

**FIELDWAY AND NEW
ADDINGTON**

COMMUNITY CHEST

**GUIDANCE NOTES AND
APPLICATION FORM FOR GRANTS
UNDER £750**

GUIDANCE NOTES

Advice on Completion of the Compact (Grants under £750) Fieldway and New Addington Community Chest Application Form

Please note that **NO** part of this application should be left blank. If it does not apply to you, please state “Not applicable” or “N/A”. Please contact us if you require assistance with this application.

Please note that this Community Chest will only fund projects working in the New Addington and Fieldway area

1. YOUR GROUP

Name of group

This does not have to be a legal name, if you are not a formal group. If you are a formal group please state your legal name.

Contact Person

Please give the details of the person that we should contact in relation to this application.

Contact address

Please give the address we should write to in relation to this application. Please make sure that you add your postcode.

Contact details

Please provide telephone details that we can use to contact the named contact in relation to this application. If you have an e-mail address that you can be contacted on, please provide details.

Constitution or set of rules

Please let us know if your group has a set of rules or a constitution that it is governed by. We will provide help and support to develop these if you are a new group. For advice on this contact Croydon Voluntary Action, 97 High Street, Thornton Heath 020 8684 3862.

Please also note that the activity in your application must tie in with the aims and objectives of your constitution

When was your group set up?

Please give us the month and year that your group started

1. YOUR PROJECT

What do you want the grant for? What are you going to spend it on?

Please explain what you are seeking funds for and how you intend to use the grant.

How will your project benefit people living in the New Addington and Fieldway Area?

Please describe how this activity will make a positive difference to the communities you are targeting in this application, and the local area. The objectives of the Community Chest programme are shown on the attached "What the Community chest is for" "What kind of activities can we support?" sheet. Please indicate how your activity will meet one or more of these objectives.

Approximately how many will benefit from or take part in your project?

Please give details of the types of people and communities who will benefit from the activity described in this application.

Does your group have a Child Protection Policy or Safe Working Guidelines?

To fund your project we must know that you meet/or are prepared to meet the current criteria for working with young people including CRB Checks. Does your group currently have any specific guidelines on this? Groups who need assistance in producing good child protection guidelines, policy and procedures should contact Croydon Voluntary Action on 020 8684 2727

3. PROJECT BUDGET/FINANCE

How much money do you want from the community chest?

This form is for grants of £750 maximum

Please provide a breakdown of what you will spend the grant on

Please give as full a breakdown as possible of how you will spend the money requested in this application. We will need to know the actual cost of the activity and the amount that you are applying for. Please remember that Community Chest funding is available for grants up to £750 only.

How much of the group's money are you putting towards the project?

This section identifies whether you have raised funding from any other sources. If you are a new group or have limited funding then you do not need to complete this section.

How many hours of volunteer time is your group putting in?

This can be volunteers on the management committee or volunteers involved in running the project.

What other resources are you providing for the project (eg equipment, accommodation?)

Do you have accounts for the last financial year?

If you are a new group we would need a current statement of income and expenditure. If you have no current funding please state.

4. KEEPING THE PROJECT GOING

How will you raise money to carry on this project when the community chest grant runs out?

This only applies if you want to continue the project at the end of the community chest funding

5. BANK DETAILS

Please enter the Bank details of your organisation or, if you currently do not have an account, another community organisation that will accept the grant for you. Please note a cheque cannot be made payable to an individual.

Fieldway and New Addington Community Chest

Compact Application Form For small grants up to £750

1. YOUR GROUP

Name of group: _____

Name of contact person: _____

Address for correspondence

POST CODE _____

Daytime telephone number _____

E mail _____

Do you have a constitution or set of rules? YES/NO

if NO, please tell us:

a) how your group runs and how you plan to develop a set of rules

b) How new members can find out about your group and join it

When was your group set up?

2. YOUR PROJECT

What do you want the grant for? What are you going to spend it on?

How will your project benefit people living in the New Addington and Fieldway area?

Approximately how many people will benefit from or take part in your project

How many of these are:
Aged 0-12 years _____ 13-25 years ____ 60 years or over _____

Disabled _____ From an ethnic minority _____ Lone parents _____

Unemployed _____

For youth and children's activities and projects your organisation should have a child protection policy or be willing to adopt the Council's guidelines. You will also need to ensure that the relevant police checks are undertaken. Do you agree to this as a condition of grant aid?

3 PROJECT BUDGET / FINANCE

How much money do you want from the community chest?

Please provide a breakdown of what you will spend the grant on:

How much of the group's money are you putting towards the project?

How many hours of volunteer time is your group putting in?

What other resources are you providing for the project (eg equipment, accommodation?)

Do you have accounts for the last financial year?
If yes, please enclose a copy

4. KEEPING THE PROJECT GOING

How will you raise money to carry on this project when the community chest grant runs out?

5, BANK DETAILS

The cheque should be made payable to

NB Cheques will not be paid to an individual's bank account

Signed

Date

Please return form to:

Theo Fasoyiro
Community Development Officer
Community Development Team
Housing Department
Croydon Council
1st Floor Taberner House (East)
Park Lane
Croydon, CR9 1DH

Fieldway and New Addington Community Chest Timetable for Applicants

Deadline for Applications is 8th October 2007 at 5pm.

Grant Panel meets week beginning 15th October 2007

Applicants will be notified of the Panels decision and, if successful, will receive a contract/funding agreement to sign.

We hope to notify you of the outcome by the end of October early November 2007

