

# Community Chest – Guidance Notes



## What is the Community Chest?

The Community Chest is a small grants scheme that makes funds available to local people, groups and organisations to run open events and activities that bring people together. The main aim of the grant is to empower local people to lead activities and strengthen the community through shared experiences, whether this be through cultural, educational, social or sporting related projects.

## What can it be used for?

Any activity or event that will bring people together and help strengthen the community! Past grants have funded street parties, community dance classes, weaving sessions, music performances, multifaith events and seasonal events at community centres. The grant can be used to host activities at any public place or community friendly venue around the William Morris Ward. This includes but is not limited to community centres, schools, function rooms, parks, sports facilities, streets and public squares, though please make sure to seek permission from your desired venue before you apply to us. Funding can be used to pay for items and materials necessary to delivering your event.

## How much funding is available?

Groups can apply for between £100 and £700.

## Who can apply?

The community chest is available primarily to support;

- Community groups and resident groups in the William Morris Ward
- Newly established community groups
- Groups of people in the William Morris Ward wishing to start a new community group or put on an activity / event
- Small local charities with an annual income of less than £75,000 wishing to deliver a project in the ward.
- Youth Clubs and under 18s with the support of an adult who holds a responsible position, such as Youth Worker, Teacher, member of a community group.

### **Example of a Community Chest funded activity**

Local parents want to put on a talent show for local kids as they feel there is not much of a platform for kids to show what they can do. They know that it will help build confidence amongst those that take part and bring the community together in celebrating young people. The parents find a suitable venue at a nearby community centre and work together to organise, promote and run the event. The parents speak to local schools to help promote the talent show and students from a further education college help with organising the stage sound and lights. Adults involved in the local music and art scene are invited to be judges and give out awards for all that take part. The event is well attended, gets local press coverage and is such a hit that plans are underway to make it an annual event

## **PLEASE NOTE: WHO & WHAT THE COMMUNITY CHEST CANNOT FUND**

The Community Chest cannot fund:

- Projects that take place outside of the William Morris Ward that do not primarily benefit residents William Morris Ward.
- Political activities
- Promotion of religion
- Construction or acquisition of buildings
- General appeals
- Trips / outings outside of the Ward
- Debts
- Expenses that have already been incurred
- Local branches of national or regional organisations
- Statutory organisations
- Alcohol
- Organisations with an income of over £75,000
- Personal expenses
- Individuals (however, if you are a collection of individuals with an idea but not a fully formed group yet, there is still a good chance that we can fund your idea)

**If you are not sure if your project or organisation is eligible to apply please contact us**

### **How and when to apply**

You will need to fill in one of our application forms and submit it to us before the deadline. The deadline for the Spring 2018 funding window is **5.00pm on Friday 20<sup>h</sup> April 2018.**

You can get an application from;

- our website at <http://wmbiglocal.org/>
- by emailing us at [wmbi@gmail.com](mailto:wmbi@gmail.com)
- getting a hard copy from the William Morris Community Centre, 6-8 Greenleaf Road, E17 6QQ

### **What happens after I've submitted my application?**

1. Once you have submitted your application you will receive notification that we have received it and a date by which you will get a response.
2. The funding panel will meet to review all eligible applications.
3. If your application is successful we will send you a conditional offer letter and request some supporting documents.

4. On receipt of the supporting paperwork we will draw up a grant agreement that will confirm the amount you are receiving from us and what you are using it for. This will be signed by you and us
5. Once you receive the funding and have carried out your project we will ask you to provide us with some simple records such as expenditure/receipts and attendance sheets. Where appropriate we would also ask you to take some photographs to show the project in action. We will also send you a simple feedback form to complete to tell us about the successes of the project.
6. In many cases people from the William Morris Big Local would like to come to visit your project and meet the people involved or we may ask you to talk about your project at one of our community events.

### **What help can I get?**

#### With the application form

Hopefully you will find the application form is easy enough to fill in.

However, if you are new to funding forms or have any questions don't hesitate to get in touch with Gabriel Edwards our Development Worker on 07947 766 251 or [devwmb1@gmail.com](mailto:devwmb1@gmail.com)

#### With the project

Unfortunately we cannot offer practical assistance with the running of your project or help with preparations. You are welcome to visit Gabriel who has event management experience and you can run through your idea and plans with him. You will need to make sure that you have the people and support in place to deliver your project/event.

#### With advertising and promotion

We can share your event on our website and social media pages to help promote. We also have a quarterly newsletter that goes out to the local area and a monthly e-news. If you are trying to get more volunteers on board we can also assist with helping to find people.

### **Other useful information**

Street Parties - <https://www.walthamforest.gov.uk/content/residents-street-parties>

#### Temporary Event Notices

If you intend to undertake any of the following activities within your event you will need to obtain a Temporary Event Notice (TEN) from LBWF Council:

- Performances of live music / pre-recorded music
- Exhibition of films
- Sale of late night refreshment (hot food or hot drinks sold between 11pm and 5am)
- Charity fundraising

Community halls may already have a licence for the activities above, please check with whoever manages the hall. If it doesn't, you will need to apply for one.

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If you would like support, information or have questions about the Community Chest please contact Gabriel Edwards on 07947 766 251 or via email on [devwmb1@gmail.com](mailto:devwmb1@gmail.com)

William Morris Big Local, William Morris Community Centre, 6-8 Greenleaf Road,  
Walthamstow, E17 6QQ