

Community Chest Application Apply for up to £1000

The Community Chest application is an easy process to offer opportunities and support for people wanting to run events, activities or purchase items that will benefit your community.



To be eligible your project must:

- Be of benefit to a group or community which includes Pobl customers for example improve health and wellbeing, social activities, develop friendships or better your community environment.
- Equality & Inclusion is important ensuring everybody has an equal opportunity and is not treated differently or discriminated against because of their characteristics
- Be submitted 5 weeks prior to the activity.
- Community Chest cannot cover the cost of alcohol or illegal activity
- Community Chest cannot fund activities in the past or money that has already been spent.
- Have a **minimum 10%** of the funding yourselves or use match funding, this means you contribute part of the cost of the event for example you can fundraise or count volunteer hours as match funding - **1 hour of volunteer time equals £10.**

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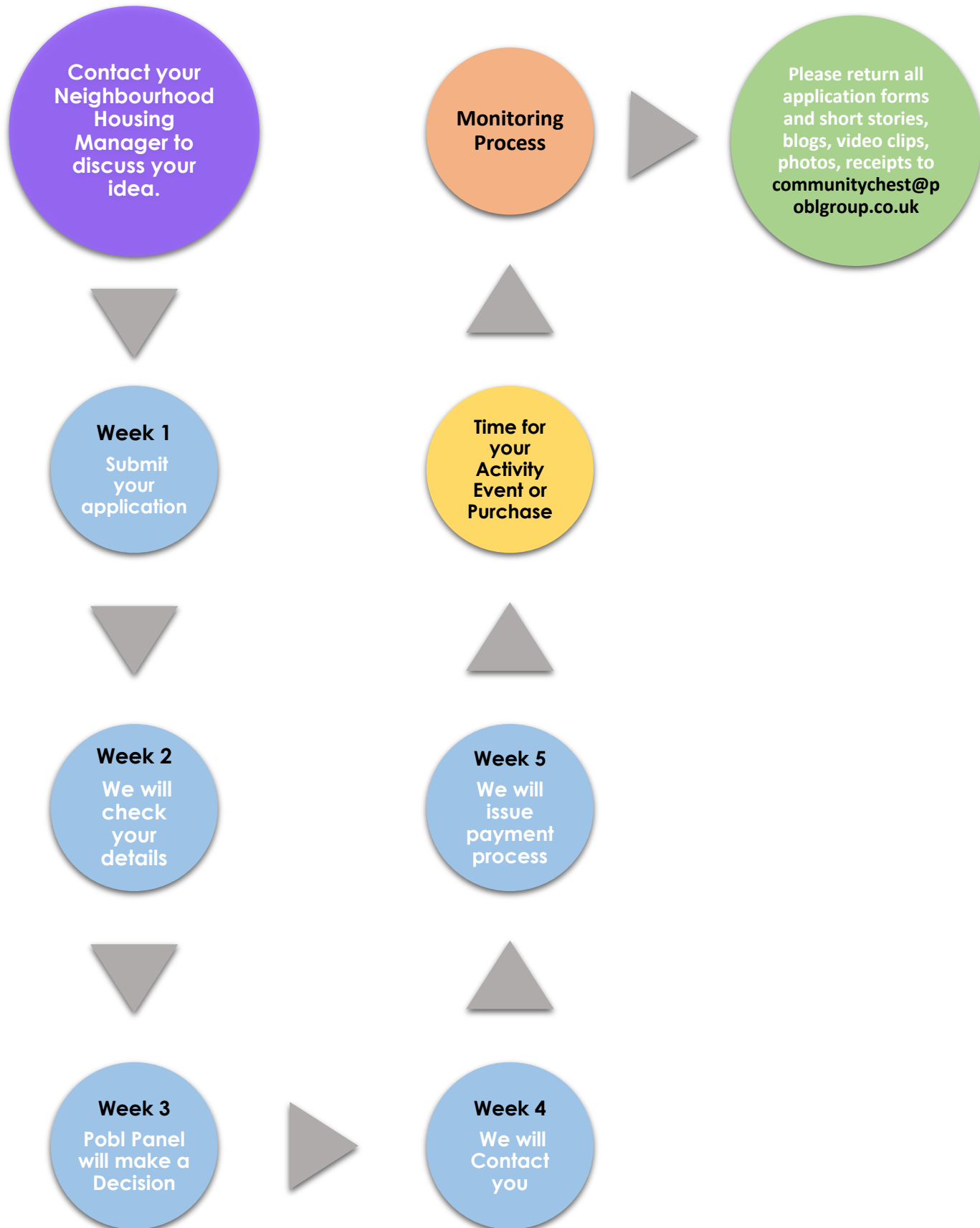
Please note:

- **Monitoring Process** - Complete a video/ blog or short story/ upload photos and receipts returning through the **Monitoring Report process** within **1 month** of the activity or purchase.
- **Underspent Funds** - for example, if people have dropped out, or you have received a discount, this will need to be returned to Pobl.
- **You can apply up to three times during the financial year** – only if the monitoring forms have been completed and returned from the previous funding.

Easy application process:

1. Complete the application form at least **5 weeks** before your event or activity or attach a video clip answering the questions.
2. Explain how your community will benefit from the grant.
3. Provide a breakdown of the **total** cost and identify how much each item will cost.
4. Provide a quote for each item you would like us to fund. For example, a copy of the menu at the restaurant, a quote from the coach company, a list of online items with website links to the shops you want to buy from.
5. Complete a blog post / short story with pictures or send in a video clip of the event or activity for monitoring, we will request copies of all receipts.

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Community Chest Application Form

Name of applicant or group

Name of landlord

Address

Postcode

Contact number

Email address

Please provide full details of your activity: when and where will it take place, and what it will involve or attach a video clip explaining your ideas.

How many people, who are housed or supported by Pobl will benefit from this activity/project? Children Adults

How will your community benefit from this grant? (Consider creating stronger communities, health and wellbeing, relationships and fulfilling use of time)



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Your Community Chest Project - Budget Breakdown

Please provide a breakdown of costs and highlight if you are including a quote for each item for example, food, room hire, transport etc (refreshments receipts can be returned to Pobl within the monitoring process)

Item/Service	Cost	Quote Included Y/N
Total Cost of project/activities		
Amount requested from community chest		
Match Funding		
Applicant/Groups cash contribution if applicable minimum 10% or volunteering hours		N/A

Attach Quotes, price lists etc to do this you can copy & paste, mobile screenshots, pictures.



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Banking Details and Declaration

Bank Details & Declaration

To receive BACS transfer payments Pobl finance department requires you to provide confirmation of your bank details.

Personal / Resident group / Organisation Bank account:

Account Name:

Bank Name:

Bank Address:

Sort Code:

Account Number:

Please provide signatories relevant to this account

PRINT NAME.....

PRINT NAME.....

PRINT NAME.....



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Community Chest Application Check List

Make sure you have included all your evidence. We cannot process incomplete applications.

- All boxes are answered and completed and signed.
- Quotations attached - for all elements of the project.

Good luck in your application – please return your complete application to your community development facilitator – **communitychest@poblgroup.co.uk**