



WICK AWARD

Wick Award

Grants Programme

Community Chest Grant Application Form

Organisations can only make one grant application within each round of Community Chest grants.

The Community Chest grant is available for short term projects or events that meet the the Wickaward Grant criteria.

Hard copy or Microsoft Word version of the form is available on request from Polly Mann at polly.mann@wickaward.co.uk or on telephone number 07482 320992. A copy of the Application and Guidance are available from the WickAward <http://www.wickaward.co.uk/>

Guidance Notes

Before completing this application form, please read through the Guidance Notes and Information on Completing the Community Chest Application form. This can be downloaded from the funding page of WickAward website . It will help you to complete your application.

If you are a small voluntary-led group that doesn't have the above requirements in place, you can apply through another group that is willing to act as a 'parent' (or 'nurture') organisation. By this we mean that they will receive the grant on your behalf, and play a supporting role in overseeing the project. In these instances, the organisation receiving the grant on your behalf, can have an annual income over the £100,000 threshold. Please contact us to discuss this before making your application.

Help with your application

Please contact the Community Development and Partnership Worker polly.mann@wickaward.co.uk or 07482 320992.

Data Protection

Information provided in this form, including contact details, will be retained in a secure database. If you wish to opt out of this information being retained, please write to Polly Mann at polly.mann@wickaward.co.uk

It is a condition of grant applications that WickAward Big Local may use information on the activities funded by Grants in marketing and publicity material for promotional purposes.

WickAward may include your information when we monitor and evaluate the Grants Programme.

WickAward will not pass your information or contact details onto any other third party.

It is important that you include all of the information that is required on your application – otherwise your application may not be considered.

Community Chest Grant Application Form

Eligibility checklist

You **must** be able to answer yes to all of these questions to be eligible to apply. If your application is successful you will be required to submit evidence of the documents mentioned in this checklist within 10 working days.

	Yes	No	Not applicable
a) Please confirm you have read the guidance notes			
Does your group or organisation...			
b) operate on an entirely not-for-profit basis?			
c) Are applying as a parent or nurture for a small local organisation to access the grants process i.e. you are facilitating an application for a small un constituted organisation or group of individuals who wish to form as organisation.			
d) have a 'set of rules', e.g. constitution, memorandum and articles of association, set of guiding principles or aims and objectives?			

<p>e) have an annual income of less than £100K <i>Please note that 50% of grant funding available for Community Chests will be reserved for organisations with an annual income of less than £50,000. For organisations that are applying as a parent or nurture organisation this requirement does not apply.</i></p>			
<p>Will this project....</p>			
<p>a) contribute towards WickAward priorities;</p> <ul style="list-style-type: none"> • <i>Improve people’s health and feeling of wellbeing</i> • <i>Create opportunities for young people</i> • <i>Build community connections and help people form community links and networks</i> 			
<p>b) be covered by appropriate insurance certificates if a grant is awarded? <i>(This will be a grant requirement if your application is successful.)</i></p>			
<p>c) have at least 80% of its beneficiaries resident in the HackneyWick?</p>			
<p>Additional application checklist - for projects working with children and young people and/or vulnerable adults</p> <p>Please see the Community Chest guidance notes give further information on the Safeguarding requirements for Community Chest grants.</p> <p>Please note, projects which include community events <u>must</u> have a Safeguarding Children and Safeguarding Adults policy and, as a minimum, the event co-ordinators, volunteer supervisors and unsupervised volunteers must have Disclosure and Barring Service (DBS) certificates.</p>			
<p>d) Does your organisation have a Safeguarding Policy or Statement of Safeguarding responsibilities in place? (This is required for all projects working with any children, young people or vulnerable adults)</p>			
<p>e) Does your organisation have Disclosure and Barring Service (DBS) (Previously CRB) certifications for staff or volunteers working with children and young people or vulnerable adults? (This is a legal requirement for all projects working with either of these groups.)</p>			

Please note WickAward funding will not fund projects which:

- enhance or progress religious or political aims;
- Replace public or charity sector funding;

- Delivery statutory sector services;
- Do not implement the Local Trust Values including the commitment to equality and to promote diversity; to overcome all forms of discrimination and prejudice so that everyone can participate in, contribute to and benefit from Big Local on an equal basis, whatever their background, ethnicity or beliefs.

Introduction

1. **What is the name of your group or organisation?**
2. **Please state the amount of grant you are requesting**
(up to £1,000)
3. **Please give a brief summary of the project or event that this grant will fund** (max 35 words)

1. **Who is the main contact person for this application?**

First name

Last name

2. **What is their role in the organisation or group?**

3. **Please provide a contact address for your organisation or group**

Please note this address must be in Hackney. We particularly welcome applications from organisations located in Hackney Wick. You must provide an email address at which the WickAward can contact you about this application.

Address

City

Postal code

Telephone number

Email address

Telephone number

4. **Please describe the aims and main activities of your group or organisation**

5. **What is the legal status of your organisation?**

Please tick the relevant box(es) below

Community Interest Company	
Community organisation/club/society/group	

Unincorporated association	
Company limited by guarantee	
Industrial and Provident Society	
Registered charity	
Other	

If you have chosen other, please specify here

Charity number (if applicable)

Company number (if applicable)

OFSTED registration number (if applicable)

6. If you are applying as a parent or host organisation please describe the aims and main activities of the group that you are 'parenting':

Project description

What will your Community Chest grant be used for? Please show in your description how the project or activity will contribute toward WickAward priorities

<p>3.1 Project Description. Please describe the project you would like to deliver</p>	
<p>How have local people been involved in the development of this project?</p>	
<p>How will local people be involved in the delivery of this project?</p>	

<p>How will the project bring local people together to:</p> <ul style="list-style-type: none"> • <i>Improve people's health and feeling of well-being</i> • <i>Create opportunities for local young people to engage in positive activities including leisure, sport, education, training and volunteering</i> • Build community connections and help people form community links and networks <p>Identify one of the three WickAward Objectives that your project will contribute towards.</p>	
<p>When will the project start and finish?</p>	
<p>What do you hope to achieve through this project?</p> <p>Describe what the project will achieve and how you decide that it has been successful. Would you aim for the project to continue and if you would, how do you think this could / would need to be supported?</p>	
<p>How will you know that you have made a positive difference?</p>	

- 1. When and where will the project or event take place for how long**
Please provide the dates and times for when you expect your project or event to take place (Maximum 100 words)
- 2. Please tell us the total number of people expected to benefit or participate in your project or event.**
- 3. How will this project be delivered and by who?**
Please tell us about the staff and volunteers who will be delivering this project or event. Please think about any particular skills or experience that is needed in order to deliver your project or

event successfully. (Maximum 300 words)

Managing any risks to your project

4. Please tell us about any risks or problems that you have anticipated may arise when delivering your project that could prevent it from being a success. What will you do to ensure that they don't prevent it from being a success? (Maximum 300 words)

5. If your project or event involves working with children or vulnerable adults, you must include a safeguarding policy or a statement of safeguarding responsibilities if your application is successful.

You will also need to ensure that you have Disclosure and Barring Service (BDS) (previously CRB) certifications for staff and volunteers working with children and young people and vulnerable adults. This is a legal requirement for all projects working with either of these groups.

Financial Information

1. **What is your group or organisation's annual income range?**

Organisations must have an annual income of less than £100K to be eligible to apply for a Community Chest grant. Please note that 50% of the grant funding available for Community Chests will be reserved for organisations with an annual income of less than £50,000.

5. *For organisations that are applying as a parent or nurture organisation this requirement does not apply.*

Between £50,000-£100K	
Less than £50,000	

5.1. **Please provide a budget and breakdown of costs related to your project or event.**

Please make sure that the budget lists all of the costs for your project. For example, venue hire, art material, refreshments etc. When you have completed your budget, please attach it to your application. The budget needs to be one A4 sheet.

Example budget

Item or activity	Cost
Coaches	£300
Venue hire	£550
Equipment	£150

- 5.2. Please tell us if you are getting funding from elsewhere to help with the costs of your project or event.

Equality and Access

- 5.1 Please tell us if this project or event is working with people from a particular group, for example older people, girls or a particular ethnic group etc.

Wick Award expects the widest possible range of people to benefit from all projects funded through the Grants Programme. However, we recognise that it may sometimes be appropriate for a project to be particularly targeted at one or more specific groups.

Declaration

- 6.1 Declaration by the AUTHORISED REPRESENTATIVE (Chair, Treasurer or Secretary) on behalf of the group or organisation completing the application.

I am an authorised representative of my organisation (Chair, Treasurer or Secretary). To the best of my knowledge, all the information that I have provided in this application form is correct.

I accept the following data protection statement:

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Name of representative making this declaration

Position in organisation of the representative making this declaration

Date:

- 6.2 If your group does not have a bank account in its name, please provide an additional two signatories.

1st additional signatory

Name of representative making this declaration

Position in organisation of the representative making this declaration

Email address:

Telephone number

2nd additional signatory

Name of representative making this declaration

Position in organisation of the representative making this declaration

Email address:

Telephone number