Community Chest Fund – Application Guidance

This document contains guidance to support the completion of CHIP's Community Chest Fund Application Form. Please ensure that you read and refer to this guidance, to enable you to fully complete your application.

Please use this guidance, referring to the corresponding numbered sections on the Community Chest Fund - Application Form.

1. Your organisation name and type

1a. Please provide your full organisation name, as it appears on your governing document (if applicable).

1b. We also require the type of organisation that is applying for the funding e.g., community group, charity, social enterprise/ CIC, uniformed group, sports club, other.

1c. If your organisation is a registered charity, or company, please provide the relevant registration numbers.

1d. If your organisation has a website address, please also include it in this section.

1e. Explain the governance arrangements for the organisation i.e., who are the key members and how are they involved (e.g., Board; Steering Group).

2. Organisation main or registered address, including postcode

Tell us your organisation's main or registered address, including postcode. This is the address that we will use for written correspondence.

If the address is 'care of' another organisation, please explain its relationship.

3. Details of where the project is taking place

3a. Tell us the address, or location(s), of where the project will be taking place. This may be different to your organisational address details, as per section 2 of the application form.

3b. If the place where the project is to take place is at the same address, you can simply say 'refer to section 2'.

3c. If the funding is to support a project that spans more than one site, please also record that information here.

3d. If the project location does not have its own postal address i.e., an open space project, please include a map/site plan showing where the project will be situated.

4. Tell us about your organisation and its main objectives

Provide a snapshot of your organisation.

4a. What does your organisation do?

4b. Who does your organisation support i.e., who are its users/participants?

4c. What are your organisations aims and what does it plan to achieve?

5. Project name

Please provide the full title of your project.
Keep it simple!

6. Tell us about your project

The response to this section will be used to assess the suitability of your project for our available funding.

6a. Please ensure you cover the following points:
- A full description of your project.
- Why did you decide to start the project?

6b. How will you make people/users aware of your project?

6c. If you are planning to use volunteers, what expectations will be asked of them in terms of time commitments?

7. Please tell us why this project is needed

7a. What issue do you aim to address with the funding? Who exactly will the project benefit and what do these benefits look like?

7b. What current issues or challenges exist for the community/individuals who will benefit from the project?

7c. Why is this project needed and why can't the issue be addressed through other support and solutions?

8. What outcomes will your project achieve?

8a. What intended outcomes do you hope your project will achieve.

8b. Which sections/individuals within the local community will it benefit?

8c. How will the outcomes of the project be successful in the short-term.

8d. How will you measure the success of the project over its lifetime.

8e. How will the project be managed after completion. Here, you will need to demonstrate the sustainability of the project including the long-term impact you hope to achieve.

8f. How will the project support social inclusion, supporting CHIC's Social Value strategy?

9. Details of Social Housing Providers, that are CHIC Members, who are aware of your existence and activities.

9a. Please provide names of organisations, names of contacts and contact details e.g., organisation addresses, telephone numbers, mobile phone numbers, email addresses.

10. When do you anticipate that your project will start and end?

The start and end dates are those anticipated by the applicant at the time of the application.

10a. Provide an estimated start date as to when the project will start.

10b. Provide an estimated completion date for your project.

10c. How will the project be delivered during this period i.e., timescales? If you have a plan for your project, please include it here.

11. Project cost breakdown

This section allows you to describe exactly what funding will be spent on.

CHIP can provide funds up to a maximum of £5,000. We will consider all applications, i.e., smaller amounts, in addition to whether you are applying for part or the whole cost of a project.

11a. Please provide costings for your project. This may include:
- Equipment required
- Materials to complete the project
- Delivery costs
- Labour for paid staff members/external contractors
- Expenses – for travel/volunteers
- Other

11b. If you have website addresses for suppliers from whom you intend to purchase items/materials, please attach these as a separate document, to be submitted with your application form.

11.c If you have obtained quotations for specific services or equipment i.e., contractors/labour etc, please attach these also.

12. Other Funding Applications for this Project

12a. If you are applying for partial funding, please provide us with the full details of any additional funding that may or has already been raised. We are happy to work with other funders, to meet the needs of your project.

12b. Supporting evidence must be provided if you already have an amount of funding secured. We will require evidence of this funding by way of a donation letter or bank statement, which can be submitted with your application form.

12c. If you are in the process of applying for additional funding for your project, please state who you have applied to and inform us of the outcome of your application.

12d. If you have already made an application to another scheme, for the same project i.e., 100% of your project costs, and this becomes successful, please let us know as soon as possible to ensure we avoid double funding for the same project.

13. Bank Details

13a. Please provide your organisations bank details, to enable us to transfer funds for your project, if you are successful.

13b. If your application is not successful, we will not retain your bank details.

14. Details of main contact for your organisation

14a. The contact details should be someone closely linked to the project.

14b. This will enable us to contact someone, who is fully aware of the project, if we have any questions about the application for funding.

15. Any other information to support your application

Please use this section to inform us of any other information that you may think might be relevant to your application.

This may include details of previous projects where funding has helped your organisation, and the benefits you have been able to provide i.e., the impact this has had on your local community.

16. How did you find out about the CHIP Community Chest Fund

Please tell us how you found out about the CHIP Community Chest Fund.

17. Declaration

17a. Print your name and position (e.g., Chair/Project Manager), provide a signature, and date your application.

17b. Applications that have not been signed and/or dated will not be accepted.

17c. This section confirms the details you have added into your application are accurate, up to date and are a true representation of what you plan to achieve with the funding.

17d. Signing this document is your confirmation that any funds received would be solely used for this project.

17e. Your completed application form, along with any supporting documents, must be uploaded via the CHIP website.

17f. If you have any issues completing the application form, please contact the Social Value Manager (see below).

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