

# **Guidelines: South Ward Neighbourhood Management Community Chest**



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## **What is South Ward Neighbourhood Management Community Chest?**

This small grants pot has been set up to enable local groups in the South Ward of Weston-super-Mare to access small amounts of money to help them with their particular activity. Grants may be available until March 2008 and are aimed at groups that have little funding, and few, if any, members of staff.

## **What is Quartet Community Foundation?**

Quartet Community Foundation manages funding on behalf of individuals, companies, charitable trusts and statutory agencies. This enables us to make grants to charitable groups in the West of England. We have a number of funds to which groups can apply of which the Safer and Stronger Communities Fund is one.

## **Who can apply?**

We welcome applications to the Community Chest from small, local voluntary and community groups and organisations based and working in the South Ward of Weston-super-Mare where a small amount of money can make a difference.

To be eligible for a grant from the Community Chest the work of your organisation must benefit people in the South Ward of Weston-super-Mare who are disadvantaged or isolated. People may be isolated due to poverty, disability, age, location or culture.

To apply to the Community Chest you do not have to be a registered charity as long as the work you do has charitable aims and you have a set of rules and management committee (or are prepared to work towards these if awarded a grant).

## **How much do we give?**

The normal maximum amount awarded from the Community Chest is £3,000. If a grant is agreed the panel may decide to release the funding in stages.

## **What kind of activities will the Community Chest support?**

The aim of the Community Chest is to support community activity in the South Ward and to encourage more residents to get involved in activities in their neighbourhood.

Grants are awarded to support local initiatives that:

- Help reduce crime and the fear of crime
- Create cleaner, greener public spaces
- Improve the quality of life for local people
- Encourage local residents to get involved in community activities

## **What we don't fund**

- Individuals

- General appeals
- Statutory organisations or the direct replacement of statutory funding
- Political groups or activities promoting political beliefs
- Religious groups promoting religious beliefs
- Overseas travel
- Arts projects with no community or charitable element
- Sports projects with no community or charitable element
- Medical research, equipment or treatment
- Animal welfare
- Projects that take place before an application can be processed

Please note that vehicles, conferences and exhibitions are usually given low priority.

### **When can you apply?**

We accept applications to the Community Chest at any time. Applications are considered as and when they are received. The application process may take up to six weeks from receipt of your Application Form through to presentation to the panel and award of grant to successful applicants. Applicants should be notified of the outcome within three days of a local panel meeting. (Please contact us to find out when the next Panel meeting is taking place.)

Groups can apply for further grants (not exceeding a total of £6,000 within any one year), but the panel will look closely at such applications to ensure that the project reaches different beneficiaries.

### **How to apply**

You will need to complete an application form. You can apply online at [www.quartetcf.org.uk](http://www.quartetcf.org.uk). Alternatively you can download an application form from our website, or request one to be sent by post.

As well as the completed application form, you will also need to send by post or email the following (if you have them):

- Your organisation's most recent accounts or financial information.
- A list of names and addresses of the Management Committee.
- A copy of your child protection policy if you work with children and young people.

If you need help or advice with any of these please contact us.

### **What will happen next?**

Once we have received your application it will be assessed. You may then be contacted for further information or to arrange to meet to discuss the application in more detail. Applications then go to the local Panel for decision and you should be notified of the outcome within six weeks.

If your application is successful you will receive a letter detailing the amount of the grant, what it is to be used for and what you need to do to receive payment.

If your application is unsuccessful you will receive a letter giving the reasons for this. You may then be able to submit a new application which addresses these reasons.

## **Feedback**

A short time after the grant has been paid we will send you a feedback form to explain how you have got on with your project and whether the desired outcomes were achieved. In addition, a member of staff or Panel member may contact you to arrange a visit to find out more.

## **Need more advice and information?**

If you need more advice and information about applying to the Community Chest, please contact:

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Post: Badger Centre, 3-6 Wadham Street, Weston-super-Mare BS23 1JY  
Phone: 01934 641965 or 0117 989 7700  
Email: [ronnie.brown@quartetcf.org.uk](mailto:ronnie.brown@quartetcf.org.uk)

## **Acknowledgement**

The Community Chest is provided by the [South Ward Neighbourhood Management Partnership](#) through the Safer & Stronger Communities Fund and the North Somerset Partnership

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