



Worthing Community Chest Guidelines for Applicants

If you need clarification on anything on this information sheet, or any part of the application form, please contact us on **01903 221080** or email worthing.communitypartnership@adur-worthing.gov.uk

*Thank you for your interest in the **Worthing Community Chest**. Please ensure that you read these guidelines before completing the application form and signature sheet.*

The **Worthing Community Chest** has been set up by the **Worthing Community Partnership** to assist in meeting its overall aim. When completing the application form you need to keep the overall aim in your mind as your project will be scored against how well it fits that aim.

The overall aim of the **Worthing Community Partnership** is:
To promote the social and economic prosperity of the local community, without distinction of age, sex, race, political or religious or other opinions; by associating with the local statutory authorities, businesses, voluntary organisations and inhabitants in a common effort.

The aim of the **Worthing Community Chest** is:
To support local community projects through the provision of small grants to local voluntary and community groups. It is expected that the projects will enable more people to become involved in their communities through taking part in these projects. It is also hoped that local groups will encourage a broader understanding of some of the needs and opportunities people have in their local communities.

Our policy is to:

- Encourage and support the local community in developing ways to enhance community life.
- Ensure that money we are responsible for is spent wisely and honestly. To this end we operate a reimbursement scheme rather than an up front payment of grant. In special cases a grant can be paid directly to a supplier or service. We do not approve applications for projects that have already begun.
- Be accountable to the community for the funds
- Treat each application individually, equally and fairly and provide as much support and help as possible, within our criteria

Our criteria for applications are:

- The project must benefit people within the Borough of Worthing
- Applications will not be accepted for the furthering political or religious activities
- A maximum of £1,000 may be awarded to an organisation in any funding period.
- You must have, or be setting up, a bank or building society account with no less than 2 unrelated people who sign the cheques or authorise withdrawals.
- You must have a set of rules or a constitution and a management structure.
- If your request for funding is for more than £100, we require you to show evidence of 'matched funding' of 50% of the value of the amount requested (this can be through volunteer time)
- Successful applicants will be committed to taking an active role on the **Worthing Community Chest** for the following financial year; this may include meeting groups who have made applications.
- The Project must have claimed the funds awarded within 12 months of the approval of the project.
- The Community Chest will not fund building maintenance or the general upkeep of property and its environs.
- The Community Chest will not fund entertainment industry salary costs, or solely fund rental, insurance and general office expenditure. (Start up costs that include a combined package of rental, insurance and office expenditure will be funded)
- Applicants may re-apply for subsequent grants, but a maximum of 3 grants only will be allocated.
- Applicants must leave 2 years from the receipt of funding before re-applying for subsequent grants.

Our priorities for funding are for projects and organisations which:

- Are not in receipt of direct funding from statutory authorities
- Do not have reserve funds or assets of more than six months operating costs. The project /organisation's income must be less than £250k.

(Projects must show separate accounts or budgets for their project if applying as part of a large organisation).

- Have a project that does not duplicate another in the area
- Have a project that will clearly improve well-being in the community in the broadest sense.
- Offers good value for money, with a clear plan for continuation after the grant (if applicable)
- Has a project that is providing something new or improved in the community
- Has a project that is breaking down barriers.
- Previous Grant Recipients must have had a gap of two years from receipt of funding year before another application may be made

Evaluation of the Use of the funds:

If you are successful we may visit your project (visits will be made to all projects that request £500 or more) and may ask for a report after the use of the grant to show what has been done. It would be good to receive photos, press cuttings and other information about items we have funded.

Timing of your application:

The approval process is spread over the year, but needs to tie into meetings of the appraisal team. There are four meetings a year of the appraisal panel and they may defer applications for further information. Take this into account when you send in your application. Aim to submit your forms for the meeting before when you think you will need it. **Only fully completed applications with checklist enclosures, will be considered at the first available meeting, the date of which is determined by the number of applications received.**

Dates for 2011/2012 are as follows:

Closing Date	Appraisal Panel Date	Decision to Project
31 JUNE 2011	28 JULY 2011	5 AUGUST 2011
31 OCTOBER 2011	23 NOVEMBER 2011	30 NOVEMBER 2011
29 FEBRUARY 2012	28 MARCH 2012	3 APRIL 2012
30 MAY 2012	27 JUNE 2012	4 JULY 2012

So if you have a project you would like to run in the Winter aim to get your application in for the first meeting. (i.e. July) If the appraisal panel refers it for more information it can then be reheard at the second meeting (i.e. November and you will still have a chance of an approval for the winter.

You must make sure you enclose all the information we require. If you don't we will not be able to process your application.

We aim to get you an answer to your application by the dates shown in the final column of the table. This decision may be:

- An approval for funding
- A request for further information
- A request for a meeting, to discuss the application
- A request for you to present your application at the next appraisal panel
- A request for more time to consider your application
- A refusal, with an explanation why the application was not approved

Your Part in the Worthing Community Chest

If your application is successful, a condition of your grant is that you will take part in the appraisal of future Worthing Community Chest applications. We see this as your chance to put something extra back into the community, to learn what grant funding appraisal involves, and to be involved in the decision making on funding for your community.

Previous appraisers have said that they have learnt a great deal about how to apply for funding from taking part in assessing applications. If you are unable to commit to attending daytime meetings there are other ways in which you can contribute to the Worthing Community Chest.

You will be trained in how to appraise project applications before you begin your term as an appraiser. Meetings occur over a late morning /lunchtime period on a weekday, three to four times a year. The **Worthing Community Partnership** Support worker is always in attendance and frequently a Director of the partnership is also there for advice and guidance.

If your project is approved we would ask you to join the Appraisal Panel, (providing this doesn't cause difficulties with your own commitments), the following new budget year and our budget year is 1st July to 30th June.

Equal Opportunities – being fair in the community

Worthing Community Partnership aims to ensure that all **Worthing Community Chest** applications will be given equal consideration regardless of gender, race, colour, ethnic or national origin or level of ability, provided that the application meets our criteria and priorities. Organisations and projects that do not work to these same equal opportunity aims will not be funded. Appraisers who make comments or base assessments that do not uphold these equal opportunity aims will be challenged and may have steps taken to ensure they are not funded through the **Worthing Community Chest** in the future.

Funding for the **Worthing Community Chest** is provided by the **Worthing Community Partnership** and **Worthing Borough Council**. **The Worthing Community Partnership** is an independent charity that does not receive any direct grant funding from any statutory authority except a small administrative support grant of approximately (£420 per annum) for administering the **Worthing Borough Council** element of the **Worthing Community Chest** funds.

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You will find guidance on completing your application form on a further sheet. **(Completing your Community Chest Application Form)**. If you are a new group that has just been set up and are unable to meet some of our criteria please read the **Guidance Sheet for New Groups**.