

# Community Chest Scheme 2017-18

## GUIDANCE & CONDITIONS

**NORTHUMBERLAND**

Northumberland County Council

The aim of the Community Chest Scheme is to support community groups and organisations to deliver activities which contribute to achieving the Council's ambition for Northumberland.

High priority will be given to projects that enhance the environment, strengthen communities, and which promote health and wellbeing. Particular emphasis is given to initiatives that will help groups to be sustainable in the longer term, are of value to a local area, and are not able to secure mainstream funding from the Council or other sources.

### Who can apply?

The scheme is open to any voluntary, community or not for profit group or organisation (including charities) that is based in or serves the communities of Northumberland.

### Who cannot apply?

- Town and Parish Councils
- Schools
- Businesses and other for profit organisations

### What can be applied for?

The Scheme largely funds capital items, such as the purchase of equipment, materials, building refurbishment, and one of costs. A list of successful projects from the previous year is available on the Council's website:

### What cannot be applied for?

The scheme will not normally fund the following:

- Core running costs, including premises
- Wages, salaries, expenses or professional fees
- Goods and services already purchased
- Sports kit, uniforms/personal clothing
- Feasibility studies or pre project costs
- Advertising and marketing
- Fundraising and prize-giving
- Social excursions
- Religious or political activity
- Food and hospitality
- Loan repayments
- Annual or repeat funding
- Funding for other grant schemes
- Consumables

### How much can be applied for?

The Scheme can provide grants of up to 75% of eligible costs up to a maximum of £5,000; however, the average grant is £2,500. The grant is paid up front and must be spent within 12 months of notification of award.

## When can applications be made?

There are two deadlines within the current year although applications can be submitted at any time. The grant panel will meet within 6 weeks of the deadline. In 2017-18, will be considered by a Grants Panel in 3 Rounds until all funds are allocated:

	Deadline	Panel Meeting by
Round 1	29th September	10th November
Round 2	12th January 2018	23rd February 2018

All applications are considered in chronological order of receipt date. Once all funds are allocated in an Area the Scheme will cease in that Area.

## How are decisions made?

The Scheme is divided into five geographical areas based on the Council's Local Area Councils (LAC), namely:

- Ashington & Blyth
- Castle Morpeth
- Cramlington, Bedlington & Seaton Valley
- North Northumberland
- Tynedale

Each LAC appoints a subcommittee of elected members to act as a Grant Panel to decide the allocation of the grants. Each has a budget which equals £1 per head of population.

Applications that seek to deliver across the county are considered separately by the LAC Chair's Briefing meeting which sits more regularly throughout the year. For countywide projects there is no upper limit although 75% of eligible costs remains the maximum award.

Administration and advice to applicants is provided by the Community Regeneration Team, who will comment on draft applications and provide additional support if required.

Applications must be submitted on the approved forms, and must be accompanied by a constitution or Articles of Association, a recent bank statement and last years accounts, if relevant. Additional information should be provided to support the application if appropriate e.g. business plan, child safeguarding policy, photographs, etc.

## What is the process for assessing applications?

Once we have received your application form, it will be appraised by a member of the Community Regeneration team. They will contact you if they feel that changes need to be made, if important supporting documents or information is missing, or to inform you that your request is ineligible in whole or in part. Your application will then be considered according to date of receipt by the Grant Panel. They are solely responsible for the decision to support and the level of support to be awarded. Their decision is final.

## What do the Grant Panel look for in an application?

- A clear rationale and evidence of need;

- All funding is accounted for, including match funding (in kind labour contributions using National Minimum Wage or Heritage Lottery Fund rates);
- Multiple quotes or other evidence that best value has been considered;
- A clear exit strategy or plan for forward sustainability.

### **How will the decision be notified?**

All applicants will be contacted by a Community Regeneration Officer in writing. If successful, an Acceptance Form and Bank Details Form will be enclosed, together with a statement of conditions and a Monitoring Form which should be returned once the project is completed (no later than 12 months after award). No payment will be made until all relevant paperwork has been submitted. Payments will be made via BACS transfer.

Applications that do not succeed may be resubmitted at a subsequent round but must use the application form for that round, i.e. a new application form. Applications will not be carried over from one round to the next. All issues raised in respect of a rejected application must be addressed in resubmission.

### **How do I get an application form?**

Application forms are available on the Council's website:

<http://www.northumberland.gov.uk/Business/Grants/Grants-Funding.aspx#communitychestscheme>

or by contacting Community Regeneration, Economic and Inclusion Policy Team, Planning and Economy, Northumberland County Council, County Hall, Morpeth NE61 2EF.

Email: [communitychest@northumberland.gov.uk](mailto:communitychest@northumberland.gov.uk)

If you require further advice, please contact the Community Regeneration Team:

Tony Kirsop, Community Regeneration Manager  
01670 623 416

Iain Hedley, Community Regeneration Officer  
01670 620 379

Anne Lawson, Community Regeneration Officer  
07917 266 866

- Ashington & Blyth LAC - Iain or Tony
- Castle Morpeth LAC - Iain or Tony
- Cramlington, Bedlington & Seaton Valley - Iain or Tony
- North Northumberland LAC - Iain
- Tynedale LAC - Anne

## Conditions

1. The project must not start, or be contractually committed, before the grant offer date.
2. If the grant aided project is disposed of or ceases to be used for the purpose the grant is given the Council reserves the right to reclaim all or part of the grant.
3. The applicant must have security of tenure on any facility to be grant aided either by ownership of the freehold or by means of a lease that has at least five years duration when the application is made, unless otherwise agreed by the Council.
4. Applicants must fully research the identified costs and, where appropriate, secure competitive quotations.
5. All projects, or expenditure, must be completed within 12 months of notification of award.
7. The Council reserves the right to inspect amounts, receipts and records of all transactions relating, premises and projects related to the application.
8. The Monitoring Form must be completed and returned at the end of the project or no later than 12 months from the date of notification of award. Failure to do so will automatically prevent further applications for a minimum of two years.
9. Applicants must ensure that all relevant permissions and licences are obtained before they apply to the Scheme.
10. All liabilities for the project/proposal remain with the applicant and are not the responsibility of the Council, its partners, agents or employees.
11. The applicant must ensure that all publicity relating to a project receiving grant funding from the Community Chest Scheme fully acknowledges its contribution.
12. All groups or organisations receiving funding from Northumberland County Council must demonstrate a commitment to equality of opportunity that aims to eliminate all forms of discrimination.
13. Any equipment purchased with the grant must remain the property of the organisation and must be available for more than one member to use.
14. All applications must be accompanied by the following:
  - Constitution or Articles of Association
  - End of year accounts or recent bank statements from all accounts held by the group
  - Equal Opportunities Policy or written statement of commitment to equal opportunities

Where applicable, evidence of the following documents must be provided:

- Liability insurance
- Safeguarding policy
- Vulnerable adult statement
- Planning permissions
- Licensing, including event licences and premises licence