

Community Chest Application Form

2021/2026



Creu cymunedau i fod yn falch ohonynt
Creating communities to be proud of



Completing the application form

Please complete the application form in full using BLACK or BLUE INK.

Please attach any additional pages and clearly label them.

Alternatively, if you would prefer to complete this form digitally, it is available to download from our website.

This application form is also available in Welsh.

If you require this form in any other language or format, please contact us.

Please ensure you fully read the supporting guidance notes before completing your application form to ensure the eligibility of your project.

If you require help or further information, please contact the Community Chest Team; phone on: 01745 335536 or 0300 124 0040 or email: get.involved@cartreficonwy.org

Deadlines



31st January

30th April

31st July

31st October

Please send the completed form and all supporting documents to the email address provided above, or by post to;

The Community Involvement Team, Cartrefi Conwy, Morfa Gele, North Wales Business Park, Cae Eithin, Abergele, LL22 8LJ



1. Group/organisation details

a. Group/organisation name

b. Group/organisation address

c. What type of group/organisation are you?

d. Give a brief background about the group?

e. Have you had a Community Chest grant before?

Yes:

No:

(If yes, when was this and what was the project)

2. Contact details

a. Name

b. Position in group/organisation

c. Address / Phone number

d. Email

e. Which contact method do you prefer?

f. Which language is your preference? English:

Welsh:

3. About your project



a. Project title

b. Geographical area to benefit from project?

c. Description of project

d. What outcomes do you hope to achieve with the project? (i.e. what difference would the project make?)

e. Does the project have the support of the community? (Please provide evidence)

f. Have you contacted any of your local councillors about this application?

Yes:

No:

g. How will this project benefit Cartrefi Conwy tenants?

h. Who and how many people will benefit from the project?



4. Matching the themes



a. Which of these theme will your project meet? (please tick)

Safer and stronger
communities

Healthier Communities

Skills building

Young people and families

Culture

Environment

Covid-19 Recovery Fund
(£250 grant available)

b. How will your project meet each of the themes you have ticked? (supporting evidence may be requested)

c. What plans are in place to manage the project once the grant has ended? (evidence may be requested)

5. Project cost



Community Chest can fund projects up to £1,000 or may part fund the total amount. If you are applying for a grant over £250, a 10% match funding is required.

Why can these costs not be met by your current funds? What are you holding your bank balance/reserves for?

(Please ensure that the costs are as accurate as possible and copies of estimates / quotes to support are required.)

Item or Activity	Total Costs	Amount requesting from Community Chest
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
TOTALS	£	£

5. Project cost



b. Why can these costs not be met by your current funds? Or Why can these costs not be met by your current funds, what are you holding your bank balance for?

c. Please state what other grants you have applied for, and their current status. (copies of written approvals may be required)

6. Landscaping/building work

Does your group or organisation:	Yes	No
Own the freehold of the land or building?		
Hold a lease of at least five years that cannot be ended by the landlord?		
Is planning permission required for this project?		
Has planning permission been granted for this project?		

We may contact you for a site visit or copies of documents to provide further support to your project.

7. Health & Safety



a. Are there any health and safety implications relating to this project?

Yes No (If yes, a copy of the risk assessment may be requested)

b. Do you have the appropriate liability insurance? (if required)

Yes No (A copy of the insurance will be required)

c. Does your project involve work with children, young people under the age of 18 or vulnerable adults?

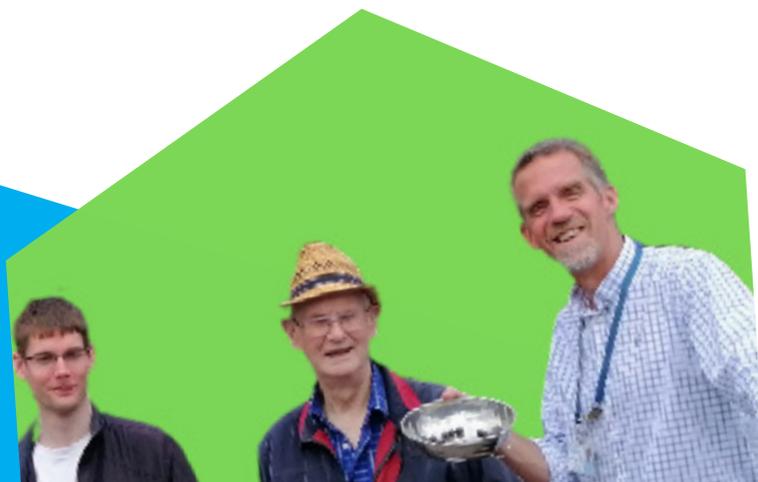
Yes No

If yes, as a minimum we expect you to:

- Complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references.
- Follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults.
- Provide or have child protection and health and safety training.

For more information on health and safety for community groups please contact 'Community and Voluntary Support Conwy (CVSC).'

<https://cvsc.org.uk/en/>



8. Bank details



- a. Name of the bank or building society you hold an account with

- b. Your Account name (the group / organisation's name on your statements)

- c. Account number

- d. Sort code

Please ensure you have included a copy of the most recent bank statement (within 3 months of submitting this application)

Data protection statement

The information you provide on this form is required in order to assess whether or not a Community Chest grant can be awarded. The information will be only be shared with relevant individuals, and will be handled in line with the Data Protection Act 2018.

For more information on how we handle personal information, please see our Privacy Policy on our website - <https://cartreficonwy.org/privacy-policy/>

Statement of agreement: Terms and Conditions

If successful in obtaining a grant through the Community Chest fund, the group / organisation must be willing to give recognition to Cartrefi Conwy for the grant you have received. You must get permission from Cartrefi Conwy to use their logo. Any publicity or upcoming events must be shared with the community involvement team.

Cartrefi Conwy reserves the right to visit your project/group at any time once the grant has been awarded.

If any of the following statements apply, we agree that any money paid to the group will become immediately repayable to Cartrefi Conwy.

- The grant is not being used for the purpose set out in this application.
- There is a breach of the conditions set out in this guidance,
- False or untrue information is found to have been given in the application form,
- Requested feedback has not been provided to Cartrefi Conwy in the scheduled time frame.

We have read and understand the terms and conditions of the Community Chest Fund. We agree to provide all necessary documentation for verification prior to consideration of grant and to provide regular project feedback and financial monitoring information as required. Please refer to the guidance notes and checklist for details of documentation required to support your application.

We accept and take full responsibility/liability for the items/goods purchased from the Community Chest grant and any damage, incidents caused to/by the items/goods will be the responsibility of our group/organisation.

Main Contact Signature:

Witness signature:



9. Checklist

Before sending your application in, please read through this checklist and tick off each item once completed.”

- You have answered all the relevant questions in this application form.
- You have signed the signature box and agreement, page 9.
- You understand that if you make any serious misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make your application invalid and you could be liable to repay any funds to us.

You **MUST** ensure have enclosed the following documents: (please tick)

- Copy of the constitution of the organisation and / or a statement of the aims and objectives of the organisation
- Letters to show community support for the project
- Most recent statement of accounts / bank statement (no older than 3 months)
- Estimates and quotes for goods or services required for the project
- Copies of written grant approvals (if applicable)
- Copies of Liability insurance certificate(s) (if applicable)
- Copies of Land Lease / Planning permission (if applicable)
- Photo evidence / maps of where environmental items will be placed (if applicable)

PLEASE NOTE: if you do not provide the relevant documents, signatures or information, this will cause delays when processing your application form.

For office use only

Referenced Number:

Date received:

Has the application been approved? Yes No

If the application has been deferred, why?

What date was the decision made?

How much was awarded?

Community Chest Chairperson Signature:

Print name:

Date:

Signed on behalf of the Community Chest Panel:

Print name:

Date:

