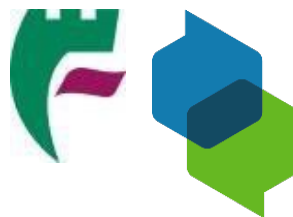


Community Chest Grants

Guidance Notes



FLVC
Flintshire Local Voluntary Council
CGLISFf
Cyngor Gwirfoddol Lleol Sir Fflint

This document is also available in Welsh

Community Chest is a grant scheme funded by Flintshire County Council (FCC) and administered by Flintshire Local Voluntary Council (FLVC) to support community activity in Flintshire, with priority for small, local community groups.

Before you start:

- Does your group or organisation have a **base** in Flintshire, not just operating in Flintshire?
- Are you a **not-for-profit** group / organisation with a **constitution** / governing document?
- Does your group have a **bank account** requiring at least two unrelated signatories?

If you answered “**yes**” to **ALL** the questions above, then please proceed. If you replied “no” to any of them, these grants are not for you. Contact FLVC for information about other funding sources.

Is your group or organisation:

- a religious body applying for building improvements
- applying for funds to benefit an individual
- already in receipt of Community Chest in the last 2 years
- a trading or profit-making organisation, or CIC by Share
- a new group with less than six months' track record
- a statutory or public body

If you answered “**yes**” to **ANY** of these questions, this fund is **not** for you. Contact FLVC about other potential sources of funding.

Examples of what the grant has funded	What you CANNOT apply for
One-off initiatives such as:	Activities that have already taken place
Minor building repairs and updating #	Items already paid for or recurring costs
Items of equipment (but not paper, ink, etc) *	Food, drink, catering, hospitality
Training courses for staff and volunteers	Trips out, excursions
1-off Community-wide free events (but not food or drink	Prizes, medals, trophies, certificates
Feasibility studies	Running costs, utilities, wages, fees, memberships
Publicity and marketing	
Responding to and recovery from emergency situations (e.g. pandemics, floods)	Paper, printer ink, stationery, phone costs, any recurring costs or “consumables”

* Items of equipment funded by Community Chest must be covered by insurance, must remain the property of the group and must be available for more than one member to use.

If you want to carry out minor repairs or updating of fixtures, etc, then you must speak to us first to see if what you want to do is eligible and provide details of your lease, etc.

How much can we apply for?

FCC will fund **up to 75%** of the total cost of what you are applying for, up to a maximum of £1,000.

When can we apply?

Community Chest grant funding can be awarded up to a **maximum of £1,000** in any rolling two-year period, so if you have had a previous Community Chest grant, you will need to wait a full year before applying again. Applications are accepted throughout the year and will be considered at, up-to three panel meetings which take place at regular intervals during the year. For information on the next panel and application deadlines, please see our website www.flvc.org.uk.

What if we can't meet the deadline for the round we want to apply for?

If you miss a deadline, your application will go to the next panel meeting (once it has been checked to ensure it is complete). If it is not complete, you will be informed but your application may not be submitted to the panel meeting you were intending, so **make sure your application is received in good time**, especially if you are applying for something **time sensitive**, e.g. an event.

If you want some advice on your application, please contact Heather Hicks on 01352 744004 or heather.hicks@flvc.org.uk.

What do we need to provide along with our application?

You will need to provide:

- Your signed constitution or set of rules adopted by your group
- Your group's bank or building society statement that is less than three months old
- Your group's most recent **signed** annual accounts or a **signed** statement of income and expenditure
- Three quotes, wherever possible, for any items costing over £100, to be purchased using this grant

All sections of the application form must be completed, and the above documents submitted for your application to be considered.

If you apply online via FLVC's website (our preferred method), you will automatically be using the correct form. If you are using an emailed or printed form, please ensure you have the current form (it will have 2023-24 on it). If you're not sure, contact info@flvc.org.uk or 01352 744004.

How are applications assessed?

An independent panel of elected members and officers from Flintshire County Council (FCC), FLVC trustees and other third sector representatives consider all complete applications three times a year. Recommendations for funding are based on need, community benefit, viability, size of organisation. Please note - the fund is competitive, and the grants panel reserves the right to prioritise as they see fit based on local need.

How do we find out if we have been successful?

All applicants will be notified of the outcome of their application, usually by email – this process can take up to 4 months, depending on when you submit it. If the application is successful, you will be sent any additional conditions for the grant and an acceptance form. By signing and returning the acceptance form, the applicant and their group are bound by the conditions of the grant.

When do we get the funding and when must it be spent?

Payment will be made by bank transfer within four weeks of all relevant paperwork being submitted to FLVC. All funds must be spent within 9 months of the funding being awarded.

What information do we have to provide on what we have done and how we spent the grant?

You will be sent a monitoring form and progress report to complete when you are awarded the funding, which asks for details of what you have done, numbers of people who have benefitted, a breakdown of how you spent the money and a case study; you can send us photos, videos, copies of publicity materials too, if you like. The Monitoring form must be completed in full and returned to FLVC within 12 months of the award being granted. Late returns of this information could impact on any other funding applications you make to FLVC/FCC.

The end-of-project monitoring form must be completed in full and sent to FLVC no later than 12 months after notification of your successful application. Late return of this information will have an adverse impact on any other funding applications you make to FLVC / FCC.

Where can we get an application form, how do we submit it and what formats are there?

We encourage applicants to complete the form online via our website. If you cannot apply online, you can email: funding@flvc.org.uk or phone 01352 744004; and we will either email you a form or post it if your group can only complete a paper application form.

An application submitted in Welsh will not be treated less favourably than an application submitted in English. Guidance notes and the application form can be provided in other formats, including Braille and large print on request – please allow 10 working days for this.