



Cartrefi
Conwy

Community Chest

Guidance Notes

2025/2030

CONTENTS

2 - What will the grant pay for?

2 - What won't the grant won't pay for?

3 - How will my application be judged?

4 - How can I apply?

4 - Making an application

5 - Application process



ABOUT COMMUNITY CHEST

The Cartrefi Conwy Community Chest Fund aims to support small-scale projects that will improve the quality of life for our customers in local communities where we have homes.

Grants of up to £1,250 are available to community groups, organisations or charities in areas where we have homes within the county of Conwy and localised areas further afield.

A panel of Cartrefi Conwy tenants and local community members review all applications using themes and the scoring criteria to assess each application.

WHAT WILL THE GRANT PAY FOR?

Projects that may be eligible could include those which:

Support local community groups, charities, and organisations to:

- Improve local recreational facilities.
- Make small-scale environmental improvements.
- Buy materials and equipment for a community group or facility.
- Pay for training opportunities for community members.
- Pay for renovations and improvements to enhance community use of a building.

What won't the grant pay for?

Projects that cannot be supported include:

- Activities for religious or politically oriented purposes. (Although applications from religious groups for community activities are welcomed)
- Overheads or running costs for the group or organisation. (Such as public liability, insurances, rent, rates, salaries, interest, or service charge payments)
- Kit, equipment, or training for sports clubs.
- The cost of work or activities that any other person or agency has a statutory duty to undertake.
- Any activities that may conflict with the current aims, objectives, or policies of Cartrefi Conwy.
- Retrospective applications, any costs paid, or liabilities incurred before submission of the application.
- Items that it is felt by the Panel that should be covered by the Community Group or Organisation.

HOW WILL MY APPLICATION BE JUDGED?

Your project needs to fit into one or more of these themes:

Communities – community led projects that bring together people of all ages to tackle neighbourhood issues, improve health & well-being and build community spirit.

Culture – projects that strengthen communities through arts, heritage or the Welsh language

Environment – projects that improve local green spaces, support nature, create areas for wildlife or promote green issues

Skills – projects looking to provide training or boost the skills and confidence of people living in the community.

Crisis Fund – projects helping communities to recover from the challenges they face following unforeseen circumstances such as pandemics, natural disasters and emergencies. (Up to £500 grant available)

If you would like to apply for a grant, please visit our website or contact the creating futures team for a copy of the application form.

The Community Chest can fund projects up to £1,250 and up to £500 for the Crisis fund.

What if I have previously received a grant?

Applicants can apply for a Community Chest grant a second time after two years of receiving their first grant. The second application from the same Community group/ organisation cannot be for the same project.

Before making an application, please ensure you have the following:

- A bank account (in the name of the group/organisation with a minimum of two signatories.)
- A signed constitution.
- Support from the local community and/or Cartrefi Conwy tenants . (Letters of support, quotes, photos)
- All the supporting documents requested on application check list.

Applications received after each closing date will be considered at the next deadline meeting of the Community Chest Panel or as soon as possible after that.

The Community Chest Panel have complete discretion as to when to consider applications and are dependent on available resources. The decision of the Community Chest Panel will be final in all cases.

APPLICATION PROCESS

STAGE 1

Application submitted with all relevant supporting documents (email or post) -Confirmation letter/ email sent to applicant within 10 working days, (if application/supporting documentation is incomplete we will ask you to revise and resubmit the application)

STAGE 2

Application assessed by members of the community chest panel

- a) If your application is successful, we will write to you within 10 working days to inform you when you will receive the grant.
- b) If your application is unsuccessful, we will write to you within 10 working days to explain why.
- c) Deferred applications – if we require further evidence/information we will defer your application. We will write to you to say that it has been deferred, and you will have 10 days to return the additional information.

STAGE 3

Once the grant has been awarded.

- a) We will agree a date with you based on the expected project completion date for a feedback report, receipts, and photos.
- b) This feedback will be used to promote the community chest.
- c) If there has been a delay in carrying out your project, please let us know and we will ask for feedback at a later date.
- d) If you have been unable to complete your project within 1 year, you will need to return the funds to Cartrefi Conwy.

Good luck with your application

If you have any questions, please get in touch with the Creating Futures team using the details below.

Creating Futures team
Cartrefi Conwy,
Morfa Gele,
North Wales Business Park,
Cae Eithin, Abergele LL22 8LJ

0300 124 0040

Email: get.involved@cartreficonwy.org

Facebook: [facebook.com/OfficialCartrefiConwy](https://www.facebook.com/OfficialCartrefiConwy)

Website: <https://cartreficonwy.org/get-involved/funding-grants-support/community-chest-fund/>

