



Communities and Housing Investment in People

Community Chest Fund Guidance 2022-23

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Contents

Welcome to the CHIP Community Chest Fund	3
What is the CHIP Community Chest Fund	3
CHIP's Values	4
Eligibility Criteria & Funding	5
Summary of the Application and Funding Process	6
Application Submission	8
Social Housing Providers that are Members of CHIC who are aware of the Bidders Existence and Activities	8
Initial Review of Applications	9
Notification of Award – Informing you of our Decision	9
Project Evaluation (Tracking)	10
CHIP Contact Details	10

Welcome to the CHIP Community Chest Fund

This guidance document has been created to guide applicants through the process of applying for funding from Communities and Housing Investment in People (CHIP). The guidance was written in January 2023, for CHIP's first round of available funding, and should be used in collaboration with the Community Chest Application Form and Application Form Guidance documents.

What is the CHIP Community Chest Fund?

The Communities and Housing Investment in People (CHIP) Community Chest Fund has been created to align with the social value objectives determined by Communities and Housing Investment Consortium (CHIC). It is intended that CHIP will meet these social value objectives, having specific targets for its first year in operation. These will develop as the charity becomes more established.

CHIC is a not for profit, member owned consortium that secures efficiencies and savings for members asset management and development programmes, including all repairs, maintenance, new-build, and legal activities. CHIC provides procurement compliant contract and commercial support, which all deliver efficiencies for members.

CHIC's mission is to work collaboratively to deliver efficiencies through procurement and commercial support, to ensure that tenants have safe, decent homes to live in. Each year, CHIC donates funds to CHIP part of which CHIP uses to fund projects through CHIP's Community Chest Fund.

The money allocated for the Fund will enable local groups of residents and community stakeholders to secure meaningful improvements to community wellbeing and to create social value. There is no specific framework required for the projects that we will fund, as long as there is a clear vision the project will benefit communities, through having a positive impact, in improving the lives of people within them.

For a more in-depth overview of the work CHIC carries out, please visit CHIC's website at chictd.co.uk. And for CHIP's work, please visit chipcharity.org.uk.

CHIP's Values

<p>Zero Carbon</p>	<p>Our partner, CHIC, has a vision incorporating zero carbon, and has many solutions to support members in reducing their carbon footprint. CHIP will feed into this vision, by ensuring, as much as possible, that the activities it engages in are carbon friendly and the organisations it engages with have the same values. In relation to our Community Chest Fund, this could incorporate projects helping local groups to reduce their own carbon footprint by reducing waste and using sustainable travel options/obtaining products through sustainable companies. CHIP sees the importance of being part of efforts to achieve net zero goals.</p>
<p>Social Value</p>	<p>Part of CHIP's strategy for its first year is to meet the current social value objectives that have been set by CHIC. This will involve a commitment from CHIP to embed social value into all areas of its work. This will be established through the local community groups it works with, either through its Community Chest Fund, through its work with Local Employment Groups or with CHICs' contractors and suppliers. Social value will be created by being involved in projects that create training and sustainable employment opportunities for those distant from the workplace; or by offering funding to create opportunities that support local communities.</p>

Eligibility Criteria & Funding

The CHIP Community Chest Fund has been set up to support local community projects/initiatives, to benefit individuals and/or groups across the UK.

The maximum amount that can be applied for, in relation to a specific single project, is £5,000.

Only one application can be made in each funding year (between July and June inclusive) and this must relate to a specific single project. An organisation awarded funding in one year, may apply for funding in subsequent years but on each occasion, this must relate to a new and distinct specific, single project. This is to ensure that funds are distributed fairly across the many different communities in which we work.

As this is CHIP's first round of Community Chest fundings, applications can be submitted from January 2023 to the end of June 2023. Any funding that has not been allocated during the 2022-23 cycle, will be added to the next round of available funding i.e., 2023-24.

CHIP recognises that within the costs relating to a specific single project, it may be necessary for an element of those costs to be allocated to salaries. CHIP will not provide funding projects which comprise salaries alone. CHIP will only provide funding support for salaries (and related on-costs) to a maximum of 30% of the total value of any grant approved. Any grants related to salary will only be approved where the applicant can demonstrate it has the ongoing capability to continue the project once CHIP's financial support has been fully utilised.

Each application will have to demonstrate that, if a funding is provided, there will be added, and long-term social value delivered by the project.

Anybody can apply for the fund; however, applications are restricted to groups or organisations that are known to (and ideally have some kind of existing relationship with) one or more Social Housing Provider (s) that is/are members of the Communities and Housing Investment Consortium (CHIC). As part of your application, you will be required to provide one or more names (plus contact details) of persons within qualifying Social Housing providers who will be aware of your existence and ideally already familiar with your activities.

CHIP is imposing this restriction to ensure that there are positive benefits and added Social Value in the communities in which its partner, CHIC, works. Furthermore, CHIP will want to be sure that any proposed project will compliment (rather than conflict with) the current activities of Social Housing providers and communities in the vicinity of the proposed project.

For a comprehensive list of CHIC members, please visit the CHIC website, www.chicltd.co.uk

If your application does not meet our funding criteria, it will be rejected, and you will be informed of the outcome in writing.

Summary of the Application and Funding Process

The table below provides a summary of the application and funding process. More detailed information, where appropriate, is provided in the text that follows the table.

READ THE GUIDANCE NOTES	<ul style="list-style-type: none"> The Application Form Guidance Notes will enable you to understand what we expect in your application, helping you to capture the relevant information we need to consider your request for funding.
COMPLETE & SUBMIT YOUR APPLICATION FORM	<ul style="list-style-type: none"> The Application Form can be downloaded from the CHIP website, under the page 'Community Chest Fund'. Download the Guidance notes and complete the application form. Submit your application form by uploading it, via the website, along with any additional documents that are relevant to your application.
DEADLINE FOR SUBMISSION OF APPLICATIONS FOR 2022-23 FUNDING	<ul style="list-style-type: none"> Submissions for funding in 2022-23 can be made at any point up until the end of June 2023.
INITIAL REVIEW OF APPLICATIONS (Not Scored)	<ul style="list-style-type: none"> CHIP's Social Value Manager will undertake an initial review of all applications to determine if the applicant organisation and the proposed project would be a good fit with CHIP's overall objectives, and whether the application meets CHIP's funding criteria and provides a complete, detailed, and robust proposal. The decision to progress an application for assessment and scoring, or to reject an application at this stage, will be at the absolute discretion of CHIP's Social Value Manager. If an application is rejected at this stage, the bidder will be notified in writing.
ASSESSMENT AND SCORING OF COMPLETE, DETAILED, AND ROBUST APPLICATIONS	<ul style="list-style-type: none"> CHIP's Social Value Manager, along with CHIP's Trustees, will assess and score complete, detailed and robust applications. Applications will be scored in accordance with the scoring guidelines, which are provided for information at the end of the CHIP Community Fund Application Form. Sections 6, 7, and 8 of the completed application form, are each to be awarded a score out of a potential and maximum 30 points per section. Examples are provided of how scores might be awarded for responses of differing quality and strength. To complete the scoring process, assessors can award up to an additional 10 points for the potential that a project offers to achieve a high level of Social Value.
INFORMING YOU OF OUR DECISION	<ul style="list-style-type: none"> All applicants will receive a decision within six weeks of their application having been received. If your application is successful, you will have one week to complete and submit the Agreement Form, which will be emailed to you, accepting our terms and conditions. This will allow us to proceed with the releasing of funds for your project.
CHECK YOUR COMPLETED AGREEMENT FORM	<ul style="list-style-type: none"> Once your completed agreement form has been checked, we will write to you confirming the allocation of funds and which bank account it will be paid into. If the information supplied in the agreement form is not satisfactory, we will write to you requesting further information.

RELEASE OF FUNDS	<ul style="list-style-type: none"> • The Agreement Form will include any milestones for the release of funds. Once achieved, funds will be transferred.
FINISHING YOUR PROJECT	<ul style="list-style-type: none"> • You must complete your project (or phase of a project) within the times specified in your application form. • If there are unavoidable delays, these must be shared with the Social Value Manager to ensure we are kept informed of any possible changes to the completion date. • You will be asked to provide regular updates as to how the money is being spent. • You will be asked to complete both a 'Mid Funding Report' and an 'End of Funding Report' detailing final spending on the project; voluntary hours committed, and what exactly was achieved. This must correspond with the initial objectives you set out in your application form. • A site visit(s) may be arranged by the Social Value Manager to see the benefits of the project in action, along with photo opportunities for CHIP publications.

Application Submission

Application forms are available on the CHIP website at www.chipcharity.org.uk. The application form has been created in MS Word. It should not be altered i.e., it should be submitted in the same format. Once completed, we require all applications to be submitted via the Community Chest Fund page on the CHIP website - a link is clearly visible.

Any applications not received via the CHIP website i.e., via email/post, will not be accepted.

You will receive a notification by email that states your submission has been received by CHIP. If you have not received this notification within one working day, please email the Social Value Manager who will locate your completed documents (please check your spam box before taking this step).

Social Housing Providers that are Members of CHIC who are Aware of the Bidders Existence and Activities

Applications are restricted to groups or organisations that are known to (and ideally have some kind of existing relationship with) one or more Social Housing providers that are members of Communities and Housing Investment Consortium (CHIC). As part of your applications, you are required to provide one or more names (plus contact details) of persons within qualifying Social Housing providers who will be aware of your existence and ideally already familiar with your activities.

For a comprehensive list of CHIC members, please visit www.chicltd.co.uk to view members.

Initial Review of Applications (Not Scored)

CHIP's Social Value Manager will undertake an initial review of all applications to determine if the applicant organisation, and the proposed project, would be a good fit with CHIP's overall objectives, and whether the application meets CHIP's funding criteria and provides a complete, detailed, and robust proposal.

The review will consider numerous aspects of the application including, but not limited to, the following:

- Have all sections of the Application Form been completed?
- Does the application contain sufficient detail to support and justify an award of funding?
- Are the objectives and intended outcomes identified?
- Are the benefits described?
- Is the contribution, to be made by volunteers, identified and quantified?
- Does the application make a robust case in terms of Social Value outputs to justify CHIP's investment?
- Is the competence of the bidder to manage and deliver the project on time and on budget demonstrated?
- Does the application demonstrate the commitment of the bidder to see the project deliver Social Value well into the future?

The decision to progress an application for assessment and scoring, or to reject an application at this stage is at the absolute discretion of CHIP's Social Value Manager.

If an application is rejected at this stage, the bidder will be notified in writing.

Informing You of Our Decision

For applications progressed to the assessment and scoring stage, the Social Value Manager will inform you of CHIP's decision within six weeks from receipt. If your application is successful, you will have one week to complete and submit the Agreement Form, which will be emailed to you, accepting our terms and conditions. This will allow us to proceed with the releasing of funds for your project.

If your application is unsuccessful, you may request feedback. Please contact the Social Value Manager if you would like reasons as to why your application has not been successful.

Do not let unsuccessful applications deter you from applying for funding in the next cycle. It will be unlikely that a re-submission of your application will be successful, unless improvements to your project, its delivery or information contained in your application have been made.

Project Evaluation (Tracking)


We will carry out reviews of your project, following our acceptance of your application and funds being released.

We may carry out site visits, between your project start and end dates:


- To ensure that the project is on schedule.
- To track expenditure, ensuring the budget is on track. Please note we will want to see receipts of spend as well as quotes/invoices where external companies and/or suppliers have been used.
- To provide case studies for the communities we have supported. These will be displayed on our website/social media and in our publications.
- To take before, during and after photographs. For all photographs taken, we will require you to complete a Photography Consent Form, to ensure we have gained permission from those involved in your project. This permission will allow us to use names alongside photographs, unless you inform us that you don't agree to this.
- We will complete a Project Report Sheet at each stage of our reporting procedure.

CHIP Contact Details

If you would like further details regarding CHIP's Community Chest Fund, or have questions in relation to your application, please contact the Social Value Manager.

 0121 759 9990

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