

CC2 – COMMUNITY CHEST GUIDANCE

1.0 PURPOSE OF THE COMMUNITY CHEST FUND

- 1.1 Each of the Council's 21 wards has been allocated £9,000 from Community Chest. The purpose of the fund is the provision of small grants (up to a maximum of £1000 per project) for community groups in recognition of the contribution they make in achieving the district's priorities.

The Council is responsible for administering the fund which includes assessing each application to ensure it meets set criteria, making decisions on allocation of grants and monitoring the expenditure and outcomes of each agreed project. Applications will be submitted to the Community Chest Panel for determination. All outcomes will then be notified to Cabinet for information.

- 1.2 Bids are invited for the fund from any voluntary, community, recreational groups and special interest forums, based and working within the Wakefield District. Grants are available for the purchase of specific items or towards the cost of specific pieces of work.
- 1.3 Please note that multi-ward or district-wide applications are no longer eligible. Only single ward applications will be accepted.

2.0 IS MY PROJECT ELIGIBLE FOR COMMUNITY CHEST?

2.1 ELIGIBLE PROJECTS

To support you in deciding if your project is eligible for Community Chest please see the examples provided below:-

- Buying materials for a community art club, drama society, or similar event;
- Paying for a training programme or learning opportunity for a group's committee or its members;
- Hiring or purchasing of equipment;
- Paying for new groups to hire a room to hold a first meeting;
- Funding a community festival, sports day or similar events
- Paying for Research or Outreach work.
- Supporting fund raising activities for the applicant in order to assist with the overall sustainability of the organisation;
- Buying basic IT equipment and necessary training to support its use;
- Design and print of community group stationery or publicity materials;
- Renovating premises or building improvements to enhance community use of a building (subject to relevant / appropriate permissions).

2.2 INELIGIBLE PROJECTS

Community Chest cannot support the following activities:-

- Activities for religious or politically oriented purposes (although applications from religious groups for community activities are welcomed);
- Overheads or running costs for the group/organisation (i.e. public liability insurances, regular room hire costs, rent, rates, salaries, postage or stationery etc);
- Any activities that may conflict with Wakefield Council policies;
- Events which involve alcohol;
- Retrospective applications. Any costs paid or liabilities incurred before the community chest is awarded, will not be funded. Groups need to **ensure that they make themselves aware of the funding timescales and plan their submissions accordingly** in advance of any project or event to allow adequate time for consultation and processing; applications can take up to 8 weeks for processing.
- The cost of work or activities that any other person/agency has a statutory duty to undertake for example school curriculum activities;
- The construction or acquisition of buildings;
- Interest/service charges or contingent liabilities.
- Outings/ Trips out of the district, except in very unusual circumstances.
- Lunches/ Meals, except in very unusual circumstances.

3.0 RULES REGARDING COMMUNITY CHEST APPLICATIONS

- 3.1 **Applications relating to Schools:** Applications relating to schools must be submitted directly by the Parent Teacher's Association (PTA), Friends of the School, Governors or other relevant fund raising groups.
- 3.2 **Applications from Campaigning Groups:** A written statement will be required stating that the group's activities will not conflict with Wakefield Council policies.
- 3.3 **Applications for Festive Lights:** These must be submitted by the relevant voluntary and/or community group with details including how any future storage costs will be covered by the group.
- 3.4 **Single Group Funding:** Applications submitted on the basis of a particular identity, e.g. ethnic, religious or cultural groups should be the exception and not the rule. Groups should explain how their activity promotes or will promote integration within the district.
- 3.5 **Statutory Organisations:** The Community Chest Fund is intended for community groups. It will not therefore support bids submitted from the Local Authority or Town and Parish Councils. If a statutory organisation would like a specific project being delivered, this would need to be submitted by an eligible voluntary or community group.
- 3.6 **Provision of Estimates and Quotes:** It is expected as a minimum that when a member of the group is providing his/her time to a project that this will be provided on a volunteer basis. It is also expected that if an organisation is

selected as the preferred supplier and it is associated with either a member of the voluntary or community group or the group itself, then copies of another two quotes must be obtained and supplied to demonstrate that best value for money has been sought. Furthermore, any associated organisation selected as a preferred supplier must not share the same constitution as the applicant organisation.

4.0 HOW AND WHEN TO APPLY?

- 4.1 The aim of the Community Chest is to provide one-off grants of up to £1,000 for small groups and not to become the main source of funding for annual events or projects. Applications for specific events or projects which take place year on year will only be accepted every 2 years. For example a group holding a gala in January 2009 will not be considered eligible to hold a further gala until January 2011.
- 4.2 Groups will only be permitted to submit more than one application each year on the condition that it is for different and separate activities or projects and not to purchase separate items for the same event/project. Furthermore, multiple awards to one group will be dependant on available resources, as again first time applicants will be given precedence. Each repeat application will be scrutinised and judged on its merits.
- 4.3 Evidence to support the costings within your project are required at application stage. All costings must be supported by written estimates, quotes or catalogue entries.
- 4.4 You can download the application form and guidance notes from www.wakefield.gov.uk/communitychest. Where possible, we would encourage you to complete the form electronically, this will enable you to forward your application to your local ward councillors and the Community Engagement Team so that it can be processed quicker. However, handwritten applications will be accepted by post and in person.

5.0 WHAT HAPPENS NEXT

5.1 ELECTED WARD MEMBER SUPPORT

- 5.1.1 All applications must be submitted to your Local Ward Councillors prior to being forwarded to the Community Engagement Team.

Each application will require signed approval by 2 out of the 3 elected members for the ward that you have applied to.

5.2 ELIGIBILITY AND GATEWAY APPROVAL

- 5.2.1 Your application will be assessed against the eligibility criteria by the Council's Community Engagement Team. They may need to check some details with you or ask for further information. This will be done by email, post or over the phone so it is important that the person named within the application is able to

answer questions relating to the project. A project may be deemed ineligible for the reasons outlined at paragraph 2.2 above.

5.3 COMMUNITY CHEST PANEL ENDORSEMENT

- 5.3.1 Applications that pass the Elected Ward Member Approval and meet all required criteria will be sent to the Community Chest Panel for endorsement.
- 5.3.2 You will be notified of the Community Chest Panel's decision either by letter or email. If your application is unsuccessful, we will tell you why. This may be that we still have some outstanding queries or conditions. This will be explained when we get in touch and we may request you to re-submit your application.

6.0 IF YOU ARE SUCCESSFUL

- 6.1 You will receive confirmation which will inform you whether your application was successful. This may include additional conditions that your ward councillors or the Community Chest Panel have requested.
- 6.2 Grants will be paid directly into your community group's bank account using the electronic BACS system. We now make BACS payments every day of the week. As a result, there is no longer any benefit in receiving a cheque payment. Payment by BACS removes the need to take a cheque to your bank. You will still receive a BACS payment even if postal delays arise. BACS payments cannot be lost or stolen. Although BACS payments are paid directly into your bank account, you will still receive a detailed payment advice slip from us in the post.
- 6.3 Organisations awarded funding must send all evidence of spend (receipts, invoices etc) within three months of the project finishing. This information is required to ensure that the funding is spent as detailed within your application. Failure to comply with this requirement could result in the Council seeking repayment of the grant; this is known as "clawback". The Council can enforce clawback when the funding has been used for purposes other than those specified in the application, where duplicate funding is received by the organisation from other funding bodies or where the organisation does not provide evidence of spend for all monies approved.
- 6.4 The money must not be used for any other purposes without prior agreement with the Council and must be returned if the project does not proceed or does not spend all of the money that it has been allocated.
- 6.5 Details of all grants made are published either on the Council's website, in the Citizen or distributed to the local press. Any publicity arranged by successful applicants must acknowledge the Community Chest as the funder. Further advice on publicity requirements can be obtained from the Community Engagement Team.

- 6.6 You are required to return the evaluation form that we send you, this is a formal requirement and failure to comply may result in clawback.
- 6.7 We know that circumstances may change, problems arise and occasionally disasters happen. We encourage you to let us know sooner rather than later so that we can, if necessary, help you put things right. If there are routine problems about payment of the grant, or if you wish to discuss the project in more detail, please contact us by phone, letter or email:

The Community Engagement Team
Wakefield Council
Management Suite
Lower Building, Newton Bar
Wakefield
WF1 2TX

Tel: 01924 306769
Email: communitychest@wakefield.gov.uk

NOTES TO ASSIST IN COMPLETING THE FORM

Please answer all of the questions on the application form. Failure to complete all sections will result in the application being withdrawn from the bidding round and returned to the applicant.

Section A – About Your Organisation

- A1** Provide the name of your organisation as it appears on any governing documents. If you are known by another name, please tell us about this as well.
- A2** Use this space to tell us what you do and the activities your organisation is involved in e.g. providing counselling for women, dealing with hard to reach groups, supporting younger or older people, etc. These activities may be wider than those you are specifically asking us to fund.
- A3** Please provide a full address and contact details for your organisation. The telephone number and email address should be ones which can be used to contact your organisation during office hours. The correspondence address should be one where post is collected regularly.
- A4** The contact person should be someone who has a good knowledge of the application as this is the person we will contact if we have any queries. They must be contactable during office hours at the address / phone number provided at question A3
- A5/A6** You do not need to be a registered charity or company registered by guarantee to apply, but we do need to know more about the 'status' of

your organisation. It is also useful for us to know how long you have been in existence and whether you have a formal constitution. Being a new group or not having a constitution will not prevent you from being awarded a grant, we will however signpost you to support organisations such as Voluntary Action Wakefield District (VAWD) who can advise you on how to move forward on a more formal basis. We need to know how your organisation is managed, for example do you have a Management Committee? If so, please list the names of the people in charge of your organisation from the Management Committee, Board of Directors etc.

- A7** We need to know if your organisation has received a Community Chest grant in the past and if so how long ago. Applications for specific events or projects will only be accepted every 2 years. For example an event funded in January 2009 will not be considered eligible until January 2011.
- A8** It is useful to know where you heard about the Community Chest, this will enable us to constantly review our publicity plan and ensure that information on the fund is available to as many groups across the district as possible.

Section B – About Your Project / Scheme

- B1** Please be mindful that the title of your project/scheme will appear on any publicity and must be brief but descriptive.
- B2** We need to know in which ward your project/scheme will be delivered. This is so that we can process your application through the relevant ward councillors who will be able to assess your project against the specific needs and requirements of their ward. Please see below areas covered within each ward. Information and contact details regarding your ward councillors can be found through the following link: <http://webintranet2/LocalDemocracy/Councillors/Wards/default.htm> Alternatively, we can send councillor specific information directs to you, if you notify us of which ward you are interested in.

Please note: you must send your application to your local ward councillors for approval and then the Community Engagement Team. All applications must receive support from at least two out of three ward councillors in order to progress.

Ward ID	Ward Title	Areas Covered
001	Ackworth, North Elmsall and Upton	Ackworth, Ackworth Central, Huntwick with Foulby & Nostell, Hessele & Hill Top, West Hardwick, Badsworth, North Elmsall, Thorpe Audlin, Wentbridge & Kirk Smeaton, Ackworth West, Upton
002	Airedale & Ferry Fryston	Fryston, Townville, Airedale
003	Altofts & Whitwood	Normanton (Altofts), Normanton, Lee Brigg, Whitwood, Whitwood Mere, Roundhill, Half Acres, Normanton Industrial Estate, Featherstone North

Ward ID	Ward Title	Areas Covered
		West
004	Castleford Central & Glasshoughton	Carlton, Half Acres, Whitwood Mere, Redhill, Wheldale Lock Lane, Airedale (part), Glasshoughton, Smawthorne
005	Crofton, Ryhill & Walton	Chevet, Notton, Notton - Bleakley, Walton North, Walton South, Crofton, Ryhill, Winterset, Havercroft with Cold Hiendley, Havercroft East
006	Featherstone	Featherstone Central, Featherstone South, Featherstone North West, Sharlston, Featherstone East
007	Hemsworth	Hemsworth South, Hemsworth East, Fitzwilliam, Kinsley, Hemsworth West, South Hiendley
008	Horbury & South Ossett	Horbury Bridge, Horbury Central, Horbury Junction, Horbury North, Horbury West, Ossett Low Common, Ossett South East, Storrs Hill
009	Knottingley	Ferrybridge, Hill Top, Knottingley South, Simpsons, Weeland, Cridling Stubbs
010	Normanton	Normanton, Altofts, Newlands with Woodhouse Moor, Normanton Woodhouse, Warmfield-cum-Heath (Heath), Warmfield-cum-Heath (Warmfield), Whitwood, Normanton Common
011	Ossett	Broadowler, Flushdyke, Gawthorpe & Paleside, Headlands, Holme Lees, Ossett Central, Ossett Towngate, Ossett East, Ossett West
012	Pontefract North	Pontefract Castle, Pontefract Park, Monkhill, Central
013	Pontefract South	Baghill, Carleton, Darrington, East Hardwick, Great North Road
014	South Elmsall & South Kirkby	Moorthorpe, South Kirkby, South Elmsall
015	Stanley & Outwood East	St John's North, Outwood West, Bottomboat, Lake Lock, Newton Hill East, Outwood (Leeds Road), Stanley, Newmarket Lane, Stanley Lee Moor, Lofthouse Gate, Lofthouse
016	Wakefield East	Heath View, Northgate, St Swithun's, Windhill, Pinders Heath, Belle Vue, Greenhill, Northgate South, Primrose Hill, Portobello, Northgate North, Stanley Marsh
017	Wakefield North	Peacock, St John's East, St John's West, West Alverthorpe Central, Westgate Common, Silcoates, Kirkgate, Alverthorpe North, Newton Bar, Whitehall Rise, Batley Road
018	Wakefield Rural	Criggleshole - Durkar, Criggleshole - Hall Green, Criggleshole - Newmillerdam, Criggleshole - Painthorpe, Sitlington - Middlestown, Sitlington - Nethererton, West Bretton, Woolley - Haigh Hill, Woolley West, Criggleshole - Calder Grove, Woolley East
019	Wakefield South	Agbrigg South, Kettlethorpe, Sandal Castle, Sandal Woodthorpe, Agbrigg North, Belle Vue, Milnthorpe Lane
020	Wakefield West	Snapethorpe & Roundwood, West Alverthorpe South, Calder, Kirkgate South, Lupset East, Lupset East Central, Snapethorpe South, Lupset West Central, Westgate Central, Westgate North, Westgate South, Lupset Park, Roundwood, Wakefield Road
021	Wrenthorpe & Outwood West	Kirkhamgate, Lingwell Gate, Outwood - Ledger Lane, Newton Hill West, West Alverthorpe North, Outwood North, Wrenthorpe, Gentian Court, Carr Gate, Silcoates

B3

Please tell us more about your project, why you believe it is necessary and about the people you will be supporting. This is your opportunity to outline in 1-3 short paragraphs, why your project is important and the positive impact it will have on the people/ area you support.

B4 Please give us the start and finish date(s) of your project or scheme. Remember we cannot fund retrospective applications i.e. for activity that has already or will have taken place by the project approval date.

B5 Please specify the location / address of where the project / event will take place. This may be different to your organisational address.

B6 Please provide a breakdown detailing what you will be spending the money on. Written estimates / quotes, catalogue descriptions and prices are required and must be included within your application as these will provide an assurance that you have sought best value for money. To determine which items/activities are eligible please refer to paragraph 2.2.

It is expected as a minimum that when a member of the group is providing his/her time to a project that this will be provided on a volunteer basis. It is also expected that if an organisation is selected as the preferred supplier and it is associated with either a member of the voluntary or community group or the group itself, then the copies of the other two quotes obtained must be supplied to demonstrate that best value for money has been sought. Furthermore, any associated organisation selected as a preferred supplier must not share the same constitution as the applicant organisation.

B7 It is usually the case that organisations submit applications to different funding organisations for the same project/activity. This is to increase their chances in obtaining funding. We would like you to list the funders that you have applied to for the same project/activity. We would also like to know what you would do if you received funding from the community chest and subsequent duplicate funding from another source for the same project/activity.

B8 **As outlined at B7**, you may have applied or are intending to apply for funding from other funding organisations as your project may be bigger than the activity detailed within the Community Chest application. Please specify the amounts you have requested and whether or not the funding has been applied for, approved and/or received and for what items/ reasons. This will help us to determine the element to be covered by the Community Chest and understand what you would do, should you not receive funding to cover the total project costs.

B9/10 The Community Chest exists to provide small, one off payments to enable groups/organisations to get started or to fund one off events or projects. It cannot provide on-going sustainable support so you will have to consider what happens once your Community Chest grant comes to an end. Please detail here whether your group / project or scheme will require further funding, either on an on-going or annual basis. We will be able to signpost you to a number of organisations who can provide free advice in attracting additional funding.

- B11** Please outline any Wakefield Council officers or Elected Members who are assisting with the project / event and their roles. If they are part of your Management Committee etc they should be listed at question A6.

Section C – Who Will Benefit?

- C1a** We need to know approximately how many people will benefit from your project, this will enable us to assess the impact your project will have both in terms of numbers and on the groups you'll be working with. This does not mean that we will only fund projects that support large numbers as projects supporting smaller groups of hard to reach individuals are just as valuable.
- C1b&c** We would like to know whether your project is aimed at any particular group. For example, young people, women or migrants. You will not be scored any higher if you target a particular group. We would just like to know if you are targeting a specific group and your reason for doing this as we expect that the majority of projects / schemes will be available to all regardless of race and ethnicity, gender, faith, disability, age or sexual orientation.
- C1d** You should use this question to demonstrate how you will know whether you are being successful or not in meeting your objectives. What measures will you use? You might have informal discussions with beneficiaries or do questionnaires. You need to tell us how you will monitor and report on this project throughout its duration. We suggest that you keep a log of beneficiaries and what they took part in.
- C2** If successful in obtaining funding through the Community Chest we request that you give recognition to the funding you have received through press releases, newsletters, posters, pamphlets, photographs etc. Please provide details of how you will recognise and promote the Community Chest Fund.

Section D – Legislation and Supporting Documentation

- D1** If you are applying for a project to work (or involves contact) with children, young people or adults who are vulnerable (because of their circumstances or problems) you must have a policy that explains how you will make sure that they will be safe. You must also be able to show that your policy will be put into action.

It is your responsibility to have acceptable safeguarding policies and procedures for children, young people and vulnerable adults in place, which we may ask to inspect at any time if we offer you a grant.

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You are also required to ensure a member of the group attends a recognised Child Protection Course and for the group to sign a Child Protection statement.

Although the Child Protection Course does not need to be carried out at the time the application is submitted, we will need to agree a timescale for the training to have been undertaken. If this has not occurred by the time the application is sent to Cabinet and your application is supported, you will only be granted a conditional offer of grant with full approval and subsequent release of funding being made once your Child Protection Course certificate has been provided and validated. No money will be provided until you have satisfied our child protection criteria.

With regards to Criminal Records Bureau Checks (CRB), you are only required to check (via a CRB check) those people working with children or vulnerable adults. However, there are a number of other posts, positions and types of work which can be CRB checked. The complete list is held on the CRB website – www.crb.homeoffice.gov.uk/eligibility This provides the category codes that identifies the positions for which you can obtain a CRB check. This does not mean that the position must be checked but some legislation and regulatory authority instructions require that you must have all of your staff, working in the areas identified in the Category Codes list, checked.

If there is no mandatory requirement the organisation can make a decision based on a risk assessment, about whether a check should be made.

All CRB certificates must be renewed on at least a three yearly basis. As such, by agreeing to meet the minimum requirements in Section D1, you are stating that you have conducted the necessary CRB checks and that these are less than three years old.

Please provide any certificates, registration or inspection details which help to evidence that your organisation is committed to the wellbeing and safety of children, young people and vulnerable adults.

Please also note that the NSPCC has produced a guide for organisations to safeguard children called 'Firstcheck'. You can find out more about this at www.nspcc.org.uk or you can buy a copy by calling 020 7825 7422.

D2 Health & Safety Implications

It is important that in putting together your proposals, you have taken account of any health and safety issues that might relate to this project. We need to know that you have considered whether a risk assessment is necessary and, if so, that the outcomes have been taken on board.

D3 Insurance cover

Following on from the above, it may be necessary for you to have taken out, amend or upgrade your insurance cover. Please let us know what insurance

cover you have for the project and send copies of the certificate to evidence that your organisation has the appropriate cover required.

Section E – Approvals

E1 Statements of Agreement

Please note that a representative member of your organisation must sign the statement of agreement before your application can be considered, they will then have the responsibility as gaurantor. The statement covers the agreement to the terms and conditions of granting a community chest grant and data protection.

If your organisation works with children or vulnerable adults then the name of your organisation should be added to the Child/Vulnerable Adults Protection Statement and this should be signed and returned with your application.

E2 Ward Councillor approval

Your local ward councillors are at the centre of the Community Chest application process and as such receive, review and consider all applications.

In order to progress to the Community Chest Panel all applications must receive approval from at least 2 out of the 3 councillors for the ward in which you are applying. Ward Councillors will use this section of the form to indicate their approval of your project and also to declare an interest they may have in your group e.g. school governor or board member.

If you are unable to meet with your ward councillors in order to obtain a signature they can indicate their approval and any declarations of interest by e-mail.

These e-mails must then be attached to or e-mailed to the Community Engagement Team so that your application can progress.

Section F – Important Documentation

Please ensure that the following supporting documents are included with your application. Applications to the Community Chest cannot be considered without them and could be delayed indefinitely.

Required supporting documentation:

- A copy of your organisation's constitution, articles of association, or memorandum of agreement
- Your latest audited accounts or bank statements
- Written estimates, quotes and other evidence to back up your planned expenditure
- Public Liability Insurance Certificate (if applicable)
- Child Protection Certificate, Registration and Inspection details (if applicable)
- Letters confirming match funding (if applicable)
- Any other documents that provide information on what you do e.g. brochures, leaflets

ELECTRONIC PAYMENTS MADE BY BACS

For successful applications, payments will be made direct to your bank account through BACS, there are several reasons why BACS is a quick, easy and safe way for payment.

If a BACS payment is not possible, please indicate this on the form by crossing out the BACS form and providing the payee details for a cheque payment.