

Community Chest



**A guide to the grant
programme to fund
community projects
throughout the
regeneration**

“BE PART OF IT”



INTRODUCTION

The Community Chest is part of the social value commitment from Countryside and Kingston Council as part of the Cambridge Road Estate (CRE) Regeneration Programme.

The CRE Community Board has created this grant programme to fund community projects throughout the regeneration and is specifically for CRE residents and the estate.

Each year during the regeneration, £50,000 will be made available and we invite all CRE residents, and those organisations working with residents, to send us your proposed ideas for projects.

This guide tells you about what we can fund and how you can apply. If you have any questions or want some support and guidance with your idea, please get in touch with the regeneration team.

We look forward to hearing about your ideas and projects that will benefit CRE.

Difficulty reading this document?

If you would like this information in large print or the support of a translator to access it in another language please contact the CRE regeneration team. Please contact the CRE Regeneration team on FREEPHONE 0800 304 76 33 or email creregen@kingston.gov.uk





FUNDING FOR COMMUNITY PROJECTS ON CRE

We welcome projects from all CRE residents that reflect your ideas, needs and interests and support a vibrant community on CRE. Organisations can also apply but they will need to involve and be supported by residents on the estate. We will prioritise ideas for projects that will contribute to these areas in particular:



- Improve health and wellbeing of residents on the estate
- Invest in communities living on the estate - projects that will help neighbours and communities on CRE to meet and grow
- Support employment, education and skills of CRE residents
- Create opportunities for young people living on CRE

We want to support as many projects for CRE as possible. So, to simplify the process, we have two types of funding:

 Small Grant Fund	 Large Grant Fund
<ul style="list-style-type: none"> ■ Up to £300 (applications that want a bit more than this can be considered as a small project but we may ask you for more information) ■ CRE resident or group of residents including young people (under 18 years old) with support of an adult that can be responsible for the money (parent or youth worker) ■ Project will benefit CRE residents and estate ■ Meet at least one funding priority 	<ul style="list-style-type: none"> ■ Up to £5,000 ■ A constituted¹, UK based, not-for-profit organisation or local school and/or their parent-teacher associations (PTAs) who have students that live on the CRE. The project must be in addition to their usual offering and primarily benefit CRE residents or estate ■ Project must provide evidence that this project involves and is supported by CRE residents ■ Project will benefit CRE residents and estate ■ Meet at least one funding priority

¹ A constituted organisation is an organisation that has been formally set up and has governance documents such as a constitution or governing documents which sets out the organisation's rules

FUNDING YOUR IDEAS



HERE ARE SOME IDEAS OF WHAT WE MAY FUND

1. Hall hire
2. **Equipment**, which must remain available to CRE residents after the project has finished (please tell us what will happen to the items after the project has finished)
3. **Transportation costs**
4. **Staffing costs for the project**, including any volunteer expenses
5. **Repeat projects** - if you want to do your project again, you will need to tell us why you think that this is a good idea and the benefit to residents
6. **Ongoing funding for projects that have already started** - you will need to show how your experience has helped you understand why this project is successful and a benefit to residents and/or the estate
7. **Pilot projects** - testing an idea to see if it works
8. **One-off projects**, such as an event or a project taking place over a limited period - if you expect the project will take longer than a year to complete, you will be expected to explain why.
9. **Capacity building** - we welcome applications from groups that need training to deliver expanded or additional community and voluntary projects
10. **Priority will be given to projects that directly benefit CRE residents and the estate.** Projects with benefits to residents in the wider neighbourhood as well may be considered

If you are unsure whether your project is within our funding specifications, please contact the CRE regeneration team to discuss



HERE ARE SOME THINGS THAT WE WON'T FUND

1. Projects that only benefit an individual or single household (it can't be for personal benefit)
2. Projects that copy (duplicate) projects already taking place - if you want to do something similar, you will need to tell us why your project is going to be different
3. Organisations with large unrestricted reserves
4. Activities that further or promote any **particular religion** - faith groups may apply if the project meets a shared community need and serves all community members regardless of religious affiliation
5. Activities for a political party or campaigning for a political purpose
6. Projects that have already taken place (retrospective funding)
7. **Projects with ongoing costs** - you will need to show us how you will cover any ongoing costs when the funding ends
8. **Day-to-day running costs of an organisation**
9. **More than two projects from an organisation in 12 months** unless you can demonstrate exceptional need or reason



HERE ARE SOME THINGS TO CONSIDER BEFORE YOU APPLY

Please review the application form to ensure you have all the information that will be required to apply.



Small Grant Fund

Applications to the small grants fund need to consider the following list and think about whether these apply to your project and what you might do to help your project run safely for all those involved. If you need support on this, please contact the regeneration team.



Large Grant Fund

In your application, you will need to confirm that you have considered the following points and made necessary arrangements (e.g. risk assessments). Along with your governing documents, you may be required to provide one or more of the relevant policies or assessments.

The council, Countryside and the joint venture Limited Liability Partnership (LLP) are not liable for any incidents or breaches of the law. All applicants need to consider the following:

- Health and Safety: are there any risks for your project; how might you minimise these risks
- Safeguarding and Disclosure and Barring Service (DBS) checks: does your project have safeguarding considerations for children and/or young people; do the staff or volunteers need a DBS check; who will look at the checks
- Data protection: what information might you be collecting; how will you keep this safe and ensure consent; how will you dispose of this information and when
- Equal opportunities: how can you make sure your project is inclusive and considers the barriers some groups may have to your event or project
- Public Indemnity and Employers Liability Insurance: does your project need insurance to protect it - events can purchase one-off insurance
- Planning permission, license or other approvals: does your project need permission from the land or building owner, planning permission or a licence?





APPLYING FOR FUNDING



When to apply for funding

There will be £50,000² of funding in the Community Chest each calendar year.

The Community Board will make decisions on the funding 4 times a year. Application deadlines are in March, June, September, December (please see our website for further information). All bids will be considered on merit, but the Community Board reserves the right to choose to defer funding until a later time if a large number of bids are received in one round.

If you have a project that needs funding before the next deadline, the Community Board may consider applications between rounds. Please submit a project outline and you will be notified if the Community Board will accept an application.



How to apply for funding

There are two application forms (click link below for applications forms)

Small Grant Fund - this is a simple form for small projects for up to £300.

Large Grant Fund - this form requires more information and is required for larger amounts (£300 - £5000) from not for profit organisations.

Application forms, including word versions, and further details can be found at www.cambridgeroadestate.com

You can submit these online or print and complete the application in writing and return by email to creregen@kingston.gov.uk or by mail to CRE regeneration team 6 Caldecote, Excelsior Close, Kingston upon Thames KT1 3EH.



Assessing applications

The applications will then be checked for completeness by the regeneration team and then shared with the Community Board, who will review all application submissions before making the funding decisions.

We think that sometimes it's easier to talk about your idea and bring it to life, please let us know in the application form if you would be willing to, or like to, come and talk about your project so we can find out a little more.

² There will be £75,000 in year one



WE ARE HERE TO HELP

We want everyone to feel able to apply for this funding. If you have any questions, think you would like some help to complete the form or need any assistance such as translation or large print, please contact the regeneration team to discuss how we can support you.



REGENERATION TEAM

Let the regeneration team know, using the contact details shown on the back page, if you have forgotten something or made an error on your form. We will get back to you and you will be allowed to amend the form, if there is time.



Get In touch

with the CRE Regen team:

Freephone 0800 304 7633

creregen@kingston.gov.uk

www.cambridgeroadestate.com

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**YOUR
CRE**
CAMBRIDGE ROAD ESTATE


COUNTRYSIDE
Places People Love


THE ROYAL BOROUGH OF
**KINGSTON
UPON THAMES**