



Cramlington Town Council Community Chest Guidance Notes & Application

The Town Council will provide grants to voluntary community groups and organisations to benefit, support and improve the lives of Cramlington residents. All applications meeting the essential criteria are considered at a meeting of the Community and Youth Committee.

To ensure a fair distribution of available funds, grants will be limited to 75% of the full cost, up to a maximum of £750.

Aims

The Town Council will support applications with the following objectives:

- That will directly benefit the local community or environment.
- That develop the skills of the community members / groups.
- 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
- Be 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, with at least two signatories
- Have reserves of no more than £10,000

What cannot be applied for?

The scheme will not fund the following:

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

How are decisions made?

All applications are checked to ensure that they meet the essential requirements, before being submitted for consideration by the Committee.

Completing your application

Applications must be submitted at least two weeks prior to the Community & Youth Committee's meeting. This committee meets up to six times a year and dates are published on the Council's website. When submitting an application, you must provide the following supporting documents and send to maggie@cramlingtontowncouncil.gov.uk or posted to the Council offices.

- Constitution / Governing documents.
- Your organisation's most recent annual accounts – approved within the last 18 months.
- A copy of the most recent bank statement – no older than 3 months.
- Any other relevant information to support your application.
- If applying for activities for children or vulnerable adults, please enclose your organisation's safeguarding policy.

It is expected that any group applying for public money will exercise effective governance. This will include the preparation of an annual financial statement, that is signed by their treasurer, independently inspected, and presented to an annual general meeting. The format of the statement will depend on the group's activities.

If any attachments are missing, please give full reasons.

The 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 the 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 at least two years.

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

What is the status of your group / organisation

- Registered Charity Charity Number (If applicable)
- Community Group
- Voluntary Organisation
- Other, please specify

About your project

Estimated start date		Estimated end date	
-----------------------------	--	---------------------------	--

Number of Cramlington residents that will benefit from this project?	
---	--

Total Cost of the project		
Amount of funding requested		
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.

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

--

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.

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	

Successful applications will receive the grant directly to their bank account.