



FLINTSHIRE COUNTY COUNCIL COMMUNITY CHEST GRANT APPLICATION FORM 2025-2026



PLEASE READ THE GUIDANCE NOTES BEFORE COMPLETING THIS APPLICATION FORM

This document is also available in Welsh. An application for a grant submitted in Welsh will not be treated less favourably than an application submitted in English.

For Office Use Only				
Date Received:		Initials:		Reference No.

A) About your organisation

Name:	Where is the organisation based:
Address:	
Postcode:	

Is the organisation based in property owned by Flintshire County Council or a statutory/public sector body?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Known <input type="checkbox"/>
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Do you receive statutory funding? If yes, please refer to Funding Advice Officer at Flintshire Local Voluntary Council (FLVC) before completing the application.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Known <input type="checkbox"/>
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Have you received a Community Chest Grant before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, please state when you received this grant		

B) Applicant (on behalf of the group / organisation)

First name(s):		Surname:	
Position held in organisation:			
Address: (if different from above)			
Postcode:		Email:	

Daytime phone number:		Mobile number:	
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C) Address to be used for written correspondence about your application
(Please tick one box only)

Organisation (as listed in Section A)	<input type="checkbox"/>	Applicant (as listed in Section B)	<input type="checkbox"/>
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D) Group / organisation information

When was your group formed?	
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What is the status of your group? (Please tick one box only)	
<input type="checkbox"/> CIC / Company - Limited by Guarantee	<input type="checkbox"/> Registered Charity or CIO
<input type="checkbox"/> CIC / Co - Ltd by Share* (ineligible)	<input type="checkbox"/> Registered Friendly Society
<input type="checkbox"/> Unregistered voluntary / community group or organisation	
<input type="checkbox"/> Other (Please Specify):	

Are you a local branch of a national or regional organisation?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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E) About your group / organisation

What are your group's aims? (150 words maximum)

What are the main activities that your group currently provides? (200 words maximum)

Safeguarding adults, young people and children is a priority for the Council; the Council take seriously its responsibilities to keep people safe. Keeping children and adults safe is everyone's business; we all share a responsibility to safeguard and promote the welfare of children and adults and protect them from others who may abuse them.

Do you have a Safeguarding Policy? Yes No

Do you have an Equality / Diversity Policy? Yes No

Do you have a Welsh Language Policy? Yes No

If you do not have any of these policies, then please contact Flintshire Local Voluntary Council (FLVC) info@flvc.org.uk

F) Management committee / trustee board information

How many Management Committee Members do you have?	
How often do you meet?	
What are the names of the management committee?	
Chair:	
Treasurer:	
Secretary:	

G) How will the grant be used?

Title of Project:

What type of activity will the grant be used for? (Please refer to the guidance notes for details on what is eligible and what is ineligible).

1. Minor building repairs, fixtures and fittings	<input type="checkbox"/>	5. Feasibility studies	<input type="checkbox"/>
2. Equipment (excluding consumables)	<input type="checkbox"/>	6. Marketing / publicity	<input type="checkbox"/>
3. Training and awareness events / courses	<input type="checkbox"/>	7. Responding to / recovery from emergency situations	<input type="checkbox"/>
4. 1-off Community-wide free event	<input type="checkbox"/>		

Please provide a short description of the purpose of the grant you have requested. Including:

- Demonstrating the community need for this project
- What will the long-lasting impact of this project be
- How will the project benefit the community (100 words max)

H) Who will benefit from your project?

Approximately, how many people will benefit from the project:	
And where do these potential beneficiaries live?	
<input type="checkbox"/> Flintshire	<input type="checkbox"/> Outside of Flintshire

The Council has signed the **Armed Forces Covenant** and is committed to treating fairly the armed forces community, including veterans

Has your organisation signed the Armed Forces Covenant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will this project benefit the armed forces community?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please explain how this will benefit the armed forces community		

Flintshire County Council has a responsibility to promote, support and safeguard the **Welsh language** for the benefit of present and future generations and has a specific responsibility under the Welsh Language Measure 2011 to ensure all organisations that receive grant funding must treat the Welsh and English languages on a basis of equality. Visit [Helo Blod](#) to find out about free translation services for your project. Ideas for including more Welsh in your project can be found on the [Welsh Language Commissioner's website](#) which has examples of how charities are now building more Welsh language into their work.

What effect will this project have on use of the Welsh Language?	Positive <input type="checkbox"/>	Negative <input type="checkbox"/>
How will the monies applied for from the Community Chest make a positive impact on the promotion of the Welsh Language? What does your organisation do to treat Welsh and English language equally?		

I)	Funding for the total project
Please specify the total costs of the project (include copies of recent quotes or estimates)	
Total Project Costs (Please refer to activity headings in Section G):	£
1.	£
2.	£
3.	£
4.	£
5.	£
6.	£
7.	£
Add more lines if needed	
TOTAL PROJECT COSTS	£
TOTAL GRANT REQUESTED	£
Flintshire County Council will fund up to 75% of the total project costs to a maximum of £1,000. Please show how you will match fund the remaining costs?	
	£
Have you applied to any other funds towards this project? If so, give details here	£

Are you able to reclaim the VAT on any items you have outlined within the application? If yes, please provide details:	Yes <input type="checkbox"/> No <input type="checkbox"/>
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We confirm that insurances are in place to cover these items/activities	Yes <input type="checkbox"/> No <input type="checkbox"/>
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We confirm that equipment purchased by this grant will be stored securely	Yes <input type="checkbox"/> No <input type="checkbox"/>
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We agree that if awarded this grant, it will be spent within 9 months from date of the award and will only use for the purposes for which it is approved. We understand that if it is not used within 9 months and for the purposes approved, then it must be returned.

J) Your Organisation's Finances

Please tell us about your organisation's income, expenditure and net surplus/loss for the most recently completed financial year. Newly formed organisations please provide an estimate.

Income:		Expenditure:	
Dates:		Balance:	

K) Declaration of Interest

Are there any **Flintshire County Councillors and / or Officers** that are familiar with or involved with your group? (Please indicate whether familiar or involved)

Name	Familiar	Involved in what capacity
<i>Add more lines if needed</i>		

L) Language Preference

How do you want to receive future correspondence regarding your grant application?

<input type="checkbox"/>	English only	<input type="checkbox"/>	Welsh only
<input type="checkbox"/>	Bilingual (English & Welsh)	<input type="checkbox"/>	Other, please state:

M) Declaration

Evidence of how the project is being delivered, as specified in your application, will be requested. This may be in the form of copies of invoices, photographs and/or a visit from a member of staff.

All projects or expenditure must be completed within **9** months of the notification of funding being awarded.

I certify that, to the best of my knowledge and belief, that the details supplied in this Community Chest Application Form are correct. I understand that Flintshire County Council and/or Flintshire Local Voluntary Council may seek verification of any of the information supplied as part of my grant application. I understand that if any of this information is found to be false, misleading or missing, this may result in the application not being processed/awarded.

I understand that Flintshire Local Voluntary Council administer this grant on behalf of Flintshire County Council and may need to ask me to supply further information, in order to make the decision to proceed to an assessment of my grant application.

Please Note: By submitting this application, whether online, by email or by post, you confirm that the information provided is true and accurate.

Applicant's name (PRINT):

Position on Board / Management Committee (if applicable):

Signature:
(scanned or electronic is fine)

Date:

Trustee / Management Committee Member's name (PRINT):

Position on Board / Management Committee:

Signature:
(scanned or electronic is fine)

Date:

Please email this form to: funding@flvc.org.uk

If you are unable to email it, then print it out, sign it and post it (with ALL the necessary documents) to:

Grants Administration
Flintshire Local Voluntary Council
CORLAN, Unit 3 Mold Business Park
Wrexham Road, MOLD, Flintshire, CH7 1XP

Name of Organisation: _____

CHECKLIST FOR DOCUMENTS TO BE SUBMITTED WITH APPLICATION

Please ensure that this checklist has been completed and that all documents are submitted with your application.

Applications that do not include the required documentation as detailed below will **NOT** be considered for a grant.

1.	The application form has been signed by the Applicant or the declaration has been confirmed if submitting online.	<input type="checkbox"/>
2.	The application form has been signed by an appropriate member of the Management Committee of the organisation. (This person must be not be the Applicant)	<input type="checkbox"/>
3.	A copy of the constitution or set of rules, signed by Chair, Secretary or Treasurer is enclosed.	<input type="checkbox"/>
4.	Proof of bank or building society account is enclosed. This should be in the form of the most recent bank or building society statement	<input type="checkbox"/>
5.	A copy of the most recent accounts or statement of income and expenditure is enclosed. This must be signed by the Chair, Secretary or Treasurer (If you provide audited accounts only one signatory is required)	<input type="checkbox"/>
6.	Quote for items to be purchased using this grant if awarded.	<input type="checkbox"/>

Please don't forget to keep a copy of the application form for your records

Privacy Notice

Flintshire Local Voluntary Council (FLVC) administers the Community Chest Grant on behalf of Flintshire County Council. Flintshire County Council is the Data Controller for all the information you provide for this Grant.

Your data will be processed by FLVC only for the specific purposes of assessing your Community Chest Grant application.

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis for processing this information is that we need it to perform a public task under the Local Government Act 1972 and Section 15 of the Local Government Act 2000.

The processing of your personal data is necessary for the purposes of assessing and administering this Grant to enable a decision on funding to be made. Flintshire Local Voluntary Council will hold your data and this may need to be shared with Flintshire County Council in order for a decision on funding to be made. Your personal data will not be shared any wider. Flintshire Local Voluntary Council will retain your information in line with the Council's current retention guidelines - Current year plus six years for grants.

If you feel that your personal data has been mishandled at any time you can make a complaint to the Information Commissioner's Office by visiting their website or by calling their helpline on 0303 123 1113.

For further information about how Flintshire County Council processes personal data and your rights please see our privacy notice on our website:

<http://www.flintshire.gov.uk/en/Resident/Contact-Us/Privacy-Notice.aspx>

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