

## **GUIDANCE NOTES FOR COMMUNITY CHEST**

***Please read this information sheet carefully. It will help you to decide whether or not you can apply to the Community Chest***

***Applications for issue 10 opens on Monday March 6th 2023. Brecon Rotary will consider all applications received by Friday 14th April 2023 and plan to make a decision within 8 weeks of the closing date.***

### **Introduction**

The Community Chest scheme has been established to help community and voluntary sector organisations or groups with projects that are of benefit to the wider community. The Small Grants Scheme provides non-recurrent grants of up to £250. The projects should be small-scale that provide opportunities for local people to be involved in their local community. This could include setting up a new group, building the capacity of an existing group, running a new project or service, or enabling the organisation or partnership to play a key role in the delivery of public services locally.

### **Eligibility Criteria**

To be eligible, the project must:

Meet the needs of the local community by helping to strengthen and maintain a clean, safe, attractive and thriving environment

### **Who will we fund?**

Registered charities\*, voluntary or community groups, clubs or societies wanting to undertake a one-off project in the Brecon and surrounding District.

*\*Priority will be given to local charities and national charities must be able to give evidence how their application will support and meet the needs of the local community*

### **Who can not apply**

Statutory organisations, for example County and District Councils, Police, NHS agencies unless led by a Voluntary and Community Sector organisations

Members of Rotary Club and their immediate family and relatives are excluded from making applications for funding.

Party Political groups.

### **What will not be funded by the grant fund?**

Projects that promote religious or party political beliefs

Projects that are themselves a source of fundraising

Projects for personal profit

Prizes

Costs relating to items or work already started or completed before the grant has been awarded

Loans or debt repayments

Activities that are part of statutory obligations or replace statutory funding

Running costs of an established group or activities which are that groups main service

### **Application process**

**Please read the eligibility and scoring criteria carefully before filling in the application form.**

Please fill in the application form carefully, with regard to the following:

Please either type your application or use black ink.

Pay careful attention to the questions that are being asked and build your answers around them.

Applicants should submit evidence of costs where appropriate.

No other supporting evidence is necessary at this stage.

Members of the Rotary Club may arrange to visit applicant organisations and Groups /

Organisations may be invited to give a short talk / presentation as part of the application process.

**Please return your signed application form by email to [grants@breconrotary.com](mailto:grants@breconrotary.com) to be received by Friday 14th April 2023**

We will acknowledge all applications by email.

Should you not receive an acknowledgement within 3 days of submitting your application please contact us at [grants@breconrotary.com](mailto:grants@breconrotary.com)

Brecon Rotary Club will consider all applications and applicants will be informed of the outcome of their bid.

### **Payment and Monitoring**

Grants will generally be paid on delivery of your project, unless it has been previously agreed and detailed in the acceptance letter/e mail signed by the Rotary organiser of the Community Chest Scheme.

**Once the grant has been spent, you will need to supply evidence that you have delivered the activity as described in the application form.**

**Address for receipt of applications and all enquiries:**

**At this time we are only accepting applications and enquiries by email at the address below**

**[grants@breconrotary.com](mailto:grants@breconrotary.com)**