

Applicant Guidance Notes

Each **Cornwall Councillor** has a small grant fund to assist projects run by voluntary and community groups in the Cornwall Council area they represent. The grants can be used for a wide range of groups and activities for example:

- Helping vulnerable children or adults
- Helping young people
- Providing facilities for older people
- Supporting community facilities
- Supporting local environment projects
- Helping to tackle community safety issues

The Councillor's Community Chest: Key Points

- Grants between £100 and £1,000 are available from each councillor
- Applications for smaller project costs of up to £500 are particularly welcomed and 100% grants may be awarded for such projects
- For projects over £500 you can only apply for a maximum of 75% of the total project costs
- Grants are not normally offered retrospectively to fill unexpected funding gaps; this means that the project should not begin before a community chest application has been approved
- Repeat funding for supporting established public events and newsletters is permitted but the provision of funding does not indicate that future funding will be given
- Grants are intended to support specific project costs only and not to be used for an organisation's running costs
- The closing date for completed applications is 16 February 2018. Although you can make an application at any time until the closing date, **it is always best to apply as soon as possible, as there is only limited funding available.**

What's eligible?

Applications should be for projects which deliver a clear and demonstrable benefit to the local community within the Councillor's electoral division. Here are some examples:

- Improvements to a community centre or village hall
- Starting a local history group
- Setting up and publishing a new parish newsletter
- Projects involving the well being of older or younger people
- Planning and publishing village walks
- Purchase of play and exercise equipment for community use
- Local training schemes
- Childcare schemes
- Projects that help tackle unemployment and its impacts
- Tourist information leaflets
- Public events, festivals and exhibitions
- Additional winter Salt Bins (and refills) to be managed by local parish councils or residents' associations

What's not?

- Retrospective funding to fill funding gaps not identified before project starts
- Salary or routine administration costs
- Political activities, lobbying or campaigning
- Exclusively religious activities (although faith groups may receive funding for community development or self-help activities. In this case the application must show that the project will bring wider community benefit and that the primary purpose of the activity is not religious)
- Projects which in the assessment of Cornwall Council show actual or potential unlawful discrimination within the terms of the Equality Act 2010
- Statutory activities/requirements
- Hospitality (catering and refreshment costs)

- Applications from individual private/commercial sector organisations (applications from not for profit groups that would benefit private/commercial sector organisations on a collective basis AND the wider community may be eligible depending on the specific details of the project; an example might be a community event in a town centre)
- Clothing/Uniform for the sole use of an individual
- Funding for national or regional projects (except those delivering specific benefits within the councillor's electoral division)

What type of groups are eligible?

Any locally constituted and recognised 'not for profit' organisation which seeks to serve the people of Cornwall will qualify. For example:

- Parish or Town Councils
- Local action groups – young people, environmental, community associations, development trusts
- Scout, Guide, boys and girls brigade or similar local organisations
- Religious groups where the project will bring wider community benefit
- Local disability or other minority groups or organisations
- Village or community hall associations
- Royal British Legion and Services' benevolent societies
- Parent Teacher Associations (formally constituted)
- Organisations promoting the locality
- Nursery education groups
- Sports and recreation groups
- Other constituted/recognised 'not for profit' groups.
- Cornwall-wide, regional and national organisations are eligible, but only for projects based in the councillor's electoral division or delivering a clear and demonstrable benefit to the community within that division. The same applies for smaller groups based outside the electoral division.

How do I apply?

Step 1: Please read this guidance to ensure your project is eligible for funding under the Community Chest scheme. If you have any questions, contact the Localism team.

Step 2: Contact your local Cornwall Councillor to see if they are willing to support your project in principle, and have sufficient funds in their Community Chest to do so. If the answer is yes, the Councillor will ask the Localism team to send you an application form. You can ask more than one Councillor to support your project, but you must contact them individually and let the Localism team know you are doing this.

Step 3: Fill in the application form, taking care to complete it fully. You will also need to include the supporting information listed on the form (see note below*). This will enable the application to be processed quickly and efficiently. If any information is missing, the form may need to be returned to you and this will cause delay.

Step 4: Send in the application form and any supporting information required. Your completed application will be assessed by the Localism team to ensure it meets the guidance. It will then be sent to the Cornwall Councillor who will decide whether to approve the grant and the amount to be allocated. **Please send in your completed application form and the supporting information as soon as possible, so that we can process this for you quickly.**

*Note on Supporting Information required **(please remember to include this with your application form, as we cannot progress your application without it):**

(i) Written confirmation of any match funding awarded to the project (a copy of a letter or e-mail from the match funder is sufficient)

(ii) Copies of any quotations or estimates you have obtained for goods or services related to the project.

(iii) A copy of your organisation's governing document (e.g Constitution, Memorandum and Articles of Association, Trust Deed etc). You do not need to provide this if you have recently made a Community Chest application and we have your current governing document on file as a result.

Advice

For more information on the Community Chest scheme, please contact the Communities Support Assistant for your area; details can be found at: www.cornwall.gov.uk/community-and-living/communities-and-devolution/community-networks/ or phone 0300 1234 100.

You may also wish to visit our "Funding Update" page on the Cornwall Council website. This includes information on key funding streams, and sources of further advice. The web address is: www.cornwall.gov.uk/community-and-living/grants-advice-service/funding-update/

This document is available on request in alternative formats (e.g. large type/Braille/on tape). We can also arrange versions in other languages. If you would like an alternative version please contact us: Localism Team, c/o, Luxstowe House, Liskeard, Cornwall PL14 3DZ