WORTHING COMMUNITY CHEST

Grant Application Guide

A summary of the grants we offer and what you need to know before applying.

Our aim is to make the application process as easy as possible, but some questions will require detailed answers. We welcome the opportunity to discuss your project or proposal before you submit your application, especially if it is your first time applying for a grant. If you are a new group, or do not have all of the requirements in place, we can provide help and advice to get you ready to apply.

You will be able to return to your application if you are not able to complete it in one session. Simply use the link on the same device and browser, or request a link from us.

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Types of Grants

We offer three types of grants:

- Seed Grants - up to £250
- Grass Roots Grants - up to £750
- Grants for Growth - up to £1500

When you complete the application form you will be asked which type of grant you are requesting. Read on to find out the differences between our grants and decide which is most appropriate for you.

Seed Grants

Seed Grants are perfect for groups who are just starting out and need some help to get off the ground.

Overview

- Up to £250
- Forward funded*
- Apply at any time
- Award decisions made on a monthly basis by a Grants Committee of WCC trustees

Grass Roots Grants

Grass Roots Grants are great to get your group or project to the next level, or if you need a little bit of extra help in the early stages.

Overview

- Up to £750
- Forward funded*
- Apply at any time
- Award decisions made on a monthly basis by a Grants Committee of WCC trustees

If successful in applying for a Seed or Grass Roots grant you will receive your funds in advance (into an account in the name of your group or project). You must provide us with receipts to show how the funds have been spent.

Grants for Growth

Grants for Growth are larger grants to help organisations develop and become self-sustaining. Applying for one of these grants is a great introduction to funding bids and learning what other funders might look for in any future funding applications.

Overview

- Up to £1,500
- Reimbursement funded
- Applications processed during our publicised funding rounds
- Award decisions made 3-4 times per year* by our Appraisal Panel of past successful applicants
- Funds must be claimed within 12 months of award

If successful, you will need to purchase the items outlined in your grant application and submit receipts or invoices to us for reimbursement (into an account in the name of your group or project).

Additionally, your group becomes a member of the Worthing Community Chest two years and can vote at our AGM. As a condition of accepting funds, you will need to

- Monitor your project so we can evaluate the effective use of funds
- Share photos, stories and feedback about your project with us
- Take part in our Appraisal Panels to award funds to other groups
- Support WCC by promoting its fundraising and other activities

*please see our website or social media for details of our current funding rounds schedule.

Core Criteria

We have some rules that apply to **all** our grants. These are our core criteria. For more detail please read our full Grants Criteria document.

- We only fund projects that benefit the residents of Worthing
- We do not fund salaries or professional fees such as accountancy or legal fees
- We do not fund projects or expenses that have already happened
- Funds must be spent on items in your grant application unless otherwise agreed.
- Your group needs a set of management rules or constitution.
- You need a financial account in the name of your group/project and a robust process for authorising payments.
- Your group's annual income should not exceed £100k or 12 months operating costs.
- Your group/project must not be funded by statutory bodies.
- Your group/project must not be primarily political or religious.

For Grants for Growth

- If successful you cannot apply again for two years.

Please note that meeting our criteria is not a guarantee of funding. It may not always be possible to fund all eligible applications during a funding period.

Before You Start - What You Will Need

Before you start your application please check that you already have in place, and accessible:

- Your group's **constitution**, articles of association or other governing documents
- A bank account in the name of your group, or the project/event you are asking us to fund.
- Group financial **accounts** and recent **bank statements**
- An itemised and costed **project budget**
- **Quotes** or **estimates** for items you are asking us to fund (ideally 2 per item)
- A **project summary** describing what your aims are, who will benefit and how
- Information about other support for your project: e.g. **other funding**, number of **volunteers** and **voluntary hours** needed etc.