Community Chest - Application Form

Please fill in all sections and sign and date the declaration at the end of the form. Should you wish to expand on a question please enclose additional information separately. Only one project per application.

When completed, please return this application form by post or e-mail to:

West Bedlington Town Council, Bedlington Community Centre, Front Street West, Bedlington, Northumberland NE22 5TT.

Email: clerk@westbedlingtontowncouncil.gov.uk

WEST BEDLINGTON
TOWN COUNCIL

1. Your organisation	
Name of organisation	
Contact name	
Position in organisation	
Address for correspondence	
Tel no.	
Email address	
2. Details of organisation	
Brief description of your organisation's aims	
Please give a summary of the activities your organisation during the last year. If you are a new organisation, give an idea of the activities you wish to undertake.	
How long has it been in existence?	
Is it run by a committee? If yes, how many committee members?	
Can anyone join? If not what are the restrictions?	

How often do you meet or run activities?	
Where are meetings or activities held? Are they public?	
How many members within your membership live within West Bedlington?	
Do you receive funding from other sources and if so who?	
Is your organisation a registered charity?	
If you have previously received a grant from West Bedlington Town Council, please give details.	
3. About your project	
Please give details of your proposed project and what you wish to use any grant awarded for?	
Describe how the local community will benefit from your project	
What is the project cost?	
How much is this grant application for?	
Have you received or applied for funding from any other source for this project?	
Can you buy any of the required equipment, materials or services in Bedlington?	

Please complete the following declaration

On behalf of_____

I declare that the information given is correct and accept and agree to adhere to the conditions laid out in West Bedlington Town Council's Community Chest Policy.

Signed_____ Date_____

Position in organisation_____

If the person signing this form is under 18, an adult organisation member must countersign it

Signed_____ Date_____

Please note, completion of this form does not necessarily mean that a grant application will be successful in part or whole.

West Bedlington Community Chest

West Bedlington Town Council has set up a 'Community Chest' scheme which gives local voluntary groups and organisations a chance to bid for funding. This might be to help establish a new group or to carry out extra activities that they wouldn't otherwise be able to do – e.g. sporting activities, arts, music or craft group, new equipment for a youth club – but these ideas will be coming from the community themselves.

To qualify for an award the applicant must be able to demonstrate clearly that any funding from West Bedlington Town Council will benefit the Town, or residents of the Town.

An annual budget is defined and once spent then applications will be closed for that fiscal year and opened again with the next budget. Grant applications will be dealt with by the full Council. In determining the validity of an application, the Council will refer to the following guidelines:

Applications will be considered for the following purposes:

1. For the purpose of purchasing equipment or materials either in part or in full.
2. For the purchase of services e.g. venue hire or transport that will enable group members to partake in a group trip or outing regardless of their incomes.
3. For running costs (but not wages) of a viable group that is experiencing a period of hardship.
4. For the provision of recreational activities and facilities.
5. For activities that raise the profile of the area.

Conditions:

1. Grants will not be awarded to individuals. Groups must submit a constitution or membership list with the application. New groups must submit a list of names and addresses of supporters.

2. Applications WILL NOT be considered from "Upward funders", i.e. local groups whose fundraising is sent to their central HQ for redistribution.

3. Applications will only be considered from groups that operate with no undue restriction to membership.

4. Ongoing commitments to award grants or subsidies in future years will not be made.

5. Additional applications within a 24-month period will not normally be considered.

6. If an award is made, payment will be made when evidence of the approved expenditure (bill, invoice or receipt) is supplied. Approval must be given before the goods/services are purchased.

7. The award must be used for the purpose for which the application was made in the same financial year.

8. An organisation requesting a grant above £100 must have a bank account with at least two signatories.

9. Grants will normally be limited to an upper limit of £500. Applications for greater amounts may be considered by the council if exceptional benefit to Bedlington can be demonstrated; in this case the application will be debated in a separate agenda item at a Full Council meeting and the Council reserves the right to apply additional conditions.

Eligibility:

Any Charity, Voluntary Group or Community Organisation that operates within the area of West Bedlington Town Council and is of benefit to the local community, with the following provisos:

- West Bedlington Town Council will not fund activities that it considers to be the responsibility of a Statutory Authority.
- Applications from schools for an activity that takes place within the school day will not be considered.
- West Bedlington Town Council will not fund activities outside its legal powers and functions.