



About the Chester Community Chest Fund

Sanctuary operates at the heart of communities. We support local people by providing funding which benefits our residents and their neighbourhoods.

Sanctuary's Chester Community Chest Fund offers up to £1,000 to charities, residents' groups and voluntary organisations who are seeking financial support for their local community. We are open for applications in any of the areas where Sanctuary operates.

Who can apply?

Charities, community groups, residents' associations and voluntary organisations can apply for the Chester Community Chest Fund, however individuals, or projects only benefiting individuals, cannot apply.

Groups must have a formal constitution or legal structure, an equal opportunities policy and a bank account. We may ask to see evidence of these.

Eligible projects

Your project should meet one of our five core themes – employment, education, skills and training; health and wellbeing; community safety and infrastructure; environment; and financial inclusion. It must also benefit some Sanctuary residents in Chester, be open and inclusive of all and should aim to make a positive difference to the community.

How much money can be applied for?

Up to £1,000 per application (including VAT, if not exempt) can be applied for, and we expect you to show that you have other support to contribute to the project from other sources, for example cash or other resources (including materials or volunteer time).

Key dates

The fund runs from 1 April 2016 – 31 March 2017, and you can apply at any time, or as many times as you like. However, we will look to support as many different groups as possible, so the possibility of getting repeat funding will be lower. If you apply and the entire fund has already been used up, you will be able to submit your application when the funding reopens.

What happens once you have submitted your application?

We will contact you regarding the outcome of your application and whether it is successful or not within six weeks of the application being submitted.

If your application is successful, we expect you to agree to the conditions of the funding, record your expenditure and work with us to monitor your progress. We will provide you with a local contact to help you to make sure that your project is a success.



Is there anything you can't use the money for?

Yes, there are a few things that our funding cannot be used for. This includes:

- Building, maintenance or structural improvements.
- Funding individuals or where projects only benefit one person.
- Activities or projects that are motivated mainly by marketing or branding.
- Alcohol.
- Skip Hire
- Hire of Inflatables, such as bouncy castles.
- Wages/consultant fees.

Before you apply

We are committed to talking to you about your project Idea before you apply. Call us on **01244 305537** or email **ChesterCommunity.Chestfund@sanctuary-housing.co.uk**

Notes

Chester Community Chest Fund Application Form

About your organisation

1. Group name

2. Address for group

Street

Town

County

Post Code

3. Who can we contact regarding this application?

Name

Telephone

Email

4. Does your group have a constituted structure?

Yes No

5. Please provide your group or organisation's company or charity number (if applicable)

About your Chester Community Chest Fund idea

6. Tell us about your group and project. We're keen to know:

- Who's involved?
- What will you do?
- When is it happening?
- What difference will the project make?

Feel free to attach additional sheets if you need more room.

7. Which other partner organisations are involved in the project?

The Chester Community Chest Fund supports local people by providing funding for projects which benefit our residents and their neighbourhoods. Please tell us which neighbourhood your project will benefit.

8. You may tick more than one if applicable (please tick)

Lache

Blacon

Rurals

City

PUNCh (Plas Newton, Newton, Upton and Hoole)

About your relationship with Sanctuary Group

9. Have you discussed the proposal with a Sanctuary staff member? If so, please write their name below.

About your project costs

10. What is the estimated total cost of the project (please provide a full detailed breakdown)?

Item	Cost

11. How much are you requesting from Sanctuary?

12. How much additional investment do you have and where is this coming from (including materials or time)?

13. Providing your project is successful you will be awarded funding by cheque. Please specify below who the cheque should be made payable to and where it should be sent.

14. How many people will your project benefit?

15. How many Sanctuary residents will your project benefit?

Thank you for completing an application for Sanctuary's Chester Community Chest Fund.

You will receive an email to confirm receipt of your application within three working days.

You can also email your application to chestercommunity.chestfund@sanctuary-housing.co.uk

For office use only.

Recommendation

Panel approval Yes No

The personal information which you provide within this form will be stored securely and confidentially.
Your personal information will not be supplied to any party outside of Sanctuary Housing.