

**Community Chest Fund**

**Guidance Notes**

**2019**

**The Aim**

* The Community Chest Fund can be used for projects that will benefit your local community and the people that live there.
* The organised project or activity must include and benefit Pembrokeshire County Council tenants. However, applications do not need to be just for Council tenants.
* We have tried to make the Fund simple and easy to use so that it is accessible for all applicants. If you are not sure about how to apply, please contact us for a friendly chat on the details at the bottom of these notes.

**Who can apply?**

1. Voluntary, community, charitable and other third sector organisations, for example Tenants and Residents Associations
2. Town and Community Councils
3. Social and community enterprises
4. Pembrokeshire County Council where a wider community benefit and added value can be demonstrated.

**Who cannot apply?**

1. Profit-making organisations
2. Private individuals or private businesses
3. Organisations with fewer than three people on their management committee.

**What can you apply for?**

1. You can apply up to £500 for each project.
2. You can apply up to 4 times per year for different projects.

**What will not be funded?**

* Projects that do not benefit tenants of Pembrokeshire County Council
* Activities that are part of statutory obligations
* Fundraising activities
* Projects with high ongoing costs or requiring specialist skills to maintain (unless your group can show that it has the funds and skills to maintain the project).

**How do I apply?**

* You need to complete a simple application form that says:
  + What the project is
  + Who will benefit from the project
  + How these people / the community will benefit (project outcomes)
  + How much the project will cost.
* You will need to provide two quotes for any larger costs. If you feel this will be difficult, please contact us to tell us why.

1. Application forms are available electronically from our website, www.pembrokeshire.gov.uk or you can contact us on 01437 776556 to request a paper form.
2. This can be sent by e-mail to housingCLO@pembrokeshire.gov.uk or by post to Customer Liaison Team– Housing Department, Pembrokeshire County Council, County Hall, Haverfordwest SA61 1TP.
3. Application deadlines will be 31st January, 30th April, 31st July and 31st October.
4. The application must include any supporting documents (for example, quotes or letters of support).

**How will decisions be made?**

1. The applications received each quarter will be looked at by the Customer Liaison Team and the Head of Housing.
2. Applications will be looked at quarterly following the closing dates listed above.

**What happens if my application is successful?**

1. If your application is successful, you will be offered a grant subject to our terms and conditions as set out in these guidelines.
2. Any grant funding offered will be paid after your project or activity has been completed and you have returned a completed report form and copies of relevant receipts and/or invoices.
3. In exceptional circumstances, for example where a group will not otherwise be able to fund the activity / project and they have a track record of successful completed applications, we may be able to provide funding upfront (i.e., before the project or activity). Contact the Customer Liaison Team on the details below for more information.
4. You will be expected to promote the support of Pembrokeshire County Council in all publicity material.
5. You will be expected to carry out the project / activity before the end of the funding quarter, i.e. before the next deadline for applications to the Community Chest.
6. If you are a constituted and recognised group then the Council will pay money directly to your bank account on completion of the project. For more details on constituted groups, contact the Customer Liaison Team on the details below.
7. If you arenot a constituted group, the Council will pay the costs of the project on your behalf.
   1. If you are not a constituted group, we advise you to contact us to discuss your project idea first. There may be some restrictions to what you can apply for through the fund.

**Will my application be confidential?**

1. We may need to discuss your application with other officers in Pembrokeshire County Council and other organisations.
2. Where match funding or partner organisations have been identified we may consult with the proposed match funder or organisation(s).
3. Information about successful applications may be used in publicity, in the Council’s Tenant Newsletter and on Pembrokeshire County Council websites.
4. Pembrokeshire County Council has obligations and responsibilities under the Freedom of Information Act 2000, to provide, on request, access to recorded information. Please contact us for more information.

**When will I know the outcome of my application?**

1. Applicants will normally be informed of the outcome of their application within two weeks of the application deadline.

**What happens when we have completed the project?**

1. When you have completed the project you will need to fill in an evaluation form and return it with receipts and invoices.
2. These must be received within 3 months of the project ending.
3. Once the Council receives your evaluation form and copies of receipts and invoices, we can process the grant payment.

**Please note:**

1. If you have previously received funding from the Community Chest fund, further funding will not be granted if an evaluation form from the previous application has not been received.
2. Pembrokeshire County Council reserves the right to award a lower amount than requested.
3. Pembrokeshire County Council reserves the right to refuse applications.
4. Pembrokeshire County Council reserves the right to refuse payment of a grant, and to recover funding given if it has been spent inappropriately, or if work has not been completed or is substandard.
5. If you have any concerns, please contact us.

**Who can I contact for more information about any of the above?**

Customer Liaison Team (Housing)

Housing Department, County Hall, Haverfordwest SA61 1TP

Email: [housingCLO@pembrokeshire.gov.uk](mailto:housingCLO@pembrokeshire.gov.uk)

Tel: 01437 776556

