



Community Grant Fund Community Chest Criteria & Guidance

The Community Chest exists to financially assist Community and Voluntary organisations in Middlesbrough.

Grants are awarded for activities and projects which contribute towards the Middlesbrough Council's priorities.

Please read carefully through the criteria before completing the application form. For further information or if you require the information in a different format, please call 01642 729309.

Council Website: www.middlesbrough.gov.uk

MAIN CRITERIA

1. The group applying for funding must be constituted or have a set of rules which demonstrate they operate for charitable, benevolent or philanthropic purposes. If you don't have these you can access this fund through the Small grant application process.
2. The project must benefit the people of Middlesbrough; if your project covers a wider geographic area you will need to say how those from other towns are being funded.
3. The project must encourage community participation and activity.
4. The group must operate to equal opportunity principles.
5. The applicant group must have appropriate policies and procedures in place.
6. The group must have accounts and appropriate financial systems in place.
7. The group must have a bank account in the group's name.
8. The project for which funding is requested must clearly contribute to the themes of Middlesbrough Council's priorities for the town shown in the application.

To assist in the processing of your application, ALL relevant documents must be submitted with the application. Please contact us if you are unsure which documents you need to have in place. Your application will not go to assessment until all these documents are received.

We can fund:

- Both revenue and capital costs.
- Funding can be used to 'match fund' with other grants.

We cannot fund:

- One off events including, for example, annual fun days or day trips.
- Food and drink.
- Computers, tablets, phones etc.

- Religious/faith activities.
- Illegal activity or that not adhering to government guidelines.
- Uniformed groups or football teams.
- Money to keep things running (that can use one of our other grant programmes).

TERMS AND CONDITIONS

1. Groups will not normally receive more than one grant in a single year.
2. Monies must be spent within a specified period once the grant has been awarded. If there is a delay, a request to extend the period must be made in writing.
3. Any monies not spent by the end of the project must be returned to Middlesbrough Council.
4. The Middlesbrough Council logo must be used in all publicity and promotional materials related to the funded project.
5. Projects may be involved in a big publicity campaign run by the Council communications team. Please note you must inform any members of your group/participants in publicity of the council's privacy notice, see below. Public tasks power to promote activity of interest to the community. Privacy notice given to participants, and parents/carers of children or people with learning disability.
6. Privacy notice – <https://www.middlesbrough.gov.uk/mayor-council-and-councillors/about-council/privacy-notices/privacy-notice-community-grant>
7. Projects must act responsibly when collecting data and, as data controller, must ensure adherence to GDPR.
8. Original receipts of expenditure must be provided within three months after the grant is completed. Any extension to the three month period should be made in writing. Failure to do so could result in recovery proceedings.
9. In the event of the group being dissolved or the project being shelved, Middlesbrough Council reserves the right to decide the future of any assets or equipment purchased with the grant.
10. All projects funded must be registered and have 'live' status on the Middlesbrough Matters website.

For help to register contact: caremattersdirectory@middlesbrough.gov.uk

PLEASE NOTE

Any information you provide within this application may be shared with other local funders.

Privacy notice: <https://www.middlesbrough.gov.uk/mayor-council-and-councillors/about-council/privacy-notices/privacy-notice-community-grant>



GUIDANCE

ABOUT YOUR ORGANISATION:

Describe service/activities - we want to know what you do, your target groups including age/gender/ethnicity etc., are you centre based, do you organise outside activities too.

What are your objectives/aims - what difference are you trying to make to the participants lives and/or the wider community.

How is the group managed - example: a management committee who decide what activities to do and how/where these will be carried out.

DETAILS OF YOUR REQUEST FOR FUNDING:

- **Which priorities does your project cover** - You can apply for grants from £20 to £1500, which meet one (or more) of our **six priorities** to help make life better for residents:
 - **Help people get ready for work, or find better jobs**
 - **Help people to learn new things**
 - **Make people feel healthier or happier**
 - **Make outdoor spaces better**
 - **Bringing different people together**
 - **Improve what people think of Middlesbrough and help people aim higher**

What do you want to do with the funding – it is really important that you answer this question in a way that makes it very clear what are you going to do with the money, how many people are going to take part, where and when will the activity take place.

BREAK DOWN OF EXPENDITURE:

Date the funding is required by - if your activity is to happen between specific dates please state the date you need the funding in place. This will help us ensure, if your bid is successful, we make the payment on time. However we cannot guarantee that your request will go through the assessment process by this time; it is strongly recommended that you apply in plenty of time for this to happen. If in doubt please seek advice. Turn around for most grants can be between 3-6 months.

What is your anticipated expenditure - break down the expenditure; put this in list form and price it correctly. Do not use generic headings such as equipment; you must list the equipment and show each costing. If you are asking for a contribution towards a project costing more than the amount you have requested from us, please advise where the rest of

the funding has come from. Please be careful when doing this as these will become your allocated budget headings and cannot be moved without going back to the grant officer.

Why is there a need for the project – what research have you done or what have you seen, who have you spoken to and how will the project or activity benefit people and/or the community.

How will you measure the success of the project – this can be feedback forms, numbers attending, photographs, stories, what people have said.

We hope you find this guidance helpful, however, if you still need some advice please call the grant officer on 01642 729309

