Community Chest: Coronavirus Response
Funding guidance notes

What is the Community Chest: Coronavirus Response?

The William Morris area of Walthamstow is one of 150 locations in England to have been allocated £1m of lottery funding to make a lasting positive difference to the area and the people who live here. William Morris Big Local is a resident-led programme that aims to bring local people together, improve outdoor spaces, and support local business. We are launching an amended version of our Community Chest fund. This is a small grants scheme available to local people, groups and organisations conducting activities and support in response to the current coronavirus situation. The main aim of the grant is to support the amazing response already going on to help neighbours and residents in need, especially those who are finding it difficult to access other support. We also want to encourage positive activities that help keep people, healthy, happy and connected despite the challenges of social distancing.

What can it be used for?

Any project or activity that helps people get access to the support they need or projects that keep people healthy, happy and connected during this challenging time. We are a community of caring, creative and talented people and we want to support ideas that will benefit the people and area. We will not, however, fund projects that duplicate what is already being covered by local charities or council services. All projects must adhere to current government guidance around the coronavirus situation – this can change, so please ensure you are up to date. If your project involves any non-digital contact with other people, including dropping off or picking up physical items, please also provide separate notes on how you would minimise any risks of virus transmission.

Where can projects take place?

The funding is to help William Morris ward residents, however we know that communities reach beyond ward boundaries, and other residents can benefit from our funded projects as long as the core beneficiaries are from the William Morris area. Most public spaces and buildings are inaccessible at this time, so we understand that projects may need to be based online. We will prioritise projects that can demonstrate that they will reach vulnerable groups – for example the elderly or socially isolated.

What can the grant pay for?

Funding can be used to pay for items and materials necessary to delivering your project. This includes paying professional people where volunteers are not qualified to run certain aspects of the project.

How much funding is available?

You can apply for up to £1000 either as sole funding or to match fund another grant.

Who can apply?
The funding is available primarily to support:

- Community and resident groups in the William Morris ward.
- Newly established community groups.
- First time applicants to our grants, and previous applicants with a good track record.
- Small local charities with an annual income of less than £75,000 wishing to deliver support or an activity for the ward.

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.
- Projects that duplicate similar nearby projects.
- Political activities.
- Promotion of religion.
- Construction or acquisition of buildings.
- General appeals.
- Debts and loans.
- 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.
- Admin fees.
- 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 whether your project or organisation is eligible to apply please contact us

How and when to apply

You will need to fill in our application form and submit it to us via email to helenwmbl@gmail.com.

Application forms are available from:

- our website at wmbiglocal.org/coronavirusresponsefund
- by emailing us at helenwmbl@gmail.com.

What help can I get?

With the application form

Hopefully you will find the application form 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 Helen on 07552364380 / helenwmb1@gmail.com, or Gabriel on 07947 766251 / devwmb1@gmail.com. We are happy to help you complete it and get your ideas on paper.

With the project

Unfortunately we cannot offer practical assistance with the running of your project or help with preparations. You are welcome to contact Gabriel and Helen who can run through your idea and plans and provide advice and guidance on it. We can also put you in touch with local residents or organisation that we know have skills in a particular field. You will need to make sure that you have the people and support in place to deliver your project/event.

With spreading the word about your project

We can share your project on our website and social media pages to help promote the service or activity. We are also connected to the coronavirus neighbourhood support group led by local residents: https://chat.whatsapp.com/LWyHse31ELp070tAYk5yek

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 receive a decision. We are looking to turn around applications and get funding decisions to people within 7 days.

2. If your application is successful we will send you a conditional offer letter and request some supporting documents.

3. If applicable we will require assurances that health and safety measures are in place for your project including a risk assessment, liability insurance and safeguarding measures if working with under 18s or vulnerable adults.

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 or visual records to show the project in action. We will also send you a simple feedback form to complete to tell us about the outcomes of the project.

Other useful information


Waltham Forest Council Coronavirus latest information: https://walthamforest.gov.uk/content/coronavirus-latest-information
Waltham Forest Covid 19 Mutual Aid:
https://walthamforestmutualaid.org.uk/