

These are for you to keep. Please ensure you read them fully before completing your application. Please contact Neighbourhoods Team if you need assistance with completing the application form. Telephone: 01924 305718

SECTION ONE

ABOUT THE COMMUNITY CHEST FUND

From April 2003, an annual Community Chest Fund of £10,000 has been allocated to each Ward. Each Ward is responsible for administering the fund which includes assessing each of the bids to ensure they meet the criteria set, making decisions on allocation of grants and monitoring the expenditure and outcomes of each agreed project. The Ward decisions are ultimately approved by the Councils Cabinet. The fund is for small grants for community groups.

Bids are invited for the fund from any voluntary, community and recreational groups working in the Wakefield District area. Grants are available for the purchase of specific items or towards the cost of specific pieces of work. Criteria have been set by which each bid will be assessed and these are described in more detail in section 8. Because the grants are awarded by the Wakefield MDC, the criteria have been set to ensure that any monies allocated will assist the Council in achieving its overall aims and objectives and so work towards providing better services for the people of the District.

Examples of eligible projects could be:

- Buying materials for a community art club or drama society
- Paying for a training programme or learning opportunity for a group's committee or members
- Hiring or purchasing equipment
- Paying for new groups to hire a room to hold a first meeting
- Funding a community festival or sports day
- Supporting fund raising activities
- Buying basic IT equipment and the training to go with it
- Designing and printing community group stationery or publicity materials
- Renovating premises or building improvements to enhance community use of a building (subject to relevant / appropriate permissions).

What the Community Chest cannot support:

- 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, rent, rates, salaries etc)
- Any activities that may conflict with WMDC policies
- Retrospective applications will not be accepted, any costs paid or liabilities incurred before submission of the funding application will not be funded. (Groups need to allow a minimum of 8 weeks for decision in advance of any project or event to allow adequate time for consultation and processing).
- The cost of work or activities that any other person/agency has a statutory duty to undertake
- The construction or acquisition of buildings
- Interest/service charges or contingent liabilities

Repetitive bids / year on year applications. Priority will be given to first time applicants over all repeat applications. Groups can re-seek funds every second year, to encourage groups to seek other sources of funding. Groups will be permitted to submit more than one application each year on the condition that it is for different and separate activities or projects and dependant on available resources, as again first time applicants will be given precedence.

Applications from Schools: All applications relating to schools are not to be submitted directly by the school but either the Parent Teacher's Association, Friends of the School, Governors or other relevant fund raising group.

Applications relating to services provided by WMDC Service Areas or Statutory Agencies (Commissioning Process): Service will need to provide written confirmation that the activity / project to be funded through community chest would not be possible through existing mainstream funding, and all future maintenance responsibilities will be absorbed into on-going maintenance and revenue budgets.

Applications from Campaigning Groups: A written statement will be required stating the groups activities will not conflict with WMDC policies.

Applications for Festive Lights (internal commissioning or bids from community groups): WMDC Facilities Management Service will need to provide written confirmation that provision of lights / labour costs to be funded through the community chest would not be possible through existing mainstream funding but that any future storage costs will be covered by Facilities Management and that they will work with local members, community groups or town and parish councils on future display proposals.

Applications for Town and Parish Council Projects: Where relevant Town or Parish Clerk to provide written confirmation that activity / project to be funded through community chest would not be possible through existing mainstream Town or Parish funding but any future maintenance responsibilities will be absorbed into

on-going maintenance and revenue budgets – either at the Town or Parish Council's expense, or that other arrangements have been made and details given.

Alternatively, as a means of developing capacity and 'growing' local groups, Ward Members to identify a community group to lead on a project and submit the bid for funding on behalf of the Town or Parish Council.

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.

SECTION TWO

NOTES TO ASSIST IN COMPLETING THE FORM

1 Project Title:
The name of your project.

2 Name of Ward:

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 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, Charlston, 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

Ward ID	Ward Title	Areas Covered
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 - Netherton, 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

Before submitting your application for consideration you must ensure your local elected members are aware of your application by contacting at least one of your local elected members.

- 3 Name of organisation to whom cheque should be made payable:**
Please give details of the bank account to which the cheque should be paid. The cheque cannot be paid into a personal bank account. It must be paid into your organisation's account.
- 4 Contact details for organisation:**
Please give contact details of the person who has agreed to be a main contact point for the project. This person will be contacted for details of required documentation and project monitoring information.
- 5 Position within Group:**
Please state your position within the group applying for funding, e.g. chairperson, Secretary, Treasurer etc
- 6 Grant required:**
Please enter the amount of money you are applying for.
- 7 Total cost of project, listing other funding:**
Please tell us the total cost of the project. If the Community Chest application will not cover the total cost, please also list any other additional funding applied for and indicate if this has already been agreed.
- 8 Details of the project:**
Please give a brief description of the project. Additional information can also be attached with your application if necessary.
- 9 How does the project match against the key themes in Wakefield District Community Strategy – “Developing Knowledge Communities”? This section must be completed**

Each project must be linked to at least ONE of the key themes

a How do the objectives of the project link to these themes?

Broad priorities have been set by which each bid will be assessed. Because the grants are awarded by the Wakefield MDC, the themes have been set to ensure that any monies allocated will assist the Council in achieving the key priorities contained within the Community Strategy, Developing Knowledge Communities - and so work towards providing better services for the people of the District, see www.wakefield.gov.uk. The focus of applications and projects or bids should closely align around:

Safer and stronger communities: (projects dealing with anti-social behaviour and neighbourhood issues, young people, supporting families)

Healthier communities: (projects looking to improve the health of the district, i.e. cutting smoking, increased participation in sport, reduce obesity, impact of alcohol on health, improved well-being for older people)

Skills and enterprise: (Projects looking at bringing more people into employment, raising skills to meet employers needs, building an entrepreneurial district, increasing skills, confidence and motivation)

And the cross cutting challenges of:

Children and young people: (projects working with children and young people aged 0-19, improved safety of children, improved achievement / attainment of children, improving health of children, increasing the opportunities available to young people through play, sport and cultural activity)

Culture: (projects boosting the local economy through culture, raising people's confidence and changing life chances, strengthening neighbourhoods and communities, making places safe for culture, improving the physical activity needs of local communities)

Community and voluntary sector: (projects supporting and developing the sector, increasing capacity, increasing the involvement of the sector in service delivery)

b Which groups of the community will have access to, or benefit from, the project?

Please identify all groups who are intended to access your project. For example elderly, young people, disabled groups, ethnic minorities etc.

c How will you manage this project once funding has ended ?

If the project will still require funding please explain how this will be provided. Similarly, if you have provided some kind of community facility, how will this be managed once the community chest funding has run out?

d How many workers will be working with children, young people under the age of 18 or vulnerable adults?

If your project works with children, young people under 18 or vulnerable adults you will be 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 prior to awarding the grant, follow up checks will be made. Failure to have carried out training may result in action being taken to recover any funds awarded.

Further guidance on Child Protection Training is available (to all relevant organisations).

i. Have any of the project leaders attended child protection training?

Appendix 1 contains a list of organisations that run the recognised Child Protection Training. If you have attended training with an

organisation not on this list please check with your Community Engagement Officer if this is recognised training.

ii. If yes, is that person willing to be the Child Protection Project Contact for the project?

If someone in your project group has attended the recognised Child Protection training, please obtain their agreement prior to naming them as the contact.

iii. Please also provide details of which organisation carried out the training, when it was carried out.

iv. If no one has carried out recognised Child Protection Training, or the trained person is not willing to be the contact for your project, please provide the contact details of a person in your organisation who has agreed to attend Child Protection Training.

e 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.

f Public Liability Insurance cover

Following on from the above, it may be necessary for you to have taken out, amend or upgrade any PLI cover.

Statements of Agreement

Please note that a representative member of your organisation must sign the statement of agreement before your application can be considered. 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.

10. If successful in obtaining funding through the community chest will you be giving any recognition to the funding you have received through the community chest, i.e press releases, photographs etc.

Please ensure that all requested documents are included with your application. The application cannot be considered without them.

You are required to send a copy of your organisation's constitution or, if not available, a statement of the aims and objectives of your organisation.

Also send a recent statement of accounts, any additional relevant information to support your application and, if appropriate, the signed Child Protection Statement.

SECTION 3

AWARDED GRANTS

Organisations awarded funding must send initial receipts on how the money has been spent within six months of the date of the award. All further receipts for the project must be received in the Community Engagement team no later than one year following the date of the award.

You will also be required to complete and return a brief evaluation report to help us assess the impact of the grant.

SECTION 4

ELECTRONIC PAYMENTS MADE BY BACS

It is the teams aim to pay all community chest applicants directly into their bank accounts 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.

Child Protection & Vulnerable Adults Protection:

Your Responsibilities.

If you are an organisation who has or will be receiving a Community Chest Grant and your staff or volunteers work with children or vulnerable adults you must abide by the following:

1. That everyone in your organisation who has direct contact with children or vulnerable adults via the project is made aware of the accompanying Child Protection guidance.

2. That your organisation completes the Child Protection policy statement and nominates a person within the organisation who will be responsible for passing on to Social Care Direct any issues that concern the welfare or well being of a child or vulnerable adult.
3. In order that good practice can be passed on within your organisation, you must send a representative to a day training course on child protection issues. Further details on course availability can be obtained from your Community Engagement Officer.

Recognised Child Protection Training is run by:

- Wakefield Council Sports Development: 01924 306090
- VAWD: 01924 367418
- Action For Kirklees - Fit4Funding Wakefield - 01484 518457