

Office Use Only  
**Application Number:**

## **BRADFORD SOUTH AREA CO-ORDINATOR'S OFFICE**

### **COMMUNITY CHEST APPLICATION FORM**

PLEASE TICK THE WARD(S) WHERE THE BENEFICIARIES OF THIS PROJECT RESIDE:-

Great Horton		Tong	
Queensbury		Wibsey	
Royds		Wyke	

**1. NAME OF ORGANISATION:**

**2. SECRETARY OR ORGANISATION'S CONTACT TO WHOM ALL CORRESPONDENCE SHOULD BE SENT:**

Name:	
Address:	
Telephone:	
Base (if different from above):	

**3. AMOUNT REQUESTED: £**

**TOTAL COST OF PROJECT: £**

**4. DETAILS OF ACCOUNT THAT ANY CHEQUES SHOULD BE MADE PAYABLE:**

Name to be put on cheque:	
Bank/Building Society name:	
Address:	
Account Number:	
Sort Code:	

**5. DESCRIPTION OF EVENT/PROJECT FOR WHICH ASSISTANCE IS REQUESTED:**

**6. DATE(S) AND VENUE(S) OF EVENT(S) – PLEASE ENCLOSE A PROGRAMME IF AVAILABLE:**

**7. DETAILED ESTIMATED INCOME AND EXPENDITURE FOR THIS PROJECT (INCLUDE OTHER GRANTS, ADMISSION CHARGES, FUNDRAISING, SUBSCRIPTIONS ETC):**

Expenditure	Income

**8. WHAT BENEFIT WILL THE ACTIVITY BRING TO THE LOCAL COMMUNITY AND HOW MANY PEOPLE DO YOU EXPECT TO ATTEND OR BENEFIT FROM THE ACTIVITY?:**

**9. PLEASE LIST ALL GRANTS THAT HAVE BEEN OBTAINED IN THE LAST THREE YEARS (EG SPORTS COUNCIL, ARTS COUNCIL, LOCAL AUTHORITY, ETC):**

**10. HAVE YOU APPLIED TO OTHER FUNDING BODIES, INCLUDING OTHER AREA CO-ORDINATOR'S OFFICES REGARDING THIS CURRENT APPLICATION? (IF YES, PLEASE SPECIFY):**

**11. PLEASE ATTACH THE FOLLOWING INFORMATION IN SUPPORT OF YOUR APPLICATION: (PLEASE TICK IF ATTACHED)**

1. Your Organisation's constitution or rules		
2. Latest audited accounts or bank statements		
3. Quotations from independent suppliers for expenditure listed in question 7		
4. Any other relevant information to support your application		

**12.**

Signature of Applicant		Date	
Name (please print)			
Position in Organisation			

## **CRITERIA FOR APPLICATIONS**

1. Applications will only be considered from groups/organisations that either operate in, or benefit people who live in, the Bradford South Constituency area, or individuals living in the Constituency who are engaged in exceptional sporting, artistic or voluntary work endeavours.
2. Applications will be considered to assist community-based leisure/cultural activities that will be of benefit to the community, and where the activity could not go ahead without financial assistance.
3. Special consideration will be given to particular target groups including the elderly, disabled, youth, ethnic minorities, unemployed and to particular communities (eg inner city areas, Council estates, etc) and to new starts and innovatory schemes.
4. Bids from new groups or previously unfunded groups will be positively encouraged.
5. Grants may be used to complement other sources of funding (eg: Sports Council). Bradford South Area Co-ordinator's Office expects organisations to make every effort to be self-supporting and will favour grants where other funding/fundraising has been secured.
6. The maximum allocation from the Community Chest would not normally exceed £500 for any individual project. Projects that cross boundaries can be considered by a number of Area Co-ordinator's Offices, but the total grant will not normally exceed £500.
7. Projects should not contravene Council Policy Guidelines in areas of Equality of Opportunity (ie, no discrimination of membership on grounds of sex, race, religion, occupation or opinion).
8. The organisation should be a non-profit making voluntary organisation where membership is open (ie no discrimination of membership on grounds of sex, race, religion, occupation or opinion).
9. Grants will normally be, under broad and flexible guidelines, on a one-off basis to cover capital or revenue expenditure.
10. Grants cannot be awarded for events/purchases that have taken place before the application deadline dates. ie retrospective payments.
11. No group that has applied for and received funding in consecutive years should automatically assume that funding will continue. Each application will be treated on its merits.
12. Groups/organisations should normally expect only one grant per financial year.
13. Community Chest cannot be used to fund religious or political activities, or capital expenditure exclusively connected with such activities.
14. Community Chest is not normally used to enable fundraising for a secondary body, unless within the terms of a loss guarantee.
15. Groups/organisations must ensure that all statutory (and/or legal) Health and Safety requirements are complied with and, where appropriate, advice must be obtained and followed.

## NOTES FOR APPLICANTS

1. Applications should only be made on the attached form, which should be returned to:

Marie Copley  
Area Development Officer  
Bradford South Area Co-ordinator's Office  
4th Floor, Jacob's Well  
BRADFORD BD1 5RW

TELEPHONE NUMBER: (01274) 437264

2. There are four deadlines throughout the year by which applications should be received by Bradford South Area Co-ordinator's Office, these are:

31ST MAY	31ST AUGUST	31ST OCTOBER	28TH FEBRUARY
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**APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL BE CONSIDERED AT THE NEXT AVAILABLE MEETING.**

3. Applications must be typed or clearly written in black ink (preferably in BLOCK CAPITALS).

Illegibility may result in applications being returned.

4. Full information on the project to be funded is an essential requirement. Failure to provide this information will result in the application being refused or deferred to the next meeting.

5. Where appropriate, an audited financial statement of the group's/organisation's position should accompany the application, together with a copy of the Constitution/Rules, details of the Management Committee if this is the first application for financial assistance.

6. All monies given to a project/organisation/individual must be accounted for in full (eg copies of accounts and/or receipts detailing how the money was spent), and a short report on the project submitted within six months of a grant being awarded.

**NB: Any subsequent application from a project/organisation/individual will not be considered if these conditions are not complied with**