

## WEST END MILLION COMMUNITY CHEST: GUIDELINES

### WELCOME

**We have written these guidelines to help you fill in the application form for our community chest. We want to make this process as easy as possible, and don't want you to miss out, so please read this through carefully before putting pen to paper.**

### What is West End Million?

The community of the West End of Morecambe has been awarded £1m to spend over ten years by the Big Lottery Fund. A Partnership of local residents has come together to look at what is needed in the West End – the problems that need tackling and the opportunities to improve the area. We can support activities that are outside of the West End as long as you can prove that they are used by West End residents.

West End Million has been talking to local people and local services about their views and ideas over the past X years and has put a three year plan together – you can find more information about this on our website at [insert website address](#). West End Million is run by volunteers – any resident in the West End can get involved so please let us know if you'd like to volunteer your time too. We are not part of the Council or any housing association. We have no political or religious connections.

### What is West End Million Community Chest?

We have put our current action plan together based on the conversations we have had with local people and local services – these are our ideas for tackling the problems and opportunities that you have told us are important. We have organised our ideas under four headings each with their own goal:

- Place. (Goal: Encouraging West End residents to have a stake in their environment).
- Community. (Goal: To have a shared vision and values across the community of West End).
- Health & Wellbeing. (Residents able to take action to improve their own health and wellbeing).
- Enterprise & Economy. (Goal: Supporting the creation of more and better pathways to work for WEM residents).

But despite our ideas we also know that there are lots of people and organisations who have their own great ideas for making life better for West End residents – the Community Chest fund is your chance to make these happen. We have put £20000 in to the fund, to last three years, and are looking for applications of around £500\* or less. We want to hear from local community groups and organisations. If you are an established group with your own bank account, and we like your idea, then we will may be able to give you a grant to run your project on your own. If you are a local person with a great idea but don't have a group behind you then you might feel more comfortable sending us your idea using our **Big Ideas** form. We can then help you develop your idea and put you in touch with organisations that can help make it happen.

We can't fund activities or events that have already happened. We will also not fund any organisation or activity that deliberately excludes people – West End Million wants to involve everyone from our community. We can only fund work that directly involves people who live in the West End. We cannot fund religious or political activity.

\*If your idea requires more money than this then please still get in touch as your idea might be something we can support outside of the Community Chest scheme.

### How will the fund be awarded?

We have put together a grant panel that will meet to discuss the applications that we receive and make decisions on which applications to support. There are four funding periods per year. The deadlines for receiving applications are the 1<sup>st</sup> of February; 1<sup>st</sup> of May; 1<sup>st</sup> of August; and 1<sup>st</sup> November. Once an application date passes then the funding panel will meet that same month. Notification of the decision will follow by the end of the following month (e.g. if you apply by 1<sup>st</sup> Feb you will hear by the end of March)

We want to consider all your ideas but priority for the Community Chest will be given to:

- Small organisations with limited funds but that have not run out of money
- Local charities and social organisations that use their funds on community projects
- Organisations that haven't applied to us before
- New ideas rather than continuing to fund existing projects
- Projects that have a future after our grant has run out
- Two or more local groups working in partnership with each other

If we feel that your application is ineligible under the rules for the fund we will let you know. If your application is unsuccessful because you haven't given us all the information we need to be able to make a decision then we will discuss this with you. If we can't fund your project because we have run out of money in our Community Chest fund then we will let you know this. If that happens then we will also keep your application on file in case we run another Community Chest fund in the future or are able to add more money to the current fund..

#### **What do we need from you?**

The information we ask for on our application form is what will help us decide whether we can support you so **please fill this in as fully as you can**. The Community Chest form asks if you have policies and insurances in place to protect the public – don't worry if you don't have these as they may not be relevant to your project. We only require these if they are relevant to your project, but we do need to know if you have them. If they *are* relevant, then we may ask to see copies. We will also agree some information we will need from you after you have completed your project – we will ask you to sign the application form agreeing to provide this information and we will require your consent to contact you for monitoring information. This is because we need to be able to provide evidence of what has happened as a result of the money we have spent.

#### **Filling in the application form**

We've tried to keep our application form simple and easy to complete but here are some points to think about –

- The contact name you choose should be someone who knows most about your project and who is authorised to agree the details with us
- We've asked for details about your organisation so that we can tell who we have been working with and because it will be useful information for West End Million to have as the project moves forward
- Please give us as much detail as you can to help us understand what it is that you would like to do and why you are the right organisation to do it. We don't need lots of pages, but we would like enough information to be able to choose the right groups to work with. If you are filling the form in on a computer, please make the boxes as big as they need to be. If you are working with a paper copy, and run out of space, you can use extra sheets. If you do this, please label them clearly so that we know what additional information goes with which question.
- Please ensure that you have thoroughly read the declaration you sign at the end of the form, so that you are clear on what you have committed to

#### **Repeat applications**

We can consider repeat applications from an organisation but NOT for the same phase of the same project.

**If you have any questions about the Community Chest fund or the Bright Ideas fund, or need help in completing the forms please contact us at [wemprojectworker@gmail.com](mailto:wemprojectworker@gmail.com)**