



CRITERIA FOR GRANT APPLICATIONS

Our Priorities for Funding

Worthing Community Chest is an independent charity that awards grants to locally based, not for profit, voluntary and charitable projects and organisations based in and serving the people of Worthing.

We exist primarily to fund constituted community groups and small registered charities. We may, in exceptional circumstances, consider applications from Community Interest Companies or similar organisations, but only after all other applications have been considered. CICs will also be subject to additional financial scrutiny.

The final decision to award a grant is made by an Appraisal Panel made up of representatives from recently successful applicants. They will be looking for community projects that meet one or more of the following aims:

- improving the quality of life for under privileged and disadvantaged members of our community
- promoting social cohesion
- proposing a new or innovative idea for Worthing
- promoting inclusion and drawing excluded people into community engagement
- improving the community
- improving or enhancing an existing service.

To this end we will:

- actively encourage and support projects and proposals with differing or complex needs, especially those applying for funding for the first time
- encourage and support the local community in developing projects that enhance community life
- treat every application individually, equally and fairly
- ensure that the money for which we are responsible is spent only on the items agreed when the grant is awarded. To ensure this happens, we usually operate a reimbursement scheme rather than an upfront payment of the grant. However, in exceptional circumstances, we are able to make payment prior to project spend on the evidence of invoice rather than receipt.

Your application

- Your application must primarily benefit people living within the Borough of Worthing.
- You may apply for any amount up to £1,500
- You will need a bank or building society account and a process by which two unrelated people authorise payments.
- You will need a set of rules or a constitution and a clear management structure. We can advise new projects with this requirement.
- Your application is more likely to be successful if you can show evidence of “matched funding” for at least 50% of the amount you request. This can be from other funding sources or can be calculated using the rate of £10 per. hour for the hours worked by your volunteers.
- We are less likely to fund existing organisations that have reserves or realisable assets valued at more than twelve months of their operating costs.
- If your annual income exceeds £100k you are less likely to be funded and you will need to provide an additional explanation as to why you require funding from us. This is inclusive of both restricted and unrestricted funds.
- You will have twelve months in which to claim the funds from the date the grant is awarded.
- We are less likely to fund salaries, building maintenance or the general upkeep of property and its environs.
- The Community Chest does not fund professional fees such as accountancy, auditing, legal etc.
- We are less likely to award funding to applications for rental, insurance or office expenditure but these will be considered on an individual basis.
- Successful applicants must leave 2 years from their Appraisal Panel decision date before applying for a subsequent grant. Applicants will be allowed 2 consecutive successful applications. Further consecutive applications are less likely to be successful.
- Applicants must not be in receipt of direct funding from statutory authorities.
- Applications will not be accepted for activities deemed to be primarily political or religious in nature.
- Retrospective application i.e. for expenditure already incurred, will not be considered.
- Successful applicants will become members of Worthing Community Chest for two years from the date of their award, with voting rights at our Annual General Meeting.
- Successful applicants will be required to provide a member of our Appraisal Panel, attending one training session and a minimum of four Panel meetings within two years.
- Successful applicants will be required to assist in promoting their award with a cheque presentation event and to support our fundraising through recycling.
- Failure to comply with the requirements of membership may result in the early withdrawal of funding and the rejection of subsequent applications.
- It may not always be possible to fund all projects that meet these criteria. If the sum of money requested in any one round of applications exceeds the funds available, then the Appraisal Panel shall award grants only to those projects it regards as best meeting or exceeding the aims listed above.



**WORTHING
COMMUNITY CHEST**
Helping local groups do amazing things

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