

**BEDFORD BOROUGH COUNCIL
COMMUNITY CHEST FUND
APPLICATION FOR FINANCIAL ASSISTANCE 2015/16
(VOLUNTARY, COMMUNITY OR CHARITABLE ORGANISATIONS)**

Grant Applications for Funding (Up to £1,000)
Core or project funding for established voluntary, charitable
organisations and community groups

You can also complete this form by E-form at
http://www.bedford.gov.uk/advice_and_benefits

Community Chest Grants help to improve the quality of life for residents of the Borough by funding organisations which can assist the council in the goals outlined in the Corporate Plan and the Sustainable Community Strategy key themes of:

- **Economic Development, Regeneration & Enterprise**
- **Environment & Climate Change**
- **Adult Health & Wellbeing**
- **Children & Young People**
- **Safer Communities**
- **Sustainable Communities (incl. Housing & Transport)**

Further details are available at:
http://www.bedford.gov.uk/council_and_democracy/key_plans_and_strategies.aspx

The Mayor has authority to award grants from the Community Chest fund for activities in accordance with the pre-determined criteria outlined below. Grants can be awarded for CORE (running costs) and PROJECT costs **up to £1,000**.

The applicant must be able to demonstrate that the organisation is also seeking funding from elsewhere. Any sum awarded will be regarded as a 'one-off' and no commitment will be given to ongoing funding.

The organisation making an application must ordinarily:

- Be a voluntary, charitable organisation or community group providing services and activities for Bedford Borough residents. Applications cannot be accepted from individuals or party political groups;
- Be known to the council through partnership working or be able to demonstrate that it can develop a relationship with the council or has borough councillor representative(s) on its management committee;
- Be a not for profit organisation;

- Have a constitution, set of rules or memorandum and articles of association with clear aims and objectives which support the council in the goals outlined in the Corporate Plan and the Sustainable Community Strategy;
- Have formal financial arrangements with accounts which are not more than 12 months old and (audited with certificate or verified by a suitable competent person independent of the organisation). Organisations which have been in existence for less than one year can provide a forecast of income and expenditure signed by the chairperson and the treasurer;
- Have a bank or building society account in the name of the organisation with at least two unrelated signatories;
- Have an equal opportunities policy;
- Have a child protection policy/vulnerable adult policy if the organisation works with or for young people/vulnerable adults;
- Provide a report and simple statistics on service provision/progress of the project to the deadlines set by the Council;
- Show how the value of their work can help support the Council deliver its public sector duties to promote equality and tackling discrimination and the new public sector equality duties from April 2012:
 - *Eliminate discrimination*
 - *Advance equality of opportunity*
 - *Foster good relations*
- Assist the council in providing value for money for the residents of the Borough;
- Not be more suitably funded from another source (either within the council or from another external statutory body);
- In relation to funding for specific projects or events:
 - Organisations should show that the project or event meets one or more of the key themes of the Council's Sustainable Community Strategy, that there is a demonstrated need and that the project would not ordinarily be funded from other council grant schemes or other statutory bodies.
 - In most cases, reimbursement will only be made once an event/project has been undertaken and proof of payment(s) made will be required. In certain circumstances other payment arrangements may, however, be considered. The project or event must be undertaken in the current financial year. Failure to achieve this will mean that the funding automatically lapses.