

**Department of Environment and Sport**

Bradford West Area Co-ordinator's Office  
Lawcroft House, Lilycroft Road  
Bradford  
BD9 5AD

Tel: (01274) 432597

Fax: (01274) 432820

Email: kate.armitstead@bradford.gov.uk

Date: As Postmark

Dear Applicant

**RE: BRADFORD WEST COMMUNITY CHEST APPLICATION FORM**

Further to your recent enquiry regarding the above, please find enclosed a Community Chest Application form.

I would like to draw your attention to the **Notes and Criteria** attached, which you will find useful when completing this form. Please note the deadlines for applications are on the reverse of the form.

It is **essential** that you provide the following information: –

- Your group's / organisation's constitution
- Latest audited accounts or statements
- A full balance sheet for the proposed event / project
- Quotations from suppliers for all costs that need to be met

**PLEASE NOTE: IF THE ABOVE DOCUMENTATION IS NOT ENCLOSED WITH THE APPLICATION FORM THIS WILL RESULT IN A DELAY AND YOUR COMPLETED FORM MAY BE RETURNED TO YOU.**

May I take this opportunity to wish your organisation every success and should you require any further assistance please do not hesitate to contact me on the number above.

Yours sincerely

Kate Armitstead  
**Ward Officer**

enc.

**BRADFORD WEST  
AREA CO-ORDINATOR'S OFFICE**

**Office Use Only  
Application Number**

**COMMUNITY CHEST APPLICATION FORM**

**PLEASE TICK THE WARD YOUR ORGANISATION IS BASED IN:-**

Clayton & Fairweather Green		Toller	
Heaton		Thornton & Allerton	
Manningham		City	

**1. NAME OF ORGANISATION:-**

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

<b>Name:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Base (if different from above)</b>	

**3. AMOUNT REQUESTED: £**

**TOTAL COST OF PROJECT: £**

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

<b>Name to put on the cheque:</b>	
<b>Bank / Building Society name:</b>	
<b>Address:</b>	
<b>Account Number:</b>	
<b>Sort Code:</b>	

**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 (INCLUDE OTHER GRANTS, ADMISSION CHARGES, FUND- RAISING, 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 (E.G. 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)**

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

**12.**

<b>Signature of applicant</b>	<b>Date</b>	
<b>Name (please print)</b>		
<b>Position in Organisation</b>		

## CRITERIA FOR APPLICATIONS

1. Applications will only be considered from groups/organisations that either operate in, or benefit people who live in the Bradford West 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 (e.g.: 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 (e.g.: Sports Council). Bradford West Area Co-ordinator's Office expects organisations to make every effort to be self-supporting, and will favour such organisations.
6. The maximum allocation from the Community Chest would not normally exceed £500.00 for any individual project. Projects that cross boundaries can be considered by a number of Area Coordinator's Office, but the total grant will not normally exceed £500.00.
7. Projects should not contravene Council Policy Guidelines in areas of equality of opportunity (i.e., 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 (i.e., 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. **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.**
11. **Groups/organisations should normally expect only one grant per financial year.**
12. Community Chest cannot be used to fund religious or political activities, or capital expenditure exclusively connected with such activities.
13. Community Chest is not normally used to enable fund raising for a secondary body, unless within the terms of a loss guarantee.
14. **Relevant 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:

Kate Armitstead  
Ward Officer  
Bradford West Area Co-ordinator's Office  
Lawcroft House, Lilycroft Road  
Bradford  
BD9 5AD

TELEPHONE NUMBER: (01274) 432597

Email: kate.armitstead@bradford.gov.uk

2. The deadlines throughout the year, by which applications should be received are:

31 <sup>st</sup> January	31 <sup>st</sup> May	30 <sup>th</sup> July	29 <sup>th</sup> October
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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 be 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 groups/organisations' position should accompany the application, together with a copy of the Constitution and rules if this is the first application for financial assistance.
6. All monies given to a project/organisation/individual must be accounted for in full (e.g.: copies of accounts and/or receipts detailing how the money was spent), and a short report on the project submitted.

**NB: Any subsequent application from a project / organisation / individual will not be considered if this condition is not complied with**