



Three Parishes

Big Local

Community Chest

Community Chest Application Guidance



Please read the following guidance before completing the application form.

To ensure that your application can be assessed quickly, please complete all fields and provide full details. We want to make it as easy as possible to apply to the Community Chest so please contact the Big-Local Co-ordinator if you need any help or advice to complete the application form. (Contact details at the end of this document)

Section A: Applicant Details

1. Name of Individual, Organisation or Group – Please provide details of the individual, organisation or group that is carrying out the project.
2. Name of Key contact – Please provide details of the main person to contact in relation to this application.
3. Address – Please provide the postal address for the key contact.
4. Telephone – Please provide a telephone number for the key contact. This should be a daytime telephone number if at all possible.
5. Email – Please provide an email address for the key contact where available.
6. Type of Organisation – Please tell us what type of organisation you are, for example: community group, registered charity, private individual, social enterprise.
7. How long has the organisation / group been active? – Please provide details of the approximate no. of years that your group or organisation has been active.
8. How many members does the organisation / group currently have? – Please provide approximate number of members or people that benefit from the group.
9. Do you have a bank account in the name of your organisation? – Please answer 'yes' or 'no'. If you do not have a bank account in the name of your organisation, we will need to discuss banking procedures with you before any grant can be paid.
10. Registered charity no. – Please provide your registered charity number if you have one.
11. Vat no. – Please provide your vat no if you have one.

Section B: Project Details

12. Project Title – Please give your project a name
13. Location or project activity – Please tell us where your project will take place.
14. Start Date – Please give a realistic start date for your project.
15. Completion Date – Please give a realistic completion date for your project.
16. Project Description – Please tell us the overall purpose and aims of the project and describe the main activities that will take place.
17. What is the need for this project? – Please tell how you have identified the need, what difference the project will make and who will benefit. Please tell us what evidence you have to justify the need for the project – for example, this might be a survey, feedback or an independent evaluation. Please tell us what difference the project will make to your organisation.
18. Which of the Community Aspirations will this project impact? – Please tick the box(es) to show how your project meets our Community Aspirations. Full details of the Community Aspirations are available in the Three Parishes Big Local Community Vision, available on our website www.big-local.org or by contacting the Big Local Co-ordinator. Please get in touch with the Big Local Co-ordinator for advice if you are unsure if your project meets any of the aspirations.
19. Project Costs – Please provide details of the total expected costs for the whole project.
20. How much are you applying for from this Community Chest? – Please give the amount that this application is for. The maximum grant is £500
21. Project Funding – Please provide details of any other funding that you have secured or applied for in relation to this project, or any existing funds that you already have towards the project.
22. Declaration – Please read and sign the declaration. If you are applying on-line or by email, a typed signature is acceptable at the application stage but we will require a signature before releasing any funds if your application is successful.

Contact the Big Local Co-ordinator, Bridget Laraway:

Write to: Qube, Oswald Road, Oswestry, SY11
1RB

Tel: 01691 656882

Email: b.laraway@qube-oca.org.uk

Website : www.big-local.org

Follow us on twitter: 3PBigLocal

Like our facebook page: 3PBigLocal

Community Chest Application Form

Section A: Applicant Details	
1. Name of Individual, Organisation or Group	
2. Name of Key Contact	
3. Address inc. post code	
4. Telephone	
5. Email	
6. Type of Organisation	
7. How long has the organisation / group been active? (if applicable)	
8. How many members does the organisation / group currently have?	
9. Do you have a bank account in the name of your organisation?	
10. Registered Charity no. (if applicable)	
11. Vat no. (if applicable)	

Section B: Project Details

12. Project Title	
13. Location of project Activity	
14. Start Date	
15. Completion Date	

16. Project Description

Include the overall purpose and aims of the project and the main activities

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17. What is the need for this project?

Include details of how you have identified the need and who will benefit.

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18. Which of the Community Aspirations will this project impact?

Please tick one or more.

1. Create more opportunities for gaining skills and qualifications	
2. Build more opportunities for everyone to improve their health and well-being	
3. Get the best out of our rural environment and economy	
4. Become more enterprising	
5. Make the most of our community buildings.	
6. Enable ALL residents to benefit from being part of our community.	

19. Project Costs

Please list anticipated items of expenditure

<u>Description</u>	£
Total Project Costs:	

20. How much are you applying for from this Community Chest?

Maximum £500

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21. Project Funding

Please list details of any other secured or anticipated funding

<u>Description</u>	<u>Secured / applied for</u>	<u>£</u>
Total other Project Funding:		

22. Declaration

Please read and sign the declaration.

By signing this application form I declare that:

- I am applying on behalf of my organisation for financial assistance
- I confirm that all information supplied is correct to the best of my knowledge
- I acknowledge that successful grant applications may be reported in the local press and used in Three Parishes Big Local publicity material.
- I agree that my organisation will supply reasonable feedback and grant monitoring information to Three Parishes Big Local.
- I acknowledge that successful applicants will be required to sign a contractual offer letter before grant funds can be paid.
- I acknowledge that the decision of the Community Chest applications panel is final.

Signature:

Date:

Qube will record and store your personal details in accordance with GDPR procedures on behalf of Three Parishes Big Local. You can rest assured that we will keep your information safe and will not share it with any third party without your permission. You can request to have your data removed from our records at any time.

We'd also like to keep you informed about new training courses, events and projects in the Three Parishes Big Local area so you don't miss out. We promise not to bombard you with junk mail. Are you happy to be included in our mailing lists?

Yes

No