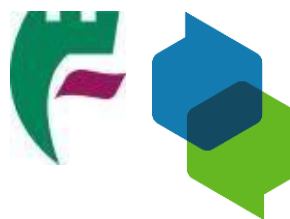


# Community Chest Grants



**FLVC**  
Flintshire Local Voluntary Council  
**CGLISFF**  
Cyngor Gwirfoddol Lleol Sir Fflint

## Guidance Notes

This document is also available in Welsh

Flintshire Community Chest is a grant scheme funded by Flintshire County Council (FCC) and administered by Flintshire Local Voluntary Council (FLVC) to support community activity in Flintshire, with priority for small, local community groups.

### Before you start:

- Does your group or organisation have a **base** in Flintshire, not just operating in Flintshire?
- Are you a **not-for-profit** group / organisation with a **constitution** / governing document?
- Does your group have a **bank account** requiring at least two unrelated signatories?

If you answered “**yes**” to **ALL** the questions above, please proceed. If you replied “**no**” to **any** of them, these grants are **not** for you. Contact FLVC for information about other funding sources.

### Is your group or organisation:

- a religious body applying for building improvements
- applying for funds to benefit an individual
- already in receipt of Community Chest in the last 2 years
- a trading or profit-making organisation, or **CIC limited by share**
- a new group with less than six months’ track record
- a school; a **town council** / parish council / county council

If you answered “**yes**” to **ANY** of these questions, this fund is **not** for you. Contact FLVC about other potential sources of funding.

Examples of what the grant has funded	What you CANNOT apply for
One-off initiatives such as:	Activities that have already taken place
Minor building repairs and updating #	Items already paid for or recurring costs
Items of equipment (but not paper, ink, etc) *	Running costs, utilities,
Training courses for staff and volunteers	Trips out, excursions
One-off community-wide free events (but not food or drink)	Food, drink, catering, hospitality
Feasibility studies	Prizes, medals, trophies, certificates
Publicity and marketing	Wages, sessional worker costs, memberships
Responding to and recovery from emergency situations (e.g. pandemics, floods)	Paper, printer ink, stationery, phone costs, any recurring costs or “consumables”

\* Items of equipment funded by Community Chest must be covered by insurance, must remain the property of the group and must be available for more than one member to use.

# Minor capital projects for example, building repairs and updating internal fixtures and fittings. If you want to carry out minor repairs or updating of fixtures, etc, then you must speak to us first to see if what you want to do is eligible and provide details of your lease, etc.

### How much can we apply for?

FCC will fund **up to 75%** of the total cost of what you are applying for, up to a maximum of £1,000.

## When can we apply?

Community Chest grant funding can be awarded up to a **maximum of £1,000** in any rolling two-year period, so if you have had a previous Community Chest grant, you will need to wait a full year before applying again. Applications are accepted throughout the year and will be considered at, up-to three panel meetings which take place at regular intervals during the year. For information on the next panel and application deadlines, please see our website [www.flvc.org.uk](http://www.flvc.org.uk).

### What if we can't meet the deadline for the round we want to apply for?

If you miss a deadline, your application will go to the next panel meeting (once it has been checked to ensure it is complete). If it is not complete, you will be informed but your application may not be submitted to the panel meeting you were intending, so **make sure your application is received in good time**, especially if you are applying for something **time sensitive**, e.g. an event.

If you want some advice on your application, please contact Heather Hicks on 01352 744004 or [heather.hicks@flvc.org.uk](mailto:heather.hicks@flvc.org.uk).

### What do we need to provide along with our application?

You will need to provide:

- Your **signed** constitution or set of rules adopted by your group
- Your group's bank or building society statement that is less than **three months old**
- Your group's most recent **signed** annual accounts or a **signed** statement of income and expenditure
- **Three quotes** for any item costing **over £100**, to be purchased using this grant \*
- **One quote** for any item costing under £100, to be purchased using this grant \*

**Quotes** can be screenshots / photos of items that clearly show the price (including VAT). **Links to websites** will **NOT** be accepted and your application will be **rejected** if it includes links.

*\*Items to be purchased must be brand new, no second-hand items unless approved by Flintshire County Council – contact us before completing your application.*

**All sections of the application form must be completed, and the above documents submitted for your application to be considered.**

If you apply online via FLVC's website (our preferred method), you will automatically be using the correct form. If you are using an emailed or printed form, please ensure you have the current form (it will have 2026-27 on it). If you're not sure, contact [funding@flvc.org.uk](mailto:funding@flvc.org.uk) or 01352 744004.

## How are applications assessed?

An independent panel of elected members and officers from Flintshire County Council (FCC), FLVC trustees and other third sector representatives consider all complete applications three times a year. Recommendations for funding are based on **need**, community **benefit**, viability, size of organisation and level of reserves.

Please note - the fund is competitive, and the grants panel reserves the right to prioritise as they see fit based on local need.

**How do we find out if we have been successful?**

All applicants will be notified of the outcome of their application, usually by email – this process can take up to four months, depending on when you submit it. If the application is successful, you will be sent any additional conditions for the grant and an acceptance form. By signing and returning the acceptance form, the applicant and their group are bound by the conditions of the grant.

**When do we get the funding and when must it be spent?**

Payment will be made by bank transfer within four weeks of all relevant paperwork being submitted to FLVC. All funds must be spent within nine months of the funding being awarded.

**What information do we have to provide on what we have done and how we spent the grant?**

You will be sent a monitoring form and progress report to complete when you are awarded the funding, which asks for details of what you have done, numbers of people who have benefitted, a breakdown of how you spent the money and a case study; you can send us photos, videos, copies of publicity materials too, if you like. The Monitoring form must be completed in full and returned to FLVC within 12 months of the award being granted. Late returns of this information could impact on any other funding applications you make to FLVC/FCC.

**Where can we get an application form, how do we submit it and what formats are there?**

We encourage applicants to complete the form online via our website. If you cannot apply online, you can email: [funding@flvc.org.uk](mailto:funding@flvc.org.uk) or phone 01352 744004; and we will either email you a form or post it if your group can only complete a paper application form.

**An application submitted in Welsh** will not be treated less favourably than an application submitted in English. Guidance notes and the application form can be provided in other formats, including Braille and large print on request – please allow 10 working days for this.