



## COMMUNITY CHEST SCHEME

### GUIDANCE NOTES

Cleobury Country....

1. Name of the project

Give your project name / title e.g. Village Hall kitchen improvements

2. Name of the Organisation:

The organisation applying for the grant

3. Contact Details

The most relevant contact person for correspondence regarding the application.

4. Governing Document

If you do not have a constitution or a set of rules to form an unincorporated association, please contact the Community Council of Shropshire on 01743 360641.

They can provide further information and support in creating a constituted community group.

5. Bank Account / Building Society

An account in the name of the group is required for payment of any grant awarded.

6. Area of Benefit

Applications will only be considered for funding if they are to be carried out in the following parishes; Boraston, Burford, Coreley, Cleobury Mortimer, Farlow and Oretton, Hopton Wafers, Kinlet, Milson and Neen Sollars, Neen Savage, Stottesdon and Sidbury, Wheathill. This is due to the fact that this funding has been provided through Shropshire Council via the Local Joint Committee that covers this area.

7. Description of Project

Please give details of the project you are seeking funds for. Make it clear and include exactly what you plan to do.

8. Start Date - please estimate a start date for your project

9. End Date - please estimate a date by which your project be complete

**You can not be funded for any spending which has taken place prior to an offer letter confirming funding from the community chest scheme, therefore no retrospective projects are eligible for funding.**

10. Total Cost

Include all costs relevant to the completion of the project in this box (including volunteer time)

11. Community Chest Funding

Please state what funding you are requesting from the community chest scheme.

Please note that we can only contribute up to 50% of the total project costs up to a maximum of £500.

12. Breakdown of Total costs

Make sure you list the total costs for the project. This might include specific equipment, training, publicity, venue hire etc. **Please include three quotes with your application.**

13. Project funding breakdown

Please list the sources of funding that you will need to ensure that project takes place. Please indicate if the sources of funding are confirmed (C) or unconfirmed (U). You can include volunteer time at a rate of £7.75 per hour as match funding as long as the activity of the volunteer forms part of the project,

14. Project Need

If you have any evidence as to why your project is needed e.g. parish plan, village hall survey, user group survey, Market Town Strategic Action Plan etc please include this information in this section.

15. Project Aims

Use this section to state what you aim to achieve if you complete this project. It would also be useful if you could link your project to the Cleobury Country vision statement *'Linking communities who live and work together to...Promote and celebrate the rural heritage of our special landscape, provide fresh experiences and new opportunities for all, and to develop and strengthen the Cleobury Country identity and lifestyle.'*

Declaration by applicant

Please ensure a main officer within your group, preferably the chairperson, signs your application.

Grant applications will only be considered on a quarterly basis. The deadlines and decision dates are:

Application Deadline	Decision date
11 <sup>th</sup> September 2009	12 <sup>th</sup> October 2009
4 <sup>th</sup> December 2009	13 <sup>th</sup> January 2010
15 <sup>th</sup> February 2010	25 <sup>th</sup> March 2010

**Funding for this scheme has been provided through Shropshire Council via the Cleobury Mortimer and Clee Partial Local Joint Committee**

Contact Lisa Bedford (Community Regeneration Officer) for advice and support in completing the application form and for deadlines for applications. Tel: 01746 713209 / 07794394031 or e-mail [lisa.bedford@shropshire.gov.uk](mailto:lisa.bedford@shropshire.gov.uk)