

Catton Grove Big Local Community Chest - Guidance Notes

Introduction

Community Chest is a pot of money to support local groups and community organisations. Grants of up to £1,000 are offered to help you do something great. Community Chest has been developed as part of Catton Grove Big Local's aim to build a more inclusive and vibrant community.

Who can apply for a Community Chest grant?

Community groups, organisations and voluntary projects can apply for a Community Chest grant. Your application will need to show how you will be helping residents living in the Big Local area. It's fine if others also benefit as long as a reasonable number of beneficiaries are from the Big Local area. A map of the Catton Grove Big Local area is shown on page 3.

Unfortunately, we cannot support applications for an activity that should be funded by a statutory organisation. We can't offer funding for something that has already happened or funding for general running costs. We can't offer funding to individuals but we may be able to point you in the direction of other funding organisations that can help you with your ideas.

How can a Community Chest grant be used?

There are lots of ways your group could benefit from a Community Chest grant, for example...

- You could buy some new equipment for your group members to use
- You could develop a new activity or expand an existing one
- You could plan a trip or visit for your group members
- You could plan a community event to bring new people into your group
- You could run a training course for your volunteers
- You could engage someone to work with your group on a project
- You could design and print leaflets and posters to promote your group

Grants are available up to £1,000. **Please only apply for what you need** - it would be great to have unspent money in the 'pot' that we can use to give extra grants.

How do we apply for a Community Chest grant?

We know that many groups find it difficult to complete applications for funding. We have designed a simple application form for you to fill in and we are happy to support you to complete your application. If you'd like to chat to us informally about your idea before applying we encourage you to do this.

As part of your application we ask you to send us a copy of a recent bank statement for your group / organisation, this helps us to establish your identity. If your group doesn't have a bank account you can nominate another community organisation to hold the grant on your behalf or we may be able to make payments or purchase equipment for you.

Do you have a closing date for applications?

You can apply for a Community Chest grant at any time, we don't have a closing date.

Where do we send our completed application?

You can complete your application form by hand or electronically. Send your completed application to Catton Grove Big Local Community Chest, c/o Oak Grove Community Church, 70 Catton Grove Road, Norwich NR3 3NT or by e-mail to cattongrovebiglocal@yahoo.co.uk

Don't forget to send us a copy of a recent bank statement and remember to sign and date the form.

What happens to my application - how are decisions made?

Community Chest applications are considered by a panel of local residents who are Big Local volunteers. We aim to consider your application within a few weeks and we let you know the result of your application immediately.

Applications are assessed using a set criteria. Before we consider your application we may contact you if we need more information.

If your application is not successful you will be offered feedback about why we were not able to support your request for a Community Chest grant. In some cases, we may recommend changes to your application that would enable us to support your application.

If we are offered a Community Chest grant what happens next?

If your application for a Community Chest grant is successful you will receive a letter outlining terms and conditions for the grant. Read the terms and condition carefully and if you agree, sign the letter and return it to Big Local. If you are unsure about any of the terms and conditions please let us know.

When we have received your signed terms and conditions letter we will arrange for your Community Chest grant to be paid into your nominated bank account.

During your funding period we ask that you keep in touch to let us know how your project is progressing. When your grant has been spent and your project is complete we will ask you to send us copies of any receipts that you have and complete a short end of grant report form.

Catton Grove Big Local Area

