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| ***Please do not staple*** | | | | | **BRADFORD SOUTH AREA**  **CO-ORDINATOR’S OFFICE** | | | | | | | | | | City of Bradford Metropolitan District Council logo | | | | | | | | | | | |
| **COMMUNITY CHEST APPLICATION FORM** | | | | | | | | | | | | | | | | | | | | | **Office Use Only**  Ref: | | | | | |
|  | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| **1** | | **Organisation:** | | | | |  | | | | | | | | | | | | | | | |  | | | |
|  | | | | | | | **Ward in which the organisation works:** | | | | | | | | | | | | | | | |
|  | | | | | | | **Great Horton** | | | | | |  | | | **Queensbury** | | | | | |  |
| **Royds** | | | | | |  | | | **Tong** | | | | | |  |
| **Wibsey** | | | | | |  | | | **Wyke** | | | | | |  |
| **Area wide** | | | | | |  | | |  | | | | | | |
| **2** | **Secretary or Contact to whom all correspondence should be sent:** | | | | | | | | | | | | | | | | | | | | | |
|  | **Title:** | | | | |  | **Name:** | |  | | | | | | | | | | | | | |
|  | **Address:** | | | | | | | |  | | | | | | | | | | | | | |
|  | **Post Code:** | | | | | | | |  | | | | | | | | | | | | | |
|  | **Telephone Number:** | | | | | | | |  | | | | | | | | | | | | | |
|  | **Email Address:** | | | | | | | |  | | | | | | | | | | | | | |
| **3** | **Amount requested:** | | | | | | | | **£** | | | **Total Cost of Project:** | | | | | | | | **£** | | |
| **4** | **Bank Account Details and name that the cheque should be made payable to:** | | | | | | | | | | | | | | | | | | | | | |
|  | **Account Name:** | | | | | | | | |  | | | | | | | | | | | | |
|  | **Account Number / Sort Code:** | | | | | | | | |  | | | | | | | | | | | | |
|  | **Bank Name and Address:** | | | | | | | | |  | | | | | | | | | | | | |
| **5** | **Description of Event/Project for which assistance is requested:**  **Note: *Grant funding cannot be applied retrospectively. This means grant awards cannot be made for any spending / event / service which have taken place before you have received confirmation that your application has been considered and approved. Please contact the team to clarify the date of the grant allocation panel before you apply if this is not clear*).** | | | | | | | | | | | | | | | | | | | | | |
|  | Please provide post codes of members benefiting to your event/project.  How many volunteers does the organisation have and how many will be working on this project? How many volunteer hours will be provided for the duration of the project? | | | | | | | | | | | | | | | | | | | | | |
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| **6.** | | | **Date(s) and venue(s) of event(s) – Please enclose a programme if available:** | | | | | | | | | | | | | | | | | | | |
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| **7** | | | **Detailed estimated expenditure:** | | | | | | | | | | | **Detailed estimated income (eg admission charges, fund-raising etc):** | | | | | | | | |
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| **Total** | | | | | | | | **£** | | | **Total** | | | | | | | | **£** |
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| **8** | | | **Please give details of any funding you have obtained from Bradford South Co-ordinator’s Office in the last 2 years and confirm you have fulfilled all monitoring requirements.** | | | | | | | | | | | | | | | | | | | |
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| **9** | | | **Have you applied to other funding bodies, including Area Co-ordinators Offices, regarding this application? If yes, please specify.** | | | | | | | | | | | | | | | | | | | |
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| **10** | | | **Please provide the following information in support of your application:**  **(Failure to provide the below information will affect the outcome of your application.)**   |  |  | | --- | --- | | **Your Organisations Constitution/or rules** |  | | **Latest audited accounts or bank statements** |  | | **2 quotations from independent suppliers, for expenditure listed in 7 above** |  | | **Postcodes of users/volunteers involved** |  | | | | | | | | | | | | | | | | | | | | |
| **12** | | | **Signature of Applicant:** | | | | |  | | | | | | | | | | **Date:** |  | | | |
|  | | | **Name (Please PRINT):** | | | | |  | | | | | | | | | | | | | | |
|  | | | **Position in Organisation:** | | | | |  | | | | | | | | | | | | | | |
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| **COMMUNITY CHEST**  **NOTES FOR APPLICANTS** | | | | | | | | | | | | | | | | | City of Bradford Metropolitan District Council logo. | | | | | | | | | |
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| 1  2  3  4  5  6  7  8  9  10  11 | | | Applications should only be made on the attached form, which should be returned to the email address below:  TELEPHONE NUMBER:(01274) 431155    E-MAIL: BradfordSouthAreaOffice@bradford.gov.uk  Applicants should use the spaces on the form as provided. Additional information in support of the application can be added on separate sheets if needed.  There are four deadlines throughout the year by which applications should be received by Bradford South Area Co-ordinator’s Office, these are:   |  |  |  |  | | --- | --- | --- | --- | | **31st MAY** | **31st AUGUST** | **31st OCTOBER** | **31st JANUARY** |   All monies given to a project/organisation/individual must be accounted for in full (eg copies of accounts and/or receipts detailing how the money was spent) and a short report on the project submitted. Any subsequent applications from a project/organisation/individual will not be considered if this condition is not complied with).  You should normally expect to hear whether your application has been successful or not within one month of the closing date. **The Grants Advisory Groups decision is final. We do not enter into correspondence in regard to the decisions made.**  Applications must be typed or clearly written (preferably in **BLOCK CAPITALS**). Illegibility may result in applications being returned.  Applicants must provide the organisations constitution, safeguarding policy (if applicable), latest audited accounts or bank statements, full details of the project to be funded including a detailed expenditure list, and at least two quotations (where possible) from suppliers for all costs that need to be met.  **Incomplete application forms and those that do not have the above documentation enclosed will be returned to you. Only fully completed application forms will be presented to the Grants Advisory Group.**  All monies given to a project/organisation/individual must be accounted for in full (e.g. copies of receipts/invoices showing how the money was spent).  **It is a condition of the grant that the Memorandum of Agreement be returned within 4 weeks, and receipt of payment be acknowledged. A short report on the project with copies of receipts/invoices be submitted to Bradford South Area Co-ordinators Office within 6 months of the grant being awarded.**  Any subsequent applications from a project/organisation/individual will not be considered if these conditions are not complied with. | | | | | | | | | | | | | | | | | | |  | | | |
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|  | 1  2  3  4  5  6  7  8  9  10  11  12  13  14 | | | **CRITERIA FOR APPLICATIONS**  Applications will only be considered from groups/organisations that are based in, or benefit people who live in the Bradford South Constituency area.  Applications will be considered to assist community based leisure/cultural activities, which will be of benefit to the community, and where the activity could not go ahead without financial assistance. Adult sports clubs or groups are not eligible for funding but youth groups are.  Special considerations will be given to particular target groups including the elderly, disabled, youth, ethnic minorities, unemployed and to particular communities (eg inner city areas, housing estates), and to new starts and innovatory schemes.  Bids from new groups or previously unfounded groups will be positively encouraged.  The maximum allocation from the Community Chest fund would not normally exceed £500.00 for any individual project. Projects, which cross boundaries, can be considered by a number of Area Co-ordinators Offices, but the total grant will not normally exceed £500.00.  Projects should not contravene Council Policy Guidelines in areas of equality of opportunity (ie, no discrimination of membership on ground of sex, race, religion, occupation or opinion).  The organisation should be a non-profit making voluntary organisation where membership is open (ie, no discrimination of membership on grounds of sex, race, religion, occupation or opinion).  Grants will normally be, under broad and flexible guidelines, on a one-off basis to cover capital or revenue expenditure.  No group which has applied for and received funding in consecutive years should automatically assume that funding would continue. Each application will be treated on its merits.  Grant funding cannot be applied retrospectively. This means grant awards cannot be made for any spending / event / service which have taken place before you have received confirmation that your application has been considered and approved. Please contact the team to clarify the date of the grant allocation panel before you apply if this is not clear.  Groups/organisations should normally expect only one grant per financial year.  Community Chest cannot be used to fund religious or political activities, or capital expenditure exclusively connected with such activities.  Community Chest is not normally used to enable fundraising for a secondary body, unless within the terms of a loss guarantee.  Organisations applying for grants should ensure that they have a bank account in their organisation’s name as grant payments can only be made into that organisation’s bank account.” Grant payments cannot be made into a 3rd party’s bank account.  Grant payments will only be paid into the grant recipients organisations bank account once this has been verified with sufficient proof.” | | | | | | | | | | | | | | | | | | |  | | |