities must have the support of the communities in which they are delivered
- These payments do not provide ongoing or repeat funding for the same project or service
- Community groups and organisations may apply for Locality Budget support by contacting the relevant Ward Councillor direct
- The minimum amount that can be requested is £100

Community Chest

- Typically one-time funding, although can be for two years
- Includes core funding and delivery of services and projects
- Funded activities must help deliver the Families and Communities Approach and Families and Communities Strategy
- Eligibility criteria apply
- Includes an element of monitoring and evaluation
- The minimum amount that can be applied for is £1,000

Details on Locality Budgets and other available grants from the council can be found at <http://www.westsuffolk.gov.uk/community/community-grants.cfm>

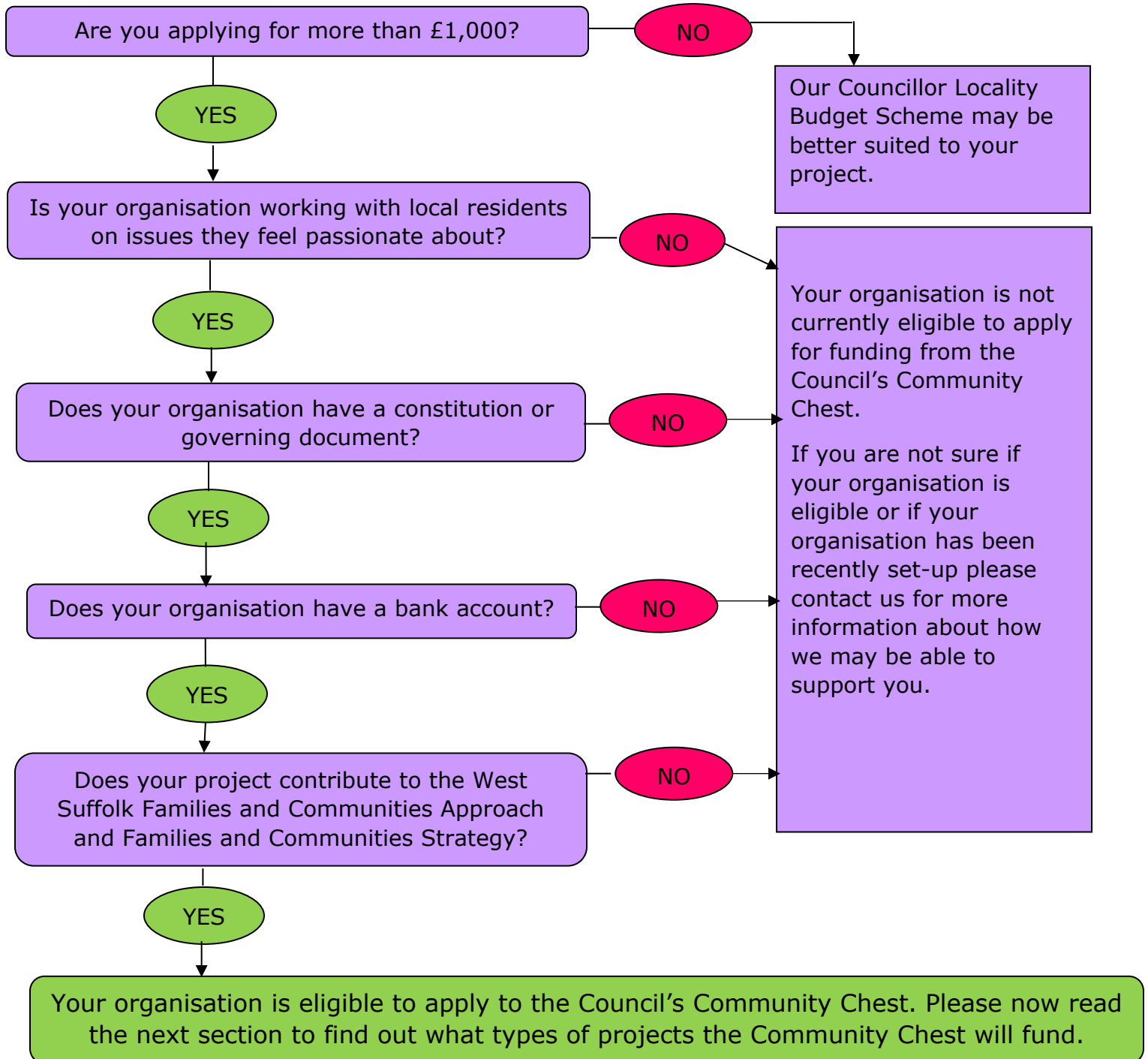
The West Suffolk Families and Communities Strategy can be found at http://www.westsuffolk.gov.uk/council/policies_strategies_and_plans/morepoliciesstrategiesandplans.cfm?aud=council

2. Who can apply to the Community Chest?

In order to apply for Community Chest Funding, groups and organisations must;

- Have a constitution or set of rules by which they operate
- Have a management committee or board of trustees
- Have a bank account requiring at least two unrelated signatories
- Be seeking to deliver activities within the Forest Heath District Council area for the benefit of its residents

2.1. Is Community Chest funding for us?



3. Guidance and Funding Restrictions

3.1. Eligibility criteria

The applying organisation must;

1. be a voluntary, charitable, community, faith group or social enterprise organisation and not an individual, business, public body or political party
2. have a bank account in the name of the organisation and with two signatories
3. must have in place appropriate insurance, risk assessments and/or health and safety policies
4. report regularly to the West Suffolk councils on the use of the funding and its impact, including progress towards any agreed outcomes or targets

3.2. Application guidance

Throughout the application the applicant should evidence;

5. how the project has come from the community's desire to improve the lives of local people. Successful applications will show how the project is supported by local people, for example, by providing evidence of how the community have been involved in the project and any consultation that has taken place
6. how the funding will help local people support one another
7. how the funding will help grow voluntary, community or social enterprise organisations
8. the results that the funding will achieve in Forest Heath
9. how the project is supported by evidence that action is needed. This can be in the form of facts and figures as well as case studies and may be locally collected, or based on existing research
10. how the proposed project will contribute to West Suffolk's strategic objectives and specifically its Families and Communities Approach and Families and Communities Strategy
11. how the project promotes innovation in working with communities, for example, by trying new approaches to supporting local communities that could be tried elsewhere in West Suffolk and beyond

Please adhere to the word limits where stated. Any text in addition to the advised limit will be disregarded.

3.3. Funding restrictions

Grants are awarded on the understanding that funding;

12. is for projects which are going to happen in the future (no retrospective applications)
13. is not just for research or analysis
14. is for work that will benefit people who live or work in Forest Heath District Council area
15. is not for promoting a religious or non-religious belief or philosophy or party political view
16. will not be used for work or activities that are the statutory responsibility of a public body and already funded by the tax payer (for example, highway maintenance, mainstream education provision)

17. will, where possible, be match funded by funding from other organisations.
18. will not be awarded from more than one West Suffolk grant programme for the same work (for example, Community Chest and Locality Budgets). Match funding could include in-kind contributions such as volunteer hours;
19. should not usually be used to pay the running costs of an organisation, except on a seed-funding basis, that is, where an initial injection of funding is needed in order to help attract further support; and
20. will, usually be for a period of one year, but with the option of two or three-year grant awards where appropriate.

4. How to apply for a grant from the Community Chest - Financial Year 2018/2019

Applications are open until **5pm Friday 29th September 2017** and successful grants will be awarded by the end of December 2017 and paid in April 2018.

You can apply for a grant from the Council's Community Chest by completing an application form. The Application Form along with other useful documents can be found at www.westsuffolk.gov.uk/community/community-grants.cfm

Community Chest funding is offered by both St Edmundsbury Borough Council and Forest Heath District Council, although as the decision making process is different any projects applying for funding across West Suffolk, must apply separately to each council.

If you would like to discuss your activity or draft application before you submit it you are very welcome to do so using the 'Contact us' details on page 1.

5. How your application will be assessed

- When you have submitted your application your project will be reviewed. We may contact you for clarification on the information you have provided
- Recommendations on funding are then made to the Portfolio Holder for Families and Communities.
- When the recommendations are approved we will write to you to let you know the outcome of your application. Decisions on applications are final and there is no appeals procedure

6. What happens next

- If successful, you will be asked to sign a Grant Agreement, setting out the Terms and Conditions of your grant and the outputs and outcomes you will be expected to achieve and report to the Council, taken from your grant application form
- Once your signed Grant Agreement is returned and verified, this will enable your payment to be made.

7. Community Chest Scoring Matrix

This is the scoring matrix the Council uses to evaluate applications for Community Chest funding.

Assessment criteria



5. Promote prevention and early intervention

0 —————> 5 —————> 10

Limited evidence of preventative approaches being used

Strong evidence of prevention / early intervention approaches being used, to build resilience and avoid the need for crisis interventions later on

6. Promote Innovation

0 —————> 5 —————> 10

The project provides little in the way of new and exciting thinking

The project is new in its approach and promotes innovation

7. Support continued partnership working

0 —————> 5 —————> 10

Little or no evidence of partner support for or involvement in the project

The project has the support of partners and/or involves them in joint working

The project has broad based support from partners and/or involves strong partnership working

8. Ability to deliver

0 —————> 5 —————> 10

The organisation has no track record in delivering projects

The organisation has some experience in delivering community work or related projects

The organisation has a clear track record of community work

8. Sample Grant Agreement

You will be expected to sign and return a completed Grant Agreement before your grant is paid to you. The Council is aware that many voluntary organisations and charities spend a lot of time reporting to their funders and we would like to minimise this burden as much as possible, so you can get on with the important work of helping our communities.

We therefore do not have a prescribed monitoring form. You can provide monitoring in a format that suits you, as long as the agreed outputs and outcomes are clear and you provide a case study at some point during your grant period.

Community Chest Sample Grant Agreement



Name of organisation/principal partner	Address:
Contact details:	

Funding: Community Chest funding has been approved by the Forest Heath District Council to the sum of £xxxx towards [name of project]. This funding has been approved for the financial year xx/xxx or years XXXX/XXXX This Funding Agreement is between the Council and the Service Provider and shall begin on xx/xxxx
Summary of the purpose of the funding and outputs and outcomes to be achieved: Outputs (what has been delivered):

Outcomes (the effect the activity has had on those taking part in or receiving it):

Monitoring	Officer Comments
<p>We request the following information which we will require quarterly, by the end of the month following each quarter:</p> <ol style="list-style-type: none"> 1. Delivery of the above project 2. Number and demographics of attendees 3. Evaluation evidence of the outcomes in red. <p>We request the following information which we will require annually, at a time of your choosing:</p> <ol style="list-style-type: none"> 4. A case study demonstrating the outcomes and impact of the project 	<p>Monitoring information to be presented in a format decided by the grant receiving organisation.</p>
<p>[Name of organisation] will deliver adhere to the aims, activities and objectives outlined within the Community Chest Grant application.</p> <p>Payment of these grants will be made by the BACS transfer system direct to the Bank Account</p>	<p>[information to be added as appropriate to each successful application]</p>

Funding Restrictions - please refer to the information contained in the guidance section of the information pack.

Withholding, suspending and repayment of grant

The councils intention is that the Grant will be paid to the Recipient in full. However, without prejudice to the councils other rights and remedies, the council may at its discretion withhold or suspend payment of the Grant [and/or require repayment of all or part of the Grant] if:

- a. the Recipient uses the Grant for purposes other than those for which they have been awarded;
- b. the delivery of the Project does not start within the agreed time period of the Commencement Date and the Recipient has failed to provide the council with a reasonable explanation for the delay;
- c. the council considers that the Recipient has not made satisfactory progress with the delivery of the Project;
- d. the Recipient is, in the reasonable opinion of the council, delivering the Project in a negligent manner;
- e. the Recipient obtains duplicate funding from a third party for the Project;
- f. the Recipient obtains funding from a third party which, in the reasonable opinion of the council, undertakes activities that are likely to bring the reputation of the Project or the council into disrepute;
- g. the Recipient provides the Funder with any materially misleading or inaccurate information.

To be signed (wet signature required) by an authorised official of the organisation

The payment of this funding is subject to the delivery of the project detailed above and compliance with all funding restrictions.

On behalf of the organisation above, I agree to the terms and conditions set out here and in the grant application documents.

Signed: Print Name:

Position: Date:

Organisation:

Forest Heath District Council Community Chest Grant Application Form Part A



Community Chest funding supports voluntary and community groups who make a contribution to improving the quality of life for people in West Suffolk. The information you provide will help us consider your application. If you have any questions, please give us a call on 01284 757077. Before completing this form, we ask you to please read the guidelines, which are available on:

<http://www.westsuffolk.gov.uk/community/community-grants.cfm>

Please return your completed, signed form and supplementary documents to:

polly.kane@westsuffolk.gov.uk.

Please Note: This form is for applications to the Forest Heath District Council Community Chest grants scheme. If you wish to apply to St Edmundsbury Borough Council the St Edmundsbury form can be found on the Community Grants page above. If you wish to apply to both councils, you will need to complete a separate form for each, clearly stating how your activity will benefit the area.

1. Contact Details

Organisation/lead partner name	
Organisation Address	
Postcode	
Organisation main email	
Organisation main tel.	
Organisation website	
Organisation Twitter	
Organisation Facebook	

Contact Person 1 (main contact)		Contact person 2	
Name		Name	
Position in organisation		Position in organisation	
Daytime tel.no		Daytime tel.no	
Mobile		Mobile	
email		email	
Address if different to organisation's		Address if different to organisation's	
Postcode		Postcode	

2. About your organisation

2.1. Which local authority area(s) does your organisation currently work in?

2.2. What type of organisation are you? (please check the relevant box)

Registered charity	<input type="checkbox"/>	Charity number:
Applying for charitable status	<input type="checkbox"/>	
Company limited by guarantee	<input type="checkbox"/>	Company number:
Community Interest Company	<input type="checkbox"/>	
Part of a larger regional or national charity (Please state which one)	<input type="checkbox"/>	
Constituted Community Group	<input type="checkbox"/>	
Social Enterprise	<input type="checkbox"/>	What type?:
Other (Please specify)	<input type="checkbox"/>	

2.3. How many people are currently involved in your organisation?

Trustees		Management Board	
Management team		Service users	
Full Time paid staff / workers		Volunteers and helpers (non-management)	
Part Time paid staff / workers			

2.4. When did your organisation start? Year

2.5. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives, what activities it carries out and who primarily benefits.

Maximum 300 words

2.6. What was your organisation's total income for last financial year?
(your branch if part of a larger organisation) £

2.7. What was your organisation's total expenditure for last financial year?
(your branch if part of a larger organisation) £

2.8. Does your organisation have more than six months running costs?
(your branch if part of a larger organisation) Yes/No

2.9. What are your organisation's current unrestricted reserves or savings?
(your branch if part of a larger organisation) £

3. About Your Project

- 3.1. What do you want the funding for? Please be specific. Please note that 'project' is meant to describe the project for which you are seeking funding, and not your organisation. Please include outputs (what you will deliver).

Maximum 300 words

- 3.2. How does your project contribute towards the Council's Families and Communities Strategy and Families and Communities Approach? Please refer to guidance and reference both in your answer.

Maximum 300 words

- 3.3. How many people will benefit from your project (on a weekly, monthly or annual basis) and how? Please include outcomes (how your project will benefit the people who are involved in it) and how you will collect evidence of this.

Maximum 300 words

- 3.4. Are you working with any other organisations/groups on this project? Yes / No

If yes, please state the names of these organisations/groups and the nature of the relationship.

Maximum 150 words

- 3.5. What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user /community consultation and research you have carried out.

Maximum 200 words

- 3.6. How has the project been developed out of the community's desire to improve the lives of local people? What role have users and/or the community had in developing this project?

Maximum 200 words

4. Timescales and sustainability

4.1. When will your project start and end? (the period for which you are asking the Council for funding)

Start date

End date

4.2. If this is an ongoing project, how will it be funded and supported after the end of the grant period?

Maximum 150 words

5. Funding request and budget

5.1. Which years are you applying for funding for? Please delete as applicable

2018/2019

2019/2020

5.2. What is the total cost of the project? (project costs only, not for your whole organisation and not just the funding you are requesting)

£

5.3. Please provide a full breakdown of the total cost of this project, including VAT if applicable. Please only include direct expenditure for this project.

<u>Item</u>	<u>Amount</u>
Staff and volunteers (including roles, hourly rates and NI/tax contributions where applicable)	
Overheads (including items such as venue/office costs, utilities, back office services, insurance)	
Equipment and resources	
Other	
Total	£

5.4. Please provide a full breakdown of all other funding and in-kind support* you have secured for this project.

Item	Amount
Funding already secured (please detail funders, amounts and funding periods individually)	
Volunteer contributions (including estimated hours given and roles)	
Equipment and resources (please itemise)	
Other	
Total	£

*In-kind support is assistance and items you would normally expect to pay for, but which you are getting for free, such as volunteer hours or a free venue. You might find it useful to give volunteer hours a value, such as the minimum wage, or higher if you have volunteers with particular expertise it would be expensive to pay for.

5.5. What other funders have you applied to for this project but have not yet had a decision from?

Funder	Amount requested	Decision timescale
	£	
	£	
	£	

5.6. How much funding are you applying to us for?

2018/19 £ **2019/20** £

5.7. What other grants and contracts has your organisation received over the past three years from either Forest Heath District Council or St Edmundsbury Borough Council?

Funding Source	Amount (£)	Reason for funding
Total:		

Thank you for completing Part A of the form. Please continue to part B.

Forest Heath District Council Community Chest Grant Application Form



Part B

1. Your organisation's bank details

If you are successful we will make payment direct into your bank account via BACS. Please enter the details of your bank/building society below.

Name of Bank/Building Society			
Sort Code		Account Number	
Do you have at least two unrelated cheque signatories? (Please note that signatories must not live at the same address.) Yes / No			

2. About your organisation's independent referees

You must provide us with details of **TWO** independent referees. Your referee must be a person with a professional or public position whose status we can check. They must be completely independent of your organisation but be knowledgeable about its operation and know about the project for which you are requesting funds. Please do not give the details of a relative, friend, partner another member of the group, or anyone who would benefit from a grant being awarded to your project.

All information provided will be held in accordance with the Data Protection Act of 1998.

First Referee		Second Referee	
Title		Title	
Forename		Forename	
Surname		Surname	
Occupation		Occupation	
Daytime Tel No.		Daytime Tel No.	
Evening Tel No.		Evening Tel No.	
Mobile No.		Mobile No.	
Email		Email	
Address Ln 1		Address Ln 1	
Ln 2		Ln 2	
Ln 3		Ln 3	
Town/City		Town/City	
Postcode		Postcode	

Supplementary documents checklist

Please send the following documents with your signed application. We will only process the application when we have received them. Please check the boxes as required below.

✓	Please include:
<input type="checkbox"/>	Constitution or signed set of rules
<input type="checkbox"/>	Last year's annual accounts or financial statement signed by your treasurer
<input type="checkbox"/>	Copies of written quotes or catalogue pages, if asking us to fund equipment

<input type="checkbox"/>	Please confirm your organisation has the following (if we need to see the following documents we will contact you):
<input type="checkbox"/>	Equal Opportunities Policy, signed by your Management Committee
<input type="checkbox"/>	Child Protection Policy, if applicable, signed by your Management Committee
<input type="checkbox"/>	Vulnerable Adults Policy, if applicable, signed by your Management Committee

Declaration

1. I am authorised to make this application on behalf of this organisation.
2. I certify that the information contained in this application is correct.
3. If the information in the application changes in any way, I will notify the Council.
4. I give permission to the Council to contact other parties (specifically specialist advisors/experts and community referees) who will help the processing of this application.
5. I give permission for the Council to record the information in this application electronically and to contact the organisation by telephone, post or email to discuss its activities and funding opportunities.
6. I understand that this application will not be considered until the Council has received a signed application form and all required supporting documentation.
7. I understand that the details of this application may be considered by Councillors in a public meeting. All non-personal and commercially sensitive information will be removed prior to publication of any public report.
8. Funding will not be used for any fraudulent or illegal activity or any practices which would bring West Suffolk councils into disrepute
9. I agree to publicise the support of public funds through the West Suffolk councils on any publicity material relating to the funded project/activity and use the agreed style guide.

Signed*		Date	
Print Name		Position	

*Please note – an ink signature is not required when the form is submitted from the main organisation email or the main contact’s email. An electronic signature or typed name will suffice.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cf