|  |  |  |
| --- | --- | --- |
| ***Please do not staple*** | **KEIGHLEY AREA** **CO-ORDINATOR’S OFFICE** | CBMDC-Colour-simplified-RGB |
| **COMMUNITY CHEST APPLICATION FORM** | **Office Use Only**Ref: |
|  |  |
| **1** | **Organisation:** |  |  |
|  | **Ward in which the organisation works:** |
|  | **Craven** |  | **Keighley East** |  |
| **Ilkley** |  | **Keighley West** |  |
| **Keighley Central** |  | **Worth Valley** |  |
| **Area wide** |  |  |
| **2** | **Secretary or Contact to whom all correspondence should be sent:** |
|  | **Title:**  |  | **Name:** |  |
|  | **Address:** |  |
|  | **Post Code:** |  |
|  | **Telephone Number:** |  |
|  | **Email Address:** |  |
| **3** | **Amount requested:** | **£** | **Total Cost of Project:** | **£** |
| **4** | **Bank Account Details and name that the cheque should be made payable to:** |
|  | **Account Name:** |  |
|  | **Account Number / Sort Code:** |  |
|  | **Bank Name and Address:** |  |
| **5** | **Please describe the project/event you are applying for and its benefit to the community:** |
|  | **Please look at the table on page 3 and tick which of the 18 Locality Plan priorities your application would help to address.** |
|  |  |
| **Please complete and return to:** Community Chest Application, Keighley Area Co-ordinator’s Office,The Lodge, Cliffe Castle, Spring Gardens Lane, Keighley, BD20 6LH |
|  |  |

Page 1

|  |  |  |
| --- | --- | --- |
| **6** | **Date(s) and venue(s) of event(s) – Please enclose a programme if available:** |  |
|  |  |
| **7** | **Detailed estimated expenditure:** | **Detailed estimated income (eg admission charges, fund-raising etc):** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total**  | **£** | **Total** | **£** |
| **8** | **How many people do you expect to attend of 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, regarding this application? If yes, please specify.** |
|  |  |
| **11** | **Please provide the following information in support of your application:****(Please tick if provided)** |
|  | **a.** | Your organisations constitution | 🞎 |
| **b.** | Latest audited accounts or bank statements | 🞎 |
| **c.** | Detailed expenditure list for the proposed event / project | 🞎 |
| **d.** | At least two quotations (where possible) from suppliers for all costs that need to be met | 🞎 |
|  |
| **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:** |  |
|  |  |

Page 2

|  |
| --- |
|  **Bradford District Priority Outcomes 2021-25** **Keighley Locality Wide Priorities 2022-25** **Organisation*:………………………………………………………………………………………..*** **Please tick which of the 18 Locality Plan priorities below your application would help to**  **address** |
| **Better Skills, more Good Jobs & Growing Economy** |  | Reduce levels of unemployment and of employees at risk as a result of the pandemic |
|  | Improve employment opportunities for young people, including more apprenticeships |
|  | Improve access to upskilling and retraining opportunities |
| **Decent Homes** |  | Improve and maintain the quality of private-rented and social housing, and empower tenants to address issues |
|  | Improve housing accessibility to enable more independent living for older people and people with disabilities |
|  | Ensure that new house building includes affordable homes that are accessible to young people |
| **Good Start, Great Schools** |  | Improve levels of development for children at Early Years Foundation Stage |
|  | Enhance partnership working and communication between all schools and colleges and with wider agencies |
|  | Increase opportunities for hearing and acting on the voice of children and young people, particularly in respect of decisions that affect their lives |
| **Better Health, Better Lives** |  | Increase access to timely and inclusive support for healthy lifestyles choices |
|  | Improve access to mental and physical health support |
|  | Improve access to services for people with physical and learning disabilities |
| **Safe, Strong and Active Communities** |  | Increase opportunities for resident and community engagement, participation and volunteering |
|  | Celebrate community strengths across the Keighley Locality and promote a sense of local pride |
|  | Reduce levels of Anti-Social Behaviour and drug-related crime |
| **A Sustainable District** |  | Improve waste management behaviour, including increasing recycling rates & reducing fly-tipping |
|  | Promote and support local action towards a cleaner and greener environment, including litter picking and community growing initiatives |
|  | Work with local communities to promote more sustainable and environmentally friendly lifestyles |

Page 3

|  |  |
| --- | --- |
| **COMMUNITY CHEST****NOTES FOR APPLICANTS** | CBMDC-Colour-simplified-RGB |
|  |  |  |
| 12345 678 | Applications should only be made on the attached form, which should be returned to:-**Community Chest Application**Keighley Area Co-ordinator’s OfficeThe Lodge, Cliffe CastleSpring Gardens LaneKeighleyBD20 6LHTel: (01535) 618008keighleyareacoordinatorsoffice@bradford.gov.ukApplicants should use the spaces on the form as provided. Additional information in support of the application can be added on separate sheets if needed.There are two deadlines throughout the year by which applications should be received.**Friday 29th September 2023 Friday 2nd February 2024**Applications received after the closing date will be considered at a later meeting of the Grants Advisory Group. You should normally expect to hear whether your application has been successful or not within one month of the closing date. **The Grants Advisory Groups decision is final. We do not enter into correspondence in regard to the decisions made.**Applications must be typed or clearly written (preferably in **BLOCK CAPITALS**). Illegibility may result in applications being returned.Applicants must provide the organisations constitution (unless received with a previous application), latest audited accounts or bank statements, full details of the project to be funded including a detailed expenditure list, and at least two quotations (where possible) from suppliers for all costs that need to be met. **Incomplete application forms and those that do not have the above documentation enclosed will be returned to you. Only fully completed application forms will be presented to the Grants Advisory Group.**Applicants are encouraged to discuss their ideas with a member of staff in the Area Co-ordinators Office.All monies given to a project/organisation/individual must be accounted for in full (e.g. copies of receipts/invoices showing how the money was spent).**It is a condition of the grant that all relevant documentation (a Memorandum of Agreement and cheque receipt) be completed and returned to the Area Co-ordinator’s Office, and a short report on the project with copies of receipts/invoices be submitted within 6 months of the grant being awarded.**Any subsequent applications from a project/organisation/individual will not be considered if these conditions are not complied with. |  |
|  |
|  |
|  | 12 | **CRITERIA FOR APPLICATIONS**Applications will only be considered from groups/organisations that either operate in, or benefit people who live in the Keighley Constituency area.Applications will be considered to assist community based activities which will be of benefit to the community, and where the activity could not go ahead without financial assistance. Special consideration will be given to projects that target issues of deprivation and disadvantage. |  |
| **Examples of what will be funded:** | **Examples of what won’t be funded:** |  |
| ● Equipment (from pots and pans, to plants and publicity)● One off events● Building improvements● Start up costs for new groups | ● Ongoing revenue costs (room hire, insurance, salaries, staffing costs eg speakers/tutors fees, rent etc)● Activities of a religious/political nature● Activities funded retrospectively● Secondary fundraising |
| 3456789 | 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).The maximum allocation from the Community Chest will not 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 exceed £500.00.Groups which have applied for and received funding in previous years will not be funded for the same or repeated project. Groups/organisations should normally expect only one grant per financial year.Keighley Area Committee expects organisations to make every effort to be self-supporting, and will favour grants where other funding/fundraising has been secured.Projects should demonstrate that appropriate child and adult protection policies are in place together with any necessary Health and Safety arrangements.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). |
|  |  |  |  |