

## Community Chest Application Guidance

Welcome to the Allenton Big Local Community Chest application form.

We do not want the application form to be a barrier to you receiving funding so if you have any difficulties in completing the form or need any information, please email the Allenton Big Local Coordinator who can help you to complete the form (email [info@biglocalallenton.co.uk](mailto:info@biglocalallenton.co.uk)).

### The aims of the Community Chest

The Community Chest is a small grants fund available to groups based in the Allenton Big Local area. The aim is to award grants of up to £1000 and there is a possibility for further funding subject to the level of benefit to the local area but this would be discussed with you at the second stage (see below). The funding can be used in any way to support the work of groups, but the focus of any application must link to one of the three priorities and bring about a **direct benefit** to the Big Local Trust area and complement the aims and objectives set out within the Allenton Big Local Plan.

A map of the Allenton Big Local area and a copy of the plan can be found at:

[www.biglocalallenton.co.uk](http://www.biglocalallenton.co.uk)

### Who can apply?

Applications have to be made by two residents from within the Big Local area and supported by an organisation/group. The funds will be paid to the organisation who needs to be aware that by supporting the application they will be accountable for the funds.

### What happens if you have a great idea but aren't part of a group?

If you have an idea that meets the priorities of the big local area, but are not part of a group or an organisation, please contact the Allenton Big Local Coordinator by email ([info@biglocalallenton.co.uk](mailto:info@biglocalallenton.co.uk)).

### How to apply

- Applications need to be made by two residents, supported by or in partnership with a local organisation.
- Please read the guidance notes and either:
  - Download and complete the form and post it to the contact details below, or
  - Complete the form electronically and email it to the contact details below.
- Applications will be accepted by email, but a signed hard copy **must** also be submitted, together with any supporting information, before any funding is approved. All details on the application form must be completed.

### Application Process

STAGE 1 Application	<ul style="list-style-type: none"> <li>• Applications will be submitted to a panel made up of some Partnership Group members and other people living or working locally.</li> <li>• A short list will be drawn up from the applications submitted to the panel.</li> <li>• Those who are not successful will be contacted and offered support to look how to strengthen their application for the future.</li> </ul>
STAGE 2 Further info	<ul style="list-style-type: none"> <li>• Those shortlisted will be contacted to arrange a meeting to provide further information and answer any questions we may have. At least one person attending the meeting must be a resident named on the application.</li> </ul>
STAGE 3 Decision	<ul style="list-style-type: none"> <li>• Decisions will be made and announced publically.</li> </ul>

## Timescale

You can apply for Community Chest funding at any time of year. All applications will be considered by the Community Chest Panel who will make recommendations to the Allenton Big Local Partnership Board, the decision making body for the Big Local Trust which is responsible for governance and allocation of funding.

Consideration will be given to all applications received. The decision of the Allenton Big Local Partnership Group is final. Successful applicants will be notified and then publically announced on the website.

If your group/organisation would like to apply for a grant of up to **£1000**, please complete the Application Form.

## Funding Criteria

- Any 2 residents, supported by a community group or voluntary sector organisation can apply.
- Only **one** application per project can be made in any twelve month period.
- Groups or organisations who have previously received funding may apply again after a period of 12 months has elapsed, but requests from first time applicants may be given priority over groups that have previously received funding.
- Successful applicants will be required to:
  - sign a funding agreement
  - provide feedback on the impact of the grant award
  - complete a Grant Feedback Form which will ask for some information relating to their project. However, this will be minimal and the necessary forms will be provided with confirmation of the grant award.
  - provide receipts for any purchases made.
- Please note that if your project involves work with children, young people under the age of 18 or vulnerable adults as a minimum we expect you to:
  - ❖ have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund
  - ❖ review your safeguarding policies at least every year
  - ❖ complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including full DBS check (formerly known as CRB)
  - ❖ check criminal records at least every three years
  - ❖ follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults
  - ❖ provide child protection and health and safety training or guidance for staff and volunteers
  - ❖ carry out a risk assessment, if appropriate
  - ❖ secure extra insurance cover, if appropriate.

If your organisation is registered with or inspected by bodies that enforce safeguarding arrangements (such as OFSTED or the Care Quality Commission) please provide us with details, including any reference numbers. **It is your responsibility to have appropriate safeguarding policies and procedures in place, which we may ask to inspect at any time.**

- For further information on Big Local Trust or the application process, please contact:

Allenton Big Local Coordinator

- By e-mail: [info@biglocalallenton.co.uk](mailto:info@biglocalallenton.co.uk)
- By telephone: 01332 362479
- By post: Allenton Big Local  
c/o The Enthusiasm Trust,  
123 Hawthorn Street, Allenton, Derby, DE24 8BB

*This process will be reviewed and could be subject to change.*