



COMMUNITY CHEST FUND

Guidance notes

Background information

The Bletchley and Fenny Stratford Town Council will award grants for new community projects which will benefit residents of the Bletchley and Fenny Stratford Parish area, particularly to those groups traditionally excluded from mainstream funding.

Bids will be assessed by the Community and Grants Committee who have been delegated responsibility for the Community Chest.

Bids will be accepted from groups or individuals who can show that their proposed project will be of benefit to residents, the community or environment of the target area. Priority will be given to new projects or initiatives.

Individual sponsorship will not normally be considered (except in exceptional circumstances)

We welcome applications from all members of the community.

When to apply

The panel will consider bids monthly. The Community and Grants Committee meet on the first Tuesday of every month. Completed application forms must be received in the Town Council offices at least one week prior to the meeting date, ie by the last Tuesday of the month.

Community benefits

Bids for funding must show they contribute to at least one of the following aims:

- ◆ Training and education
- ◆ Capacity building
- ◆ Environment
- ◆ Community Safety
- ◆ Improving quality of life

Scale of Grants

The Community & Grants Committee will consider bids for funding between £50 minimum and £500 maximum. This is to reflect the small scale, local nature of the projects.

What will we fund?

Funding will be allocated to new projects or new initiatives within existing projects, and may be used for research or the delivery of a community service. The funding can be used to meet a range of costs not met elsewhere:

- ◆ Project costs - costs for running activities and events, equipment, materials, newsletters and posters, resources etc
- ◆ Administrative costs - stationery, telephone calls, photocopying, printing and postage etc
- ◆ Meeting costs - venue hire, refreshments
- ◆ Travel costs - public transport fares, mileage or other travel costs to enable members to attend meetings or events
- ◆ Volunteer expenses - travel, refreshments, childcare expenses to enable volunteers to give their time to the project
- ◆ We will consider match funding if it means a project cannot be delivered without it

Activities that we will not fund are:

- ◆ For party political or religious purposes
- ◆ Supporting existing provision or paid posts
- ◆ Continuing work previously funded by other organisations

Monitoring and Evaluation

To qualify for an award bids must show how their expenditure and results will be monitored and reported, in addition to showing future funding sources of income to work towards sustaining the project.

Successful bids will provide receipts detailing expenditure and a short report on the expenditure within one year of the award. Any unused funds will be returned to the Community Chest.

In the event of the group or organisation winding up, any equipment purchased with a grant from the Community Chest must be returned to Bletchley and Fenny Stratford Town Council.

Only one grant can be received in one year. You may apply in another year for a different initiative.

Payment

Payment will be made by cheque to an organisation and not an individual.

Please make it clear on the application form payment details and address to which the cheque is to be sent.

In some circumstances and where a new group is established payment may, at the discretion of the Committee, be made in advance.

For further information please contact Lisa Courtney, Town Clerk, tel 01908 649469 or email lisa.courtney@bfstc.co.uk