

Community Chest

Application Form Guidelines

Eligibility	
The following groups are eligible to apply	<ul style="list-style-type: none"> • Residents Associations • Charities • Community Groups • Company limited by guarantee • Social enterprises • Individuals*
The following groups are not eligible to apply	<ul style="list-style-type: none"> • Organisations/projects that duplicate the work that of an existing local organisation/project • Profit making companies • Statutory/mainstream organisations (except Acton-based schools and Youth Clubs) • Local branches of national organisations • Organisations with annual incomes over £250,000† • Organisations with unrestricted reserves exceeding 25% of their annual costs who do not provide a reserves policy clearly and justifiably stating why reserves are being held. • Activities furthering or propagating religion • Activities of a political party or campaigning for a political purpose. <p>†organisations that exceed can apply for alternative funding through L&Q Foundation.</p>
Priority will be given to:	<ul style="list-style-type: none"> • Groups based in South Acton • Organisations which have not previously applied to the Chest • Activities benefiting a wide audience/high number of South Acton residents. Applications for parties/events for specific groups are welcome, but will be given lower priority.
Organisation and Financial details	You must have a constitution and bank account to receive funding from Acton Gardens. We can offer support to individuals.*
Percentage of South Acton residents benefiting from your project	At least 60% of your beneficiaries must be from South Acton. The higher the % the better. You will be asked to document this during the project evaluation.
Funding for equipment	Applicants seeking funding for items of equipment over £500 are advised to speak with Suzanne or Toni (please see contact details below).

<i>If your grant is successful you will be asked to provide the following</i>	
Safeguarding vulnerable and young people	If you are carrying out work directly with young people or vulnerable staff and volunteers being DBS checked. You will need to provide evidence of this. You will also need to provide us with a safeguarding policy.
Public Liability Insurance	You will need to have public liability insurance. If you do not have your own public liability insurance you can be affiliated with Acton Community Forum or another local body to be covered by their public liability insurance, please contact us.
Performance Monitoring	You are required to provide information during/after the project. This involves a progress report to the Community Board including information about beneficiaries, submission or receipts and completion of feedback forms by your attendees. Acton Gardens staff will also attend your project as an observer. If you fail to comply with these terms and conditions, Acton Gardens reserves the right to demand repayment of all or part of the Grant.
Publicity	Publicity material for projects should carry the Acton Gardens Logo.

If your grant is successful you will be invited to attend Acton Gardens office within 7 days. Failure to attend/make alternative arrangements may result in a delay in payment.

*Please contact :

Suzanne Keys at SKeys1@lqgroup.org.uk or on 0300 456 9998 ext: 7147

or

Toni Hodson at THodson@lqgroup.org.uk or on 0300 456 9998 ext: 6421