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| NULBC Logo 08 CMYK | **COMMUNITY CHEST**  **Guidance for Applicants**  **Eligibility Criteria 2016/17** |

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| PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM |

Community Chest funding is available to community groups, residents’ groups, voluntary organisations and social enterprises who wish to apply for financial support for projects that will be delivered within their Locally Based Body (LBB) area. A list of the LBBs and the areas of the Borough that they cover can be found at the end of this document.

Applicants should be able to demonstrate that their proposal will meet the needs of residents and have considerable community commitment to the aims of the project.

Organisations wishing to apply for funding must have an organisational bank or building society account with a minimum of two non-related signatories, evidence of insurance certificates and a constitution or terms of reference.

The scheme is aimed at increasing the number of people getting involved in community projects and at allowing existing groups to try new things. We are particularly keen to fund new groups and those who have never applied to us before.

* **Organisations that have received funding for two successive years are required to take a break from applying to Community Chest for one year.**
* **Organisations that have received funding previously and failed to return a satisfactory completed Evaluation Form will not be eligible to apply.**

Projects to be supported should have clear and measurable outcomes, within a specified timescale, that are able to demonstrate how they will support **at least** **one** of the priorities set out in Newcastle-under-Lyme Borough Council’s, Council Plan 2016/17:

* + - ***A clean, safe and sustainable borough***

Improving the environment, making the borough a safer place to live and tackling issues such as climate change and waste reduction

* + - ***A borough of opportunity***

Improving access to training, skills and confidence building opportunities and raising aspirations

* + - ***A healthy and active community***

Improving the health of the community, helping people to live active lives and improving access to leisure facilities and activities

* + - ***A co-operative Council delivering high quality, community-driven services***

Improving resident involvement in their community, creating opportunities for local people to become involved in designing and delivering services that affect them

Projects should also;

* demonstrate community and partner support for the activity/event and/or be a proactive response to an issue that is clearly causing concerns in the neighbourhood;
* be of benefit to residents and/or stakeholders in the neighbourhood;
* be properly costed, detailing income and expenditure (if VAT is applicable please ensure that it is included on the itemised expenditure within the application form);
* Include quotations for items that are to be purchased with grant funding, where applicable and confirmation of where equipment is to be stored. Quotations need to be on headed paper and include V.A.T. (but can be obtained from the internet/catalogues);
* demonstrate value for money and/or comparative market rate for services;
* include evidence of insurance, where appropriate (e.g. building contents insurance, public liability and employers liability).

Community Chest funding **WILL** support;

* pilot or start-up costs for new projects e.g. insurance, fees, rent, staffing costs, marketing etc. This could also include alterations to existing community facilities;
* community activities that promote social inclusiveness;
* environmental improvements;
* start-up costs for pre-school and youth activities;
* capacity building initiatives developing community skills and confidence;
* community education and training;
* volunteers expenses;
* purchase of equipment for wider community use;
* community events that are inclusive and accessible to local residents.

Community Chest funding **WILL NOT** support:

* ongoing running costs of an existing activity, e.g. insurance, fees, rent, staffing costs of core services, uniforms, costumes, building repairs and maintenance;
* activities that are eligible for other Borough Council grant schemes;
* any religious activity;
* any political activity;
* activities considered to support, induce or infer radicalisation and/or extremism;
* a statutory responsibility or services generally resourced from/by other statutory organisations or the activities of public sector bodies (for example schools, Police, Fire and Rescue Service or NHS);
* expenditure previously incurred or committed;
* applications from individuals, private profit making businesses or for activity to fulfil any legal requirements;
* projects occurring outside the boundaries of Newcastle-under-Lyme Borough Council unless a direct benefit to Borough residents can be proved;
* any activity that directly or indirectly discriminates on the basis of race, religion, gender, nationality, disability, age or sexual orientation.

These lists are not exhaustive and the Council reserves the right to judge each application on its individual merits.

**How much funding is available?**

The Community Chest has a budget of £43,000 for the period 2016/17 and a maximum of £800 will be available to any organisation in any one year.

Applicants may apply for more than one grant per year providing that the applications are for distinct and different projects and do not exceed the maximum limit of £800.

**How are applications assessed?**

Community Chest applications are considered by 14 Locally Based Bodies (LBBs). The LBBs consist of parish councils, community centre management committees and Locality Action Partnerships.

Applications for funding should be submitted to the LBB with responsibility for the area in which the project will be delivered. If a project benefits more than one area, applicants may apply to more than one LBB for funding. It should be noted that the maximum grant amount will still apply and that the level of funding available from LBBs cannot be guaranteed.

The LBB will assess applications against a checklist which considers all of the eligibility criteria set out in this guidance. If the checklist criteria is not met in full, applications will not proceed to the Council for approval and will be returned by the LBB to the applicant with an explanation of why the application has been rejected.

In the event that the funding is over-subscribed applicants may not receive the full grant applied for and may be offered part-funding at the discretion of the LBB.

**Additional Information**

* **THE FINAL CLOSING DATE FOR RECEIPT OF APPLICATIONS FROM LOCALLY BASED BODIES BY THE COUNCNIL IS 28TH FEBRUARY 2017.   
  Please check with your LBB to make sure that your application is considered in time to meet this deadline.**
* Applications must be submitted on the current 2016/17 application form to the appropriate LBB.
* Initial application deadlines will be set by the relevant LBB. The Council will aim to process successful applications and issue payments within 28 days of a decision being made.
* LBBs cannot apply to other LBBs for projects that are taking place in their own area.
* LBBs can apply for Community Chest funding from their own allocated budget providing their application meets the eligibility criteria. Any such applications will be considered by the Council’s Grants Assessment Panel.
* Any appeal against a LBBs decision will be heard by the Grants Assessment Panel through the approved Grants Appeal Procedure, which is available from the Council upon request.
* All activities will be subject to monitoring by the Partnerships Team at Newcastle-under-Lyme Borough Council to ensure that the project delivers the outcomes as specified in the approved funding application.
* On completion of the project, the applicant should provide proof of expenditure and complete an evaluation form detailing the outcomes. Completed evaluation forms should be submitted to the Council within 28 days of the project completion date, **failure to do so will mean that future applications will not be considered.**
* If the project fails or does not perform satisfactorily to agreed targets, the commitment for any unpaid funding may be withdrawn.
* Funding must be spent during the financial year in which it is awarded. However, if this is not possible, approval to carry over any unspent grant **must** be obtained from the Council. Failure to do this may lead to the Council requesting repayment of remaining monies.
* Equipment funded with a Community Chest grant must not be kept in an individual’s house, garage or shed, and should be kept in a communal building, for example a Community Centre.
* Any organisation receiving a grant should inform the Council when considering disposing of its assets or when ceasing to operate. The Council will then consider whether repayment of the grant will be enforced, and/or how the asset should be disposed of.
* If your organisation does not have a Safeguarding Policy then please refer to the following link.  In doing so you are agreeing to adhere to the Newcastle Borough Council Safeguarding Children and Adults at Risk of Abuse or Neglect Protection Policy <http://www.newcastle-staffs.gov.uk/community_index.asp?id=SX903D-A7810605&cat=1530> in particular Appendix F which confirms that you will ensure appropriate disclosure and barring service checks (DBS) have been undertaken for any staff or volunteers working with children or adults at risk.
* Please note that the Council reserves the right not to fund any projects that it feels do not meet application criteria, or any costs that it feels are inappropriate or do not deliver value for money.

**Please note that the LOCAL GOVERNMENT TRANSPARENCY CODE 2014 requires the Council to publish on quarterly basis information relating to any grant that it awards for £500 or over. If your organisation is not willing for this information to be published in the public domain, please do not apply for the Community Chest.**

**Information that will be published will include:**

• Date the grant was awarded

• Time period for which the grant has been given

• Local authority department which awarded the grant

• Beneficiary

• Beneficiary’s registration number

• Summary of the purpose of the expenditure, and

• Amount.

**For further information regarding applications to the Community Chest and whether your organisation is eligible to apply for Community Chest funding or which LBB should be considering your application please contact Irene Lee at** [**Irene.lee@newcastle-staffs.gov.uk**](mailto:Irene.lee@newcastle-staffs.gov.uk) **or by telephone on 01782 742569**.

**Contact details for Locally Based Bodies (LBBs)**

**Audley -** Mrs Claire Withington - 01782 721474 - [audleyparishcoucil@hotmail.co.uk](mailto:audleyparishcoucil2@hotmail.co.uk)

**Betley, Balterley & Wrinehill -** Mr Gywn Griffiths - 01270 663832 - [griffiths725@btinternet.com](mailto:griffiths725@btinternet.com)

**Chapel & Hill Chorlton -** Mrs Nesta Hassell – 01782 680381 - [nestahassell@hotmail.com](mailto:nestahassell@hotmail.com)

**Clayton, Seabridge and Westlands -** Mr Alan Butters - 01782 611621 [–abuttersuk@aol.com](mailto:–abuttersuk@aol.com)

**Greater Chesterton LAP -** Mrs Lilian Barker MBE - 01782 563603 - [communityforum@hotmail.com](mailto:communityforum@hotmail.com)

**Keele -** Mrs Claire Withington – 01782 721474 - [clerk.keelepc@gmail.com](mailto:clerk2.keelepc@gmail.com)

**Kidsgrove -** Mrs Jill Waring - 01782 782254 - [kidsgrovetc@btconnect.com](mailto:kidsgrovetc@btconnect.com)

**Loggerheads -** Ms Karen Watkins - 01630 673426 – [loggerheadspc@btconnect.com](mailto:loggerheadspc@btconnect.com)

**Madeley -** Mrs Janet Simpson – 07563 660298 - [parish.clerk@madeley.staffslc.gov.uk](mailto:parish.clerk@madeley.staffslc.gov.uk)

**Maer & Aston -** Mrs Elena Sudlow - 01782 680311 - [maeraston@hotmail.com](mailto:maeraston@hotmail.com)

**Marsh Hall** **(Wolstanton, May Bank, Bradwell and Porthill)** - Mrs Sue Akers - 01782 630474 - [sj.akers1@ntlworld.com](mailto:.sj.akers1@ntlworld.com)

**Partnership of Western Communities (Cross Heath, Knutton, Silverdale and Parksite) -** Mr Gareth Snell – 01782 638476 - [gareth\_c\_snell@hotmail.com](mailto:gareth_c_snell@hotmail.com) or [silverdaleparish@hotmail.com](mailto:silverdaleparish@hotmail.com)

**Whitfield (Thistleberry and Poolfields) -** Miss Marion Reddish - 01782 613265 - [marionreddish@btinternet.com](mailto:marionreddish@btinternet.com)

**Whitmore -** Mrs Wendy Kinson - 01782 680613 – [wendy.kinson@tiscali.co.uk](mailto:wendy.kinson@tiscali.co.uk)