



FLINTSHIRE COUNTY COUNCIL COMMUNITY CHEST GRANT



GUIDANCE NOTES

1. WHAT IS COMMUNITY CHEST?

Community Chest is a grant scheme funded by Flintshire County Council and administered by Flintshire Local Voluntary Council (FLVC) to support community activity in Flintshire.

2. WHO CAN APPLY?

Applicants must be:

- Based in Flintshire;
- Formally constituted and not for profit;
- Independent of statutory or public bodies;
- Self-governing i.e. not accountable to another body;
- Hold a bank account requiring at least two signatories, and;
- Must also operate without any restriction on membership.

We cannot provide grants to:

- Organisations or activities that support Terrorism or Extremist groups;
- Trading/profit-making organisations;
- Organisations in receipt of statutory funding to provide a statutory service e.g. Schools. This does not include organisations that are in receipt of Core Funding from Flintshire County Council;
- Individuals or funds set up to benefit an individual;
- New or not established groups i.e. no constitution;
- Applicants that have already received Community Chest funding up to the value of £1,000 in the last 3 financial years.

3. WHAT CAN THE GRANT BE USED FOR?

The aim of the grant is to support one off initiatives such as:

- Minor capital projects for example, building repairs and updating internal fixtures and fittings.
- Community events
- Equipment but not consumables*
- Feasibility studies
- Publicity / marketing
- Training and awareness events/courses
- Responding to national, regional or local emergency situations
- Recovery from a national , regional or local emergency situation

*Any equipment bought with the grant must remain the property of the group and must be available for more than one member to use.

* In the event of an emergency situation as defined by the Civil Contingencies Act 2004 this grant may be repurposed and priority will be given to applications that contribute to responding to the situation.



4. WHAT IS NOT COVERED BY THE GRANT?

- Existing projects that have already started;
- Projects that are considered to be part of an organisations normal day to day running costs;
- Projects based outside of Flintshire.

Examples include:

- Major capital projects relating to building and engineering works that create an asset such as extension to premises, building a new facility, resurfacing and ground works.
- Capital improvements to places of worship or places owned by religious bodies
- Capital projects that are the responsibility of statutory or public agencies
- Consumables i.e. items with a short life span e.g. paper, printer ink, stationary etc.
- Catering and hospitality
- Fundraising and prize giving including medals, certificates or trophies
- Excursions
- Activities promoting specific religious or political beliefs
- Projects already fully funded from other sources
- Goods and services already purchased – the grant offer dates must be taken into consideration when applying
- Recurring expenses (e.g. photocopier rental, telephone rental, regular publications, loan payments)
- Group running costs or premises costs except for one off hire of facilities – this includes utilities (e.g. gas, electricity, water)
- Salaries, wages, expenses or professional fees
- Second-hand goods unless approved by Flintshire County Council
- Proposals that would be in conflict with existing national or local policy.
- Purchase of personal items of equipment
- Memberships
- Financial support for individuals

The Council reserves the right to waive these examples in the case of Emergency Response or Recovery applications.

5. HOW OFTEN ARE AWARDS MADE?

Applications will be considered throughout the year.

Community Chest Grant funding can be awarded up to a maximum of £1,000 in any three year period (3 Financial Years).

If an Organisation has received £1,000 funding over three consecutive financial years, they will need to wait a full financial year before reapplying for further funding.



6. WHAT IS THE MAXIMUM THAT MY ORGANISATION CAN APPLY FOR?

Flintshire County Council will fund up to 75% of the total project costs to a maximum of £1,000.

If you are VAT registered you must provide your VAT number. Please note the Council will not be able to pay the VAT element of your application.

7. WHAT DO I NEED TO APPLY?

To be eligible, an organisation will need to provide:

- A signed Constitution or set of rules adopted by your Group which you must include with your application.
- Proof of bank or building society account. This should be in the form of the most recent bank or building society statement.
- Most recent annual accounts or a statement of income and expenditure.
- Quotes for items to be purchased using this grant - We recommend where possible local suppliers are used.

All sections of the application form must be completed and the above information submitted for an application to be considered.

Please ensure that you have the most up to date Application Form when applying. If you would like to check the version you have is the most up to date version please contact Funding Officer, Flintshire Local Voluntary Council on 01352 744000.

Applications that do not include the required documentation as detailed in the Application Checklist will **NOT** be considered for a grant.

8. HOW ARE APPLICATIONS ASSESSED?

When an application is received an assessment is undertaken. Applications are then considered by a Panel made up of a Flintshire County Councillor and an Officer from Flintshire County Council, Flintshire Local Voluntary Council Trustees and other third sector representatives. The Panel will be facilitated by the Funding Officer at Flintshire Local Voluntary Council.

Recommendations for funding are based on a range of criteria including:

- Need for funding
- Community benefit
- Viability of project
- Evidence of self-help



9. HOW WILL APPLICANTS BE NOTIFIED OF THE DECISION?

All applicants will be notified by letter if your application is successful or not.

If the application is **successful**, the letter will contain;

- Any additional conditions for the grant and an acceptance form. By signing the acceptance form the applicant and their organisation are bound by the conditions of the grant.

Please note: No payment will be made until all relevant paperwork requested has been submitted.

Following payment we will request evidence of how the project is being delivered as specified in your application. This may be in the form of copies of invoices, photographs, a visit by a member of staff from the Council etc.

All projects or expenditure must be completed within 12 months of the notification of funding being awarded.

If the application is unsuccessful, you will receive a letter explaining the rationale behind the Panel's decision; however, this would not exclude you from applying in the future.

10. WHERE CAN I GET AN APPLICATION FORM FROM?

If you need an application form or need any advice or help in completing the application form, please contact:

Funding Officer
Flintshire Local Voluntary Council
CORLAN
Unit 3 Mold Business Park
Wrexham Road
MOLD
Flintshire
CH7 1XP

Tel: (01352) 744004

Email: Heather.hicks@flvc.org.uk

Alternatively, application forms can be downloaded via the Funding Opportunities section of the Flintshire County Council website. The following Link will take you to the relevant page: [Community Chest Grant](#) however, you are only able to download a pdf version of the Guidance Notes and Application Form. If you would like a word version please contact Flintshire Local Voluntary Council.

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

The guidance notes and the application form are available in a variety of formats including Braille, large print and other languages upon request. This can take approximately seven working days.