

# Dickens Heath Parish Council

## **Community Chest Fund Policy**

The Community Chest Fund will be used to award grants to community groups and organisations, who are currently making a difference in Dickens Heath, who may wish to set up new initiatives or organize events for local residents.

### **Who Can Apply?**

Local community groups and organisations, sports and recreational clubs – which must be non commercial. Grants will only be awarded to applications which benefit the community of Dickens Heath.

### **How Much Funding is Available?**

There is a fund of £3,000 available to be allocated in May 2018. The Parish Council has set this £3,000 budget out of the precept that is raised from the Council Tax. An application for a grant can be for any amount, up to a maximum of £1,000.

### **What is the Grant Application Process?**

The Community Chest Scheme will be promoted to the community from mid March 2018, with a deadline for applications of April 20<sup>th</sup> 2018. Eligible applications will be shortlisted and advertised in advance of the Annual Parish Meeting on May 8<sup>th</sup> 2018. Members of the public will be invited to attend the Annual Parish Meeting and to vote for their preferred project. The fund of £3,000 will then be allocated on the basis of the results of this vote.

### **How Should an Application be Made?**

An application form can be downloaded from the website Or requested from the Parish Clerk by emailing [dickensheathpc@hotmail.com](mailto:dickensheathpc@hotmail.com) or ringing 07772 469271

### **Application Guidance Notes**

- You must complete and sign all sections of the form.
- Applications should be for projects which will benefit the whole community, or a specific group whose principal objectives are not those of a single individual. Applications will not be accepted where the benefit is to a single individual.
- Grants will not be awarded for expenditure already undertaken.
- Grants will not be awarded for the activities of political organisations.
- Grants will not usually be awarded for the activities of religious organisations, unless the application will be of benefit to the whole community.
- Grants will not be awarded to schools for things that should be funded by the Education Authority.

### **Supporting Documentation**

Grant applications should be supported by a copy of your group or organisation's constitution, terms of reference, or rules. Plus a simple budget of the group or organisation's activities, together with a copy of their previous year's accounts, or a current bank statement.

**Grant Conditions**

- The grant can only be used for the purpose stated in the application form and the Parish Council reserves the right to reclaim any grant not being used for this purpose.
- Community Groups and Organisations are responsible for ensuring that they are in compliance with all legal, statutory and safeguarding requirements, for example any relevant DBS checks, public liability insurance and compliance with The Equality Act 2010.
- Any publicity must acknowledge the support received from the Parish Council.
- Eligibility does not guarantee grant funding.