



'To make a profound contribution to the neighbourhoods where we work supporting people to succeed in life'

Curo

Community Chest

(Combe Down and Foxhill)

2016—17

All Applications for grant funding **MUST** be completed using the application form. If you require us to email you a form for you to complete electronically let us know.



Curo Community Chest Guidelines

Curo: a caring landlord

Curo provides homes for around 25,000 residents in Bath and North East Somerset and in other parts of Somerset, Wiltshire and Bristol.

Aim of the Curo Community Chest

The aim of the funding is to enable you to receive funding to support your project as well as helping us to meet our Social and Economic priorities for Combe Down including Foxhill.

(see www.mulberrypark@curo-group.co.uk for a copy of the plan)

How much can I apply for?

The Grant aims to support both those who require a fairly small amount of funding as well as groups who require more substantial funds to run a project or an event up to a maximum of £5,000. We do require you to have sought some match funding for our larger grants.

What sort of projects do you fund?

Any activity that helps to achieve our social and economic plan for Foxhill and Combe Down:

- Local initiatives benefitting the Combe Down Ward including Foxhill
- Target services on priority groups such as young people, older people and arts projects
- Contribute to outcomes from the Social and Economic Plan for Foxhill and Mulberry Park.

Projects must benefit Curo residents.

What won't you fund?

- ongoing revenue costs such as salaries / wages
- large capital projects such as building works
- Priority is given to those groups and organisations who haven't applied for funding previously.

Criteria – who can apply?

We welcome applications from local residents and voluntary and community groups whose projects will benefit the Combe Down Ward, including Foxhill.

To apply for over £500 you will need to show that your group:

- Has a set of rules or constitution
- Has a bank account or access to the bank account of a nominated organisation
- Has met the grant conditions of any previous Curo Grants.
- Has sought or secured funding from other sources
- Ticks at least one of the objectives on the Curo priorities checklist attached
- Benefits Curo residents

To apply for a grant of £500 or less, you do not need to have your own bank account but will need permission to use an account of a group that does have one.

Finally,

- First time applicants will take preference over repeat applications.
- Projects must only benefit residents living in the Combe Down Ward, including Foxhill.
- Applicants must understand that their event is privately organised and therefore Curo has no responsibility or liability towards such an event
- Organisers must ensure that they have sufficient insurance cover in respect of general public liability, damage or loss and any health and safety matters
- For grants over £500, your last annual accounts must be enclosed with the application form, together with income and expenditure information to date

Curo Community Chest Guidelines

Making an application

You may prefer, before you complete the application to contact the Community Development Manager on (01225) 366149 for an informal chat or arrange a meeting to assist in completing the application.

For grants over £500 please remember to include with your application

- The group's constitution or set of rules.
- The group's most recent accounts or financial information.
- If using a nominated organisation to accept and administer the grant, a signed copy of your agreement .
- Any additional information to help us understand how the grant will be spent.

Who awards payment?

A Local Approval Panel will consider all applications put before them. The recommendations of the Panel are final and no appeal can be made against any decision made.

What happens next?

Once we have received your application we will look at your application before it is put before the Approval Panel. They may need to contact you for further information.

The Approval Panel will decide on the grants regularly over the year and dates of the grants cycle is shown below. In exceptional circumstances a late application may be accepted, so please contact us.

Within seven working days of the Approval Panel cycle you will receive a letter telling you of the Panel's decision.

If your application is successful, you will receive a letter informing you of the amount of grant that has been awarded, how the grant is to be used and an acceptance form. This will need to be completed and returned so that payment can take place. If we do not receive a signed acceptance form from you within two months, the offer will be withdrawn.

Monitoring and Evaluation

Three months after a grant has been paid, or the project start date, the Approval Panel will ask for an Evaluation Report on how the grant has been used and we will send you the appropriate Evaluation Form to complete.

We ask that you take some photographs of your project/activity so that we can have a permanent record and can use these in Curo publicity and promotion materials about the grant.

The Approval Panel may at any time request a visit to your activity/project.

Approval Panel Deadlines:

Application to be submitted by 2nd September 2016 (September approval)

Application to be submitted by 9th January 2017 (January approval)

Application to be submitted by 6th March 2017 (March approval)

Need help?

If you prefer any paperwork translated into

- Large Print
- Braille
- Audio Tape
- Another language

or if you require help to complete the form, please contact us on (01225) 366149.

Need further information?

Please contact :
Foxhill Project Team,
Curo
The Maltings, River Place
Lower Bristol Road
Bath BA2 1EP

Tel: 0300 1232460

Email: mulberrypark@curo-group.co.uk

CURO COMMUNITY CHEST APPLICATION FORM

Name of Group:

Name of Activity / Project:

Date of Activity / Project:

1st Contact Name:

Position within the group:

Address:

Postcode:

Tel. No:

E-mail:

Best time to contact:

2nd Contact Name:

Position within the group:

Address:

Postcode:

Tel. No:

E-mail:

Best time to contact:

Briefly tell us about your group:

When did your group start?

Has your group received a grant from Curo before? Yes No

If 'yes' what was it for?
(please list all grants / dates received)

What is the total amount of grant you are requesting?

Describe your project and the benefits it will bring to your community.
 (Please refer to the priorities in the Curo priorities checklist)

How many people are likely to benefit from this project?

How many of these are likely to be Curo residents?

What will the project cost? Please give a detailed breakdown of all costs and identify which elements you would like Curo to fund.

Items	Amount £	Amount requested from Curo £
TOTAL		

We only seek to support initiatives that have sought / acquired other Funding for grants we support over £500, please detail these and tick box if funding has been applied for or secured.

Funding source	Amount £	Applied for	Secured

How many people are involved in your group?	
Number of Committee Members	
Number of members	
Number of members who are Curo residents	

Does your group have a set of rules or constitution? Yes No

If 'Yes' please enclose a copy with your application

Has your group produced annual accounts? Yes No

If 'Yes' please enclose a copy with your application **(see guidelines this is for grants over £500)**

Does your group have its own bank account? Yes No

Bank / Building Society details:

Name of Account

Name of Bank: Bank Branch

Sort Code Account No.

If you do not have a Bank / Building Society Account, is there an organisation who will receive the grant on your behalf?

Yes No

What is the name / details of the organisation:

Bank / Building Society details of the organisation:

Name of Account

Name of Bank: Bank Branch

Sort Code Account No.

Where possible can you please provide us with an email address. This will help us when processing payments.
Thank You

Your email address:

We will need to see a signed agreement between your nominated organisation and your group detailing the arrangements that have been made to

Monitoring of Grant

If your group is successful in receiving funds, three months after your activity / project start date, we will ask for a report on how the grant has been used. We will write to you enclosing an evaluation form which needs to be completed.

You will be required to provide us with some photographs of your project as a permanent record of your project and for use in Curo newsletters or publicity material publicising the grant. A member of the Approval Panel may visit your group to find out more about what has been achieved.

If your group disbands or you are unable to use the grant for its intended purpose within 12 months we will ask for the grant to be returned.

Declaration

We declare that the information given on this Application Form and any documentation accompanying this form is accurate and true to the best of our knowledge.

Signature 1 Position

Signature 2 Position

Date

CHECKLIST: Have you

- **Answered all of the questions on the form**
- **Enclosed a copy of your rules or constitution**
- **Completed the Curo priorities checklist**
- **Enclosed a copy of your latest set of annual accounts (see guidelines)**
- **Signed the Form (2 signatories)**

Send the Completed form to:

**The Foxhill Administrator
Curo Homes Team
The Maltings, River Place, Lower Bristol Road, Bath BA2 1EP**

Curo Community Chest Priorities

The aim of the grant is to help you make a difference in your local community and to assist us in meeting our objectives to deliver the SER Plan . The Grant needs to demonstrate support towards initiatives which build strong, sustainable communities in the Combe Down Ward, including Foxhill.

Priority	Measuring success: What this could mean	Does your project meet this priority?		Tell us how you meet this priority?
		Yes	No	
The strengths of Foxhill Community are fully identified and developed	A project which develops a range of activities or events to bring local people together for example.			
Local residents are upskilled to sustain quality employment	A Project which develops a wider range of training and qualifications for people living in Foxhill for example.			
Foxhill is socially and economically connected to the local area	A Project which develop economic and social opportunities for residents, or young people for example.			
Social and Economic benefits for the local community:	<i>Please tell us here the other benefits that your project will bring to the local community.</i>			