



# **Guidance on completing the Community Chest Grant Application Form 2017/18**

## **Guidance notes and information on completing the Community Chest Application Form**

**Updated August 2017**

Thank you for your interest in applying to the 2017/18 Voluntary and Community Sector Grants Programme.

- These guidance notes provide details about the Community Chest grant and how to apply for grants of up to £1,000 for projects and events which contribute to Hackney's Equality Objective 'To foster good relations by building a strong sense of community, neighbourliness and pride'.

#### **4.4 Introduction**

These guidance notes are designed to support you when completing the Community Chest application form 2017/18.

Please read these notes in conjunction with 'Hackney VCS Grants Programme 2017/18 prospectus' which provides further details on the grants programme including the grants available, the assessment process for grant applications and what happens after you have submitted your application form.

Hackney Council uses an online system to manage the grants programme and applications should be submitted using the webform. If you have not used this system before, please refer to the prospectus under 'Registering' for further information about the online system and how to sign in.

The Hackney VCS Grants Programme 2017/18 prospectus is available through the Hackney Council website [www.hackney.gov.uk/community-grants](http://www.hackney.gov.uk/community-grants).

#### **4.4 Introduction to Community Chest Grants**

Community Chest grants of up to £1,000 are available for local groups that want to deliver short term or one-off activities which contribute towards the Hackney Equality Objective:

**'To foster good relations by building a strong sense of community, neighbourliness and pride'.**

Applications will only be considered for funding if the proposed project or activity meets the above equality objective.

There are two application rounds for 2017/18, and the second round of applications opens on **Monday 4<sup>th</sup> September 2017** and closes at **12 noon on Monday 2<sup>nd</sup> October 2017**.

Organisations can only make **one** grant application within each round of Community Chest grants.

## 2.1 What is Community Chest

The Community Chest grant provides funding for projects and events which help foster good relations and build a sense of community and pride in Hackney. The projects or events should be either short term or one off activities rather than long-term activities or service provision.

The second round of Community Chest funding is available for projects and events **starting no earlier than 30<sup>th</sup> October 2017 and to be completed by the end of March 2018.**

The grant can only be used for the purposes set out in the application form. Any changes must be agreed in writing by the council.

### **Example of a Community Chest funded activity**

In 2013/14 a community gardening project was awarded a Community Chest Grant to create two accessible raised flower and vegetable beds.

The residents researched, designed, built and painted the raised flower and vegetable beds. Accessibility was central to the design to ensure they were accessible for people with mobility issues; the height of the beds enable people with mobility issues to sit on the edge while gardening and a wheelchair access path was incorporated into the design.

Setting up the vegetable and flower beds was a community effort which brought residents together and has created an improved outside space which residents can continue to enjoy and use for gardening. The residents also worked closely with a number of local organisations and businesses to get horticultural advice and support and get additional materials donated, including a local highways company who offered to lay the wheelchair access path for free.

## 2.2 Who can apply?

Community Chest grants are available to local groups or organisations that want to deliver short term or one-off activities. The groups can be either constituted voluntary sector organisations or other types of structured groups of local residents, such as a residents association.

**Structured groups of local residents** are groups of residents who have formed for a specific purpose; for example a community gardening group or a group of residents organising a community event in a local park. Structured groups of local residents could be an established group who have been meeting for a number of years or who have recently formed for a one off event.

To apply for a Community Chest grant, structured groups must have clearly defined aims and objectives and the funding will be paid into a bank account in the group's

name. Groups that do not have a bank account in their name can arrange for the Community Chest grant to be paid into a group member's bank account. To do this, the grant application form must be signed by three group members. Three members of the group must also sign an additional authorisation form guaranteeing the funding will only be used to meet costs associated with the grant funded project or event. A declaration form must be signed by three signatories at the end of the project to confirm that the money was spent on the project or event.

Social Enterprises and Community Interest Companies (CICs) are only eligible to apply for a grant if they operate on a wholly not-for-profit basis. This means that the following criteria must all be met:

- 100% of surplus funds are re-invested into the organisation
- executive directors operate in a voluntary capacity and not as paid shareholders
- as an indicator of the above, there is no 'profit distribution' clause and an 'asset lock' in the governing documentation.

Organisations must have an annual income of less than £250,000 to be eligible to apply for a Community Chest grant. Please note that 50% of the grant funding available for Community Chests will be reserved for organisations with **an annual income of less than £50,000**.

In order to be eligible for Community Chest funding, at least 80% of the people benefiting from the project must be Hackney residents.

Please see the guidance notes on the Hackney VCS Grants Programme 2017/18 for further information on what the grants programme can and cannot fund.

## **Detailed guidance on completing the Community Chest Grant application form 2017/18**

These guidance notes follow the structure of the application form. Please read through the guidance before you begin to complete the application form.

### **Eligibility Checklist**

The Eligibility Checklist is not scored but if you are unable to tick yes (or not applicable) to all the boxes, your application will not be considered for funding. The webform will not allow you to progress to the application form unless you have met the eligibility requirements.

If your application is successful you will be required to submit the following policy documents before you are eligible for grant funding:

- Your organisation's set of rules, Constitution, Memorandum & Articles of Associations or other governing document.
- Health & Safety Policy
- Employers Liability/ Public Indemnity Insurance
- Safeguarding Children Policy and / Safeguarding Adults Policy (if applicable)
- The number of staff and Disclosure and Barring Service (DBS) certificate numbers (previously CRB checks) for volunteers and Trustees working with children and young people and/or adults at risk and the date they were last completed. You will not be required to submit names or the full DBS certificates.
- Organisation's most up to date annual accounts which have been independently examined or audited. If your organisation is new you need to submit your latest bank statement and a 12 month financial projection. If your group does not have a bank account in its name, the application form needs to be signed by three members of the group.

**Please ensure you have these documents in place before you apply.**

### **Introduction**

You need to state:

- 1.1 The name of your group or organisation
- 1.2 The grant amount you are applying for
- 1.3 Please give a brief summary of the project or event that this grant will fund.  
*Maximum 35 words.*

## About your Group or Organisation

This section is about your group or organisation. You will need to provide:

- 2.1 The name for the main person responsible for this application.
- 2.2 Their role in the group or organisation, for example project manager or the group's secretary.
- 2.3 The contact address for the organisation or group
- 2.4 A short description of the aims and activities of your organisation, e.g. a Tenants and Residents Association providing activities for local residents or a homelessness charity providing support for street homeless people in a specific part of Hackney.
- 2.5 From a list of options, please state the legal status of your group or organisation. This includes the charity number and OFSTED registration number, if applicable.

## Project Description

This section is about the project or event which you are applying for grant funding for. You need to provide details of the project or event, who will benefit from it and how you will plan the project or event to ensure it is well managed.

Please remember to provide all of the relevant information as the assessors can only make their recommendation based on the information provided on your application form. **Questions in this section are scored by the assessment team. The marks available for scored questions are shown below and on the application form.**

The information you provide needs to include:

- 3.1 A short description of the project or event that you want Community Chest funding for and how it contributes toward the equality objective. For example how the project or event will bring people together through a shared activity such as a street party or a gardening project on an estate. It is important this question is answered fully as projects or events will only be funded if they can demonstrate how they meet this equality objective. *Maximum 400 words.*  
**This question is scored – total marks available = 9**
- 3.2 Dates, times and where you expect your project or event to take place. This could be a one off event held on a specific day or a short term project which will be delivered over 3-4 months. Given the level of funding available, we anticipate the majority of projects funding in the first round would be delivered between

July and October 2017 however, if required, it can be delivered up to end of March 2018. *Maximum 100 words.*

The location of the project or event should include the electoral ward. Information on the electoral wards can be found on the Hackney website. <http://www.hackney.gov.uk/your-ward.htm>

3.3 The number of people who would benefit from or participate in this project or event. For example, a one off event for 100 people or an arts project working with 20 young people which will then be displayed in community hall for others to enjoy. *Maximum 50 words.*

**This question is scored – total marks available = 3**

3.4 Details about the staff and volunteers who will be delivering the projects, including a brief description of their experience and skills which will ensure the project or event is delivered successfully. *Maximum 300 words.*

**This question is scored – total marks available = 12**

3.5 Give details of how you will ensure your project or event can be accessed by residents in the borough. This should include any different equality groups such as older people or people from different ethnic backgrounds. For example, the community gardening project which was awarded a Community Chest Grant in 2013/14 was specifically designed to ensure it was accessible for disabled and older people (see page 3-4). *Maximum 300 words.*

**This question is scored – total marks available = 6**

3.6 Risk Assessment. **The risk assessment is scored – total marks available = 9**

- Outline the main risks associated with this project and how these will be managed. Risks and challenges could include failure to successfully deliver the project's aims and objectives, health and safety risks associated with putting on an event or preparing food, and operational challenges. You should also include details of any insurance policies in place. Please be realistic and honest in assessing risks – acknowledging the existence of risks is not a weakness as long as you identify in your answer how you will manage them.
- You must state whether or not your project or event involves working with children or adults at risk. If so, your supporting documents must include a safeguarding policy or a statement of safeguarding responsibilities. Anyone working with children or adults at risk, including volunteers, must have Disclosure and Barring Service (DBS) certifications (previously CRB). Projects which include community events must have a Safeguarding Children and Safeguarding Adults policy and, as a minimum, the event co-ordinators, volunteer supervisors and unsupervised volunteers must have Disclosure and Barring Service (DBS) certificates.

DBS certification is a legal requirement and any if spent or valid convictions

are identified, recruitment to the activities must be approved by the Council. Please do not send us copies of DBS certificates however they must be available upon request.

## Financial Information

In this section you need to give financial information about your group or organisation and provide an outline budget for your project or event. **Questions in this section are scored by the assessment team.**

- 4.1 This question is a drop down menu requiring you to select whether your group or organisation has an annual income of less than £50,000 or between £50,000 and £250,000. Organisations must have an income of under £25,000 to be eligible to apply for a Community Chest grant and 50% of the grant funding is available for Community Chest will be reserved for organisations with an annual income of less than £50,000.
- 4.2 Please tell us the annual income for your group or organisation. If your organisation is new, please tell us the income raised over the last 12 months.
- 4.3 You will need to prepare a budget with a breakdown of costs, see below example. The budget needs to be uploaded to the online form and can be provided as either a spreadsheet or in a Word document table. A blank Budget Sheet template is available for you to download and use from Hackney Council website [www.hackney.gov.uk/community-grants](http://www.hackney.gov.uk/community-grants). It should not be longer than one side of A4.

**The budget is scored – total marks available = 9**

### Example budget

Item or activity	Cost
Sessional worker (5 days x £50 per day)	£250
Volunteer (lunch 5 days x £5 per day) (travel 5 day x £5 per day)	£50
Venue hire (3 day x £100 per day)	£300
Mini bus hire (£50 per day x 1 day)	£50
Art material (£2 x100 sets of poster paint)	£200

- 4.4 Please tell us if you have any other funding sources for the project, e.g. match funding from another organisation or from other local fundraising activities.  
*Maximum 100 words.*



## **Equality and Access**

5.1 Please tell us if the project or event will be working with people from a particular group, for example older people or people from a particular ethnic group.

Hackney Council expects the widest possible range of people to benefit from all the projects funded through the Grants Programme. However, we recognise that it may sometimes be appropriate for a project to be particularly targeted at one or more specific groups.

## **Declaration**

6.1 The grant application needs to be approved by the accountable manager. This could be the organisation or group's Chair, Treasurer or Secretary. This must be done online by ticking declaration box and stating the accountable manager's name and position in the organisation.

6.2 If your group does not have a bank account in its name, the application form needs to be signed by three members of the group.