

## KEIGHLEY AREA CO-ORDINATOR'S OFFICE

### COMMUNITY CHEST APPLICATION FORM

Office Use Only

Ref:

Area Plan:

1 Organisation:

2 Secretary or Contact to whom all correspondence should be sent:

Name:

Address:

Post Code:

Telephone Number:

3 Amount Requested:

Total Cost of Project:

4 Details of account that any cheque should be made payable:

Account Name:

Account number:

Bank Details:

5 Please describe the project/event that you are applying for and its benefit to the community (please include background information on your group as additional information):

6 **Date(s) and venue(s) of event(s) – please enclose a programme if available**

7 **Detailed estimated expenditure:**

**Detailed estimated income (e.g. admission charges, fund-raising, matched funding etc)**

8 **How many people do you expect to attend or benefit from the activities?**

9 **Please give details of any funding you have obtained in the last 3 years.**

10 **Have you applied to other funding bodies, including Area Co-ordinators Offices/Area Committee, regarding this application? (If Yes, please specify).**

11 **Please attach the following information in support of your application.**  
(Please tick if attached)

1. Your Organisations constitution or rules
2. Latest audited accounts or balance sheets
3. Quotations from independent suppliers for expenditure listed in question 7
4. Any other relevant information to support your application

  
  
  

12 **Have you discussed this application with a member of staff in the Area Co-ordinator's Office? If Yes, who?**

13 **Signature of Applicant:**

**Date:**

**Name (Please PRINT):**

**Position in Organisation:**

## COMMUNITY CHEST - NOTES FOR APPLICANTS

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

**Liz Horn (Ward Officer)**

Keighley Area Co-ordinator's Office

c/o Keighley Town Hall

Bow Street

KEIGHLEY BD21 3PA

Tel: (01535) 618008

[Liz.horn@bradford.gov.uk](mailto:Liz.horn@bradford.gov.uk)

2. Applicants should use the spaces on the form as provided. The application form should not be extended beyond two pages.
3. There are two deadlines throughout the year by which applications should be received:

**Thursday 31<sup>st</sup> May 2012**

**Thursday 29<sup>th</sup> November 2012**

**APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL BE CONSIDERED AT A LATER MEETING OF THE GRANTS ADVISORY GROUP**

Please note the Grant Advisory Group will consider the applications within a fortnight following the closing date – decisions will be notified to groups as soon as possible after this meeting.

4. Applications must be typed or clearly written in **black** ink. (Preferably in **BLOCK CAPITALS**). Illegibility may result in applications being returned.
5. 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.
6. Where appropriate an audited financial statement of the groups/organisations position should accompany the application, together with a copy of the Constitution and roles if this is the first application for financial assistance.
7. Applicants are encouraged to discuss their ideas with a member of staff in the Area Co-ordinators Office.
8. 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).

**It is a condition of the grant that a Memorandum of Agreement and cheque receipt be returned to the Area Co-ordinator's Office, and a short report on the project be submitted.**

(Any subsequent applications from a project/organisation/individual will not be considered if these conditions are not complied with.)

## CRITERIA FOR APPLICATIONS

1. Applications will only be considered from groups/organisations that either operate in, or benefit people who live in the Keighley Constituency area.
2. Applications will be considered to assist community based leisure/cultural activities which will be of benefit to the community, and where the activity could not go ahead without financial assistance.
3. 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).
4. Community Chest cannot be used to fund religious or political activities, or capital expenditure exclusively connected with such activities.
5. Special consideration will be given to projects that target issues of deprivation and disadvantage and particularly to new start projects with limited resources.
6. The maximum allocation from the Community Grant Aid Chest would not normally exceed £500.00 for any individual project. Projects which cross boundaries can be considered by a number of Area Committees, but the total grant will not normally exceed £500.00.
7. **Bids from new groups or previously unfunded groups will be positively encouraged, and will take priority when funding is allocated.**
8. No group which has applied for and received funding in previous years should automatically assume that funding will continue to be available for the same or repeated project.
9. Groups/organisations should normally expect only one grant per financial year.
10. Keighley Area Committee expects organisations to make every effort to be self-supporting, and will favour grants where other funding/fundraising has been secured.
11. Grants will normally be, under broad and flexible guidelines, awarded on a one-off basis to cover capital or revenue expenditure.
12. Grants may be used to complement other sources of funding, e.g. Lottery funding, Princes Trust, local sponsorship etc.
13. Community Chest is not normally used to enable fundraising for a secondary body, unless the activities are also of direct benefit to the local community.
14. Projects should demonstrate that appropriate child and adult protection policies are in place together with any necessary Health and Safety arrangements.
15. 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).