

COMMUNITY CHEST FUND

GUIDANCE FOR APPLICANTS

Community Seven is a Community Based Housing Association, established after consultation with Kensington residents, which aims to become the lead social landlord for the Kensington New Deal for Communities area. Community Seven works in partnership with Liverpool City Council, Kensington Regeneration and the Housing Corporation to invest in and regenerate Kensington.

If you need any help in completing this form, or have any questions please contact:

Lisa Vingoe – Community Investment Officer
0845 330 4076

This form can be supplied in **large print** and electronically. Please contact Community Seven on the above Tel No.

Please complete the form clearly in black ink.

After the front cover, there are 4 pages you must complete. Do not complete the last page as this is for C7 administrative use only.

BANK DETAILS

In addition to the information on the form, please provide for us on letter headed paper (if you have it):

- the name of your bank or building society or that of the organisation which will receive your funds
- bank address
- account holder/organisation's name on account:
- Sort Code:
- Account Number:

If you do not have a letter head, please send a copy of a bank or building society statement with your details on it.

WHO SHOULD APPLY?

Community Seven sees Community Investment as fundamental to regeneration and the development of sustainable communities. We seek to support projects that are predominantly community led and will be particularly keen to receive applications for the following:

- Projects involving Minority Ethnic Groups, Youth and Elderly residents.
- Projects that engage communities in identifying neighbourhood needs and/or bring about the inclusion of the above groups.
- Projects that empower groups and the wider community
- Projects that promote positive images of the Kensington area and regeneration activity.
- Projects that are sustainable and have a lasting positive effect on local people.

On receipt of an application for funding, the Community Investment Officer will take it to the Community Investment Panel. Made-up of representatives from the local community, the panel meets to examine applications and decide where funding should be allocated. The Community Investment Officer will let you know when the panel will next meet and will inform you of the decision made regarding your application.



COMMUNITY CHEST FUND APPLICATION

C7 COMMUNITY CHEST FUND

APPLICATION

(Please complete this application form clearly in black ink)

Name of Organisation: _____

Project Name: _____

Your Organisation

Contact Name:

Position in organisation applying:

Address:

Telephone:

Email: (if applicable)

Does your organisation have a constitution? Y / N (Please circle)

What are the main aims of your organisation?

Your Finances

Does your organisation have a bank or building society account? Y / N (Please circle)

(If 'No')

Is there an organisation that will receive a grant on your behalf? Y/N (Please circle)

(See Guidance Sheet regarding provision of financial details)

Name of Bank or Building Society:

Address:

Account holder/Organisation's name on account:

Sort Code:

Account Number:

Does your organisation produce annual accounts? Y / N (Please circle)

Are the above details:

a) **your organisation's bank details?** Y / N (Please circle)

b) **the details of an organisation to receive grant on your behalf?** Y / N (Please circle)

Your Project

Please describe what you would like C7 funding for: (Describe the project)

What will the project achieve?

Who will benefit? (No.s of people? Organisations? The community as a whole?)

When will the project start?

When will the project finish?

Project Finances

What is the total cost of your project? £ _____

How much money are you requesting from the Community Chest fund? £ _____

How much money are you requesting from other organisations?

Organisation	£ applied for	£ confirmed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

How much money is your organisation contributing? £ _____

Please provide a breakdown of what the funding will be spent on?

Activity/Item	Cost
_____	£ _____
_____	£ _____
_____	£ _____
_____	£ _____
_____	£ _____
_____	£ _____
_____	£ _____
	£ _____
TOTAL	£ _____

How does this project meet the aims of the C7 Community Investment Strategy?
(See guidance sheet)

Have we funded this project before? Y / N (Please circle)

How will your project/event be promoted to the community to make sure the maximum number of people benefit?

How would the people benefiting reflect the diverse community of Kensington?

Could this project be repeated in other neighbourhoods? Y / N (Please circle)
If so, would you be willing to share your experience with other groups? Y / N

How will you measure the success of the project?

How will you promote Community Seven? (a photographic record must be provided of your project)

How will you make sure funding is spent appropriately?
(Receipts must be provided for all money spent)

If C7 is unable to fund your project, how could you make it happen?

Signed: _____

Date: _____

Print Name: _____

C7 administrative use only below

Supported by C7 Operations Manager: _____ **Date:** _____

Number of marks scored: _____

CI Sub Group Approval: _____ **Date:** _____

I confirm that the above project/event took place according to agreed conditions and that funding of £ _____ was received by _____ (Name of organisation)

Signed: _____ (Community Investment Officer)

Date: _____