



GUIDANCE NOTES FOR COMMUNITY CHEST

The following notes provide details as to the information required in each of the sections of the application form and highlights which documents must be submitted with the form. Please read these notes prior to completing the form as the information requested is essential and your application will not be considered unless it is provided.

Contact Details:

Name of organisation	Please insert the name of your group / organisation. Spell out any acronyms or abbreviations.
Address of organisation	Please insert the local address for your organisation. Remember that the group / organisation must be based in or for the benefit of residents of Island Homes.
Telephone number	Please provide a daytime telephone number for the above address
Name of Contact Person	This should be the name of the person dealing with the application for the group / organisation.
Position in Organisation	Please state what this person's role is – as a paid member of staff, a volunteer, on the management committee.
Address	Please provide an address for the contact person if it is different from that provided above – i.e. if they are not easily contacted through the main office / address above.
Telephone number	As above. This should be a daytime contact number.
Contact Email address	If possible, please provide an email address for the contact person.

Organisation Details:

Overall Aims of Organisation	Please provide a brief overview of the main aims and objectives of your organisation / group.
Registered Charities	If your organisation is a registered charity please provide the registration number.
Constitution	Please indicate whether your organisation has a current / approved constitution, a statement of aims or a set of rules. This is the document that members sign up to outlining the way in which the organisation / group works and makes decisions. <i>Please remember to include a copy of this document with the application.</i>
Status of Organisation	If your organisation is not a registered charity or a formalised / constituted group, please describe the way your organisation works and make decisions.
When was group / organisation formed?	Please provide the date your organisation was formed. This can be the specific date or the month and year.
Previous applications	Applicants may only receive one grant in any 12 month period. Please note that for all grants the same activity will not be funded again in subsequent years. Please provide details of any previous applications specifying: (i) The year in which you applied. (ii) Whether your application was successful (iii) How much grant you received (iv) What you applied for

Grant Application Details:

Project Specific Heading	Please tick to indicate which one of the five headings corresponds most to your project/activity.
Project Specific Criteria	Please state which bullet point corresponds most to your project/activity.
Geographical area	Please outline where the people benefiting from your activity come from.
When will the project start?	This date must not be before the anticipated approval date of grant. It can be expressed as the month and year. This is particularly important for grants for events and activities. Please remember that

	retrospective applications are not eligible and your organisation must not spend prior to confirmation of grant approval in writing.
When will the project be completed?	Please note that any grant award must be spent by 31 st March 2010. Failure to do so without prior agreement in writing from the Island Homes Community Investment Team, part of One Housing Group will result in loss of grant to the organisation, which will then be liable for any outstanding costs themselves. This is particularly important for groups applying after the start of December.
Formal Agreement of project by your organisation	Organisations and groups need to be able to demonstrate support for the application from within their organisation. Please indicate whether a meeting of the group / organisation has taken place to agree to apply for funding for the purpose specified in this application form and attach a note of the meeting to the application form. If a meeting to agree the application has not yet taken place please indicate when it will happen. Unsupported applications are unlikely to be considered. If there is a good reason why such agreement / meeting is not necessary please outline the reasons in this section of the form.

Sections 23 and 24 relate to Community Chest Applications only:

How many people will benefit?	Please tick the appropriate box to indicate how many people will benefit from your activity or project. For example, this may be the number of people who access the group for which equipment is being purchased or the number of people who will attend an event.
Which age groups will benefit?	Please tick the appropriate boxes to indicate which age groups are benefiting from the grant – for example a parent and toddler group may tick three boxes – under 16, 16-24 and 25-60, dependant on the ages of those involved.

Financial Details:

<p>Does your organisation have a bank account?</p>	<p>It is an eligibility requirement that applicant organisations / groups have a bank account. Please indicate whether your organisation / group meets this criteria. If your group does not have its own bank account, please contact the Community Investment Team to discuss options.</p> <p>The bank account requirement can only be waived in exceptional circumstances. Please indicate how your group manages its accounts and finances without a bank account.</p>
<p>Details of Bank Account</p>	<p>Please state the name of your banking organisation and ensure that you also state the name in which your account is held.</p> <p>If your organisation holds more than one account please provide details relating to the account for this activity. Details of any other accounts must be provided in the question asking about reserves. Details of who is an authorised signatory for the account must also be provided. Such accounts will normally have a minimum of two signatories. If your organisation / group have less than two please state why.</p>
<p>Reserves</p>	<p>This is the money available to the organisation / group. You need to identify all the funds your organisation / group holds and how it is intended to use those funds in the next year.</p>
<p>Breakdown of costs</p>	<p>Please provide details of what will be purchased with the grant – i.e. equipment, fees, training. Provide an estimate basis for any purchases, as well as an indication of where the items will be purchased from. This could be taken from a price list, a catalogue or a quote.</p>
<p>Income table</p>	<p>Please use this table to outline the details of any other funding being used in the activity or project. This would include applications or approvals to other funding bodies, any fundraising the group has undertaken itself and any contribution to be made from the groups own resources. Ensure that you include how much funding you have applied for or received and whether the amount is at application stage or approved. Please do not include the Community Chest amount in this section.</p>

	<p>Please note that when you add the other funding sources to the amount of Community Chest requested the amount should not exceed the total cost of the activity.</p>
Amount of Community Chest grant requested	<p>Please clearly indicate the amount of Community Chest grant you are applying for. Please ensure that the amount of grant does not exceed the total cost of the activity. The amount requested must not exceed £10,000. Please remember that the Island Homes, part of the One Housing Group reserve the right to award fewer grants than requested on the application form.</p> <p>Please note that any unspent funding will have to be returned to Island Homes at the end of the project with the Monitoring and Evaluation Form</p>

Supporting Information:

Copy of Constitution / statement of aims	<p>Annual Accounts and Balance Sheet As indicated above, you need to attach a copy of the constitution or similar for your organisation / group. If your group has a formalised aims and objectives these should be sent as well / instead.</p> <p>You need to provide a copy of your most recent annual accounts. This should show the income and expenditure for the group / organisation for a whole year and the level of reserves available to the organisation. If it is not possible to provide this please explain why not and provide alternative documentation to verify the organisation's financial status.</p>
Recent bank statement	<p>This provides verification of the organisations / groups bank details and current financial position.</p>
Minutes or notes of meeting agreeing to apply for grant	<p>As outlined above the decision to make an application for grant must be a joint decision of the group / organisation. To confirm this please include the minutes / note of the meeting where the application was agreed.</p>
Insurance certificates	<p>It is a requirement of the Community Chest scheme that your organisation / group have adequate insurance cover for the activities it undertakes. Please provide a copy of your insurance certificate / policy. If you do not currently have insurance please indicate in a supporting letter why not and, if you are in the process of obtaining insurance, the type and likely start of the cover.</p>

Declaration and Signature

Declaration	Please ensure you have read and understood the declaration.
Signature	The application should be signed by the Chair of your organisation / group or a similar senior member of the management committee or team. Please ensure the position of the signatory is stated. Unsigned forms will not be processed.