



Cramlington Town Council

Community Chest

Guidance Notes 2022/23

Cramlington Town Council will provide grants to voluntary community groups and organisations to benefit, support and improve the lives of Cramlington residents. The maximum grant available is £2500. As there are a limited number of grants available, most successful grants average at around £500. All applications are considered at a meeting of the Community and Youth Committee.

Aims

Cramlington Town Council will support the following objectives:

- Projects or initiatives that will directly benefit the local community
- Projects or initiatives that will directly benefit the local environment
- Projects that develop the skills of community members / groups
- Projects and initiatives that promote networking and collaboration within the local and wider community.

Who Can apply?

To apply for the Cramlington Community Chest Grant you must meet the following criteria.

- Must be a not for profit – voluntary, charitable or community organisation
- Cramlington based or have a significant presence in the town
- Have a written constitution / governing documents
- Have a bank account in the name of the organisation applying for the grant with at least two signatories
- Have unrestricted funds of no more than £10,000

What cannot be applied for?

The scheme will not fund the following:

- Core running costs, including premises
- Goods and services already purchased
- Personal attire, such as sports kits, uniforms
- Feasibility studies or pre project costs
- Tourism/visitors
- Advertising and marketing
- Social excursions
- Religious or political activity
- Loan repayments
- Annual or repeat funding
- Allotment Sites
- Fundraising and prize-giving

How are decisions made?

Decisions are made bimonthly by elected members of the Community & Youth Committee.

Completing your application

Applications must be submitted two weeks prior to the Community & Youth Meeting.

	Deadline	Panel Meeting by
Round 1	30 th April	12 th May 2022
Round 2	30 th June	14 th July 2022
Round 3	31 st August	15 th September 2022
Round 4	31 st October	10 th November 2022
Round 5	31 st December	12 th January 2023
Round 6	28 th Feb	9 th March 2023

When submitting this application please attach the following documents and send to maggie@cramlingtontowncouncil.gov.uk

- 1 Constitution/Governing documents
- 2 Your organisation's most recent accounts
- 3 Any other relevant information to support your application
- 4 If applying for activities for children or vulnerable adults, please enclose your organisation's safeguarding policy

If any attachments are missing, please give reasons.

Cramlington Town Council reserves the right to request photos, a short monitoring report and copies of receipts evidencing how the money was spent. For all successful applicants' minimum expectations will be a press release on receipt of the grant.

If monitoring information is not received upon request, further applications will not be accepted for the subsequent two-year period from receipt of monitoring.

Applicant	Group / Organisation
Name:	Name:
Address:	Address:
Tel:	Tel:
Email:	Email:
Position:	Position:

What is the status of your group / organisation
<ul style="list-style-type: none"> • Registered Charity Charity Number (If applicable) • Community Group • Voluntary Organisation • Other, please specify

About your project

Estimated Start Date		Estimated End Date	
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Number of Cramlington residents that will benefit from this project?	
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Total Cost Of Project		
Amount Of Funding Requested		
Does this project require any additional funding?	Yes	No
If yes, please detail below	Source	Amount
Confirmed Y/N		

Confirmed Y/N		
Confirmed Y/N		

Please give us a breakdown on how you would spend the funding.

Itemised Costs	
In less than 500 words please describe your project and how it reflects at least one of our aims	

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DECLARATION

I confirm that to the best of my knowledge and belief that all the information provided is true and correct. I understand that Cramlington Town Council reserves the right to recover all or part of any grant award in the event of non-compliance with the terms of the grant.

I confirm that all relevant documentation has been provided and that the group/organisation is adequately covered for all liabilities from the running of the activity/project.

I accept that Cramlington Town Council, its partners, agents or employees are not liable for any costs, losses or damages incurred as a direct result of the activity or project taking place.

Signature of applicant	
Print name	
Position in organisation	
Date	
Bank details of account to be credited should the applicant be successful	

Completed application forms can be submitted to maggie@cramlingtontowncouncil.gov.uk