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 **FLINTSHIRE COUNTY COUNCIL**

**COMMUNITY CHEST GRANT**

**APPLICATION FORM**

**This document is also available in Welsh**

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| **For Office Use Only** |
| Date Received: |  | Initials: |  | Reference No.  |  |

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| A) | About your organisation |
| Name: | Where is the organisation based: |
| Address: |  |
| Postcode: |  |

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| Is the organisation based in property owned by Flintshire County Council or a statutory/public sector body? | Yes [ ]  | No [ ]  | Not Known [ ]  |

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| Do you receive statutory funding?If yes, please refer to Funding Advice Officer at Flintshire Local Voluntary Council (FLVC) before completing the application. | Yes [ ]  | No [ ]  | Not Known [ ]  |

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| Have you received a Community Chest Grant before? | Yes [ ]  | No [ ]  |
| If so, please state when you received this grant |  |

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| **B)** | **Applicant** (on behalf of the Organisation) |
| Title: |  | First name(s): |  | Surname: |  |
| Position held in organisation: |  |
| Address: (if different from above) |  |
| Postcode: |  | Email: |  |
| Daytime Telephone Number: |  | Mobile Telephone Number: |  |

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| **C)** | **Address to be used for written correspondence about your application** (Please tick one box only) |
| Organisation (as listed in Section A) | [ ]  | Applicant (as listed in Section B) | [ ]  |

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| **D)** | **Group information** |

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| When was your Group formed? |  |

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| What is the status of your Group? (Please tick one box only) |
| [ ]  Company Limited by Guarantee or Share | [ ]  Registered Charity |
| [ ]  Unregistered Voluntary Organisation | [ ]  Registered Friendly Society |
| [ ]  Other (Please Specify): |  |

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| Are you **VAT** Registered? | [ ]  No  | [ ]  Yes |
| If **Yes** please provide VAT Registration No: |  |

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| Are you a local branch of a national or regional organisation? | [ ]  No  | [ ]  Yes |

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| E)  | About your organisation |
| What are your Group’s aims? |
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| What are the main activities that your Group provides? |
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| Safeguarding adults, young people and children is a priority for the Council; the Council take seriously its responsibilities to keep people safe. Keeping children and adults safe is everyone’s business; we all share a responsibility to safeguard and promote the welfare of children and adults and protect them from others who may abuse them. |
| Do you have a Safeguarding Policy?If you do not have a Safeguarding Policy, please contact the Funding Advice Officer at Flintshire Local Voluntary council (FLVC). | Yes [ ]  | No [ ]  |

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| Do you have an Equality Policy?If you do not have an Equality Policy, please contact the Funding Officer at Flintshire Local Voluntary Council (FLVC). | Yes [ ]  | No [ ]  |

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| F)  | Management Committee information |
| How many Management Committee Members do you have? |  |
| How often do you meet? |  |
| What are the Names of the Management Committee? |
| Chair: |  |
| Treasurer: |  |
| Secretary: |  |

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| G)  | How will the grant be used? |
| Title of Project:  |

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| What type of activity will the grant be used for? |
| 1. Minor Capital Projects for example, building, repairs, updating internal fixtures & fittings
 | [ ]  | 4. Community event | [ ]  |
| 1. Equipment excluding consumables
 | [ ]  | 5. Feasibility Studies | [ ]  |
| 1. Training and awareness events / courses
 | [ ]  | 6. Marketing / publicity | [ ]  |

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| Please provide a short description of the purpose of the grant you have requested |
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| Describe the item/s that is / are being applied for from Community Chest including actual costs.  |
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| H)  | Who will benefit from your project? |
| Approximately, how many users will benefit from the project:  |  |

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| Where do the potential users/beneficiaries live? |
| [ ]   | Flintshire | [ ]   | Outside of Flintshire |

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| The Council has signed the Armed Forces Covenant and is committed to treating the Armed Forces Community, including Veterans, fairly. |
| Has your organisation signed the Armed Forces Covenant? | Yes [ ]  | No [ ]  |
| Will this project benefit the Armed Forces Community? | Yes [ ]  | No [ ]  |
| If yes, please explain how this will benefit the armed Forces Community |
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| Will this project promote Welsh Language? | Yes [ ]  | No [ ]  |
| If yes, please explain how this will promote Welsh language |
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| I)  | Funding for the total Project |
| Please specify the total costs of the project (include copies of recent quotes or estimates) |
| **Total Project Costs** (Please refer to activity headings in Section G)**:** | **£** |
| 1. | **£** |
| 2. | **£** |
| 3. | **£** |
| 4. | **£** |
| 5. | **£** |
| 6. | **£** |
| **TOTAL PROJECT COSTS** | **£** |
| **TOTAL GRANT REQUESTED** | **£** |
| Flintshire County Council will fund up to 75% of the total project costs to a maximum of £1,000. Please show how you will match fund the remaining costs? |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
| Are you able to reclaim the VAT on any items you have outlined within the application? | Yes | [ ]  | No | [ ]  |
| If yes, please provide details: |

**J) Your Organisation’s Finances**

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| Please provide us with your organisation’s expenditure and income for the last 3 financial years. Newly formed organisations please provide an estimate.  |
| **Year** |  |  |  |
| **Income**  | **£** | **£** | **£** |
| **Expenditure** | **£** | **£** | **£** |
| **Net** | **£** | **£** | **£** |

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| K)  | Declaration of Interest |
| Are there any **Flintshire County Councillors and / or Officers** that are familiar with or involved with your group? (Please indicate whether familiar or involved) |
| **Name** | **Familiar** | **Involved in what capacity** |
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**L) Language Preference**

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| How do you want to receive future correspondence regarding your grant application? |
| [ ]   | English Only | [ ]   | Welsh Only |
| [ ]  | Bilingual (English & Welsh) | [ ]  | Other (Please state below) |

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| M)  | Declaration |
| Evidence of how the project is being delivered, as specified in your application, will be requested. This may be in the form of copies of invoices, photographs and/or a visit from a member of staff. All projects or expenditure must be completed within 12 months of the notification of funding being awarded.I certify that, to the best of my knowledge and belief, that the details supplied in this Community Chest Application Form are correct. I understand that Flintshire County Council and/or Flintshire Local Voluntary Council may seek verification of any of the information supplied as part of my grant application.  I understand that if any of this information is found to be false, misleading or missing, this may result in the application not being processed/awarded.I understand that Flintshire Local Voluntary Council administer this grant on behalf of Flintshire County Council and  may need to ask me to supply further information in order to make the decision to proceed to an assessment of my grant application.Please Note: This section **MUST** be signed by both the Applicant **AND** a Member of the Management Committee (Not related). |
| Applicants Name (PRINT): |
| Position on Management Committee (if applicable): |
| Signature: | Date: |
| Management Committee Members Name (PRINT):  |
| Position on Management Committee:  |
| Signature: | Date: |
| **Print out this form. Sign it. Post it (with the necessary documents) to:**Funding OfficerFlintshire Local Voluntary CouncilCORLANUnit 3 Mold Business ParkWrexham RoadMOLDFlintshireCH7 1XP |

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| **Name of Organisation: ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****CHECKLIST FOR DOCUMENTS TO BE SUBMITTED WITH APPLICATION**Please ensure that this checklist has been completed and that all documents are submitted with your application.Applications that do not include the required documentation as detailed below will **NOT** be considered for a grant. |
| 1. | The application form has been signed by the Applicant.  | [ ]  |
|  |  |  |
| 2. | The application form has been signed by an appropriate member of the Management Committee of the organisation.(This person must be not be the Applicant) | [ ]  |
|  |  |  |
| 3. | A copy of the constitution or set of rules, signed by Chair, Secretary or Treasurer is enclosed. | [ ]  |
|  |  |  |
| 4. | Proof of bank or building society account is enclosed. This should be in the form of the most recent bank or building society statement  | [ ]  |
|  |  |  |
| 5. | A copy of the most recent accounts or statement of income and expenditure is enclosed. This must be signed by the Chair, Secretary or Treasurer (If you provide audited accounts only one signatory is required )  | [ ]  |
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| 6. | Quotes for items to be purchased using this grant if awarded. | [ ]  |

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|  | **Return your application via post to:****Funding Officer****Flintshire Local Voluntary Council****CORLAN****Unit 3 Mold Business Park****Wrexham Road****MOLDFlintshire****CH7 1XP** |

**Please don’t forget to keep a copy of the application form for your records**

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| Privacy Notice |
| Flintshire Local Voluntary Council (FLVC) administers the Community Chest Grant on behalf of Flintshire County Council.  Your data will be processed by FLVC only for the specific purposes of assessing your Community Chest Grant application. The processing of your personal data is necessary for the purposes of assessing and administering this Grant to enable a decision on funding to be made.  Flintshire Local Voluntary Council will hold your data and this may need to be shared with Flintshire County Council in order for a decision on funding to be made.  Your personal data will not be shared any wider.  Flintshire Local Voluntary Council will retain your information in line with the Council’s current retention guidelines - Current year plus six years for grants.If you feel that your personal data has been mishandled at any time you can make a complaint to the Information Commissioner's Office by visiting their website or by calling their helpline on 0303 123 1113.For further information about how Flintshire County Council processes personal data and your rights please see our privacy notice on our website: <http://www.flintshire.gov.uk/en/Resident/Contact-Us/Privacy-Notice.aspx> |

**Any application for a grant submitted in Welsh will not be treated less favourably than an application submitted in English**