Community Chest Fund - Guidance Notes

Investing In People, Supporting Communities

1.0 Background to the fund including values and objectives.

1.1 If you are considering an application to the CHIP Community Chest Fund. CHIP is a registered charity (Charity No. 1198974) and is supported by Communities and Housing Investment Consortium Ltd (CHIC). Please refer to these guidance notes before completing this form.

1.2 CHIC is a not for profit, member owned consortium that works collaboratively to deliver efficiencies through procurement and commercial support, ensuring tenants have safe and decent homes to live in.

1.3 Each year CHIC donates funds to CHIP, part of which CHIP uses to fund community and neighbourhood projects through CHIP's Community Chest Fund. The fund looks to support local projects/initiatives which benefit individuals, communities, and neighbourhoods across the UK.

1.4 For a more in-depth overview of the work CHIC conducts, please visit CHIC's website at www.chicltd.co.uk.

1.5 CHIC and CHIP seek to bring positive, and sustainable changes to people's lives, neighbourhoods, and communities through five objectives:

CHIC

1.5.1 Supporting training and apprenticeships, and other community support activities, through CHIC's contractors and suppliers.

1.5.2 CHIC team delivering direct social value through a range of community initiatives.

CHIP

1.5.3 Employment sponsorships, through Local Employment Groups, delivering training and life skills support for people furthest removed from the workplace.

1.5.4 Funding projects in communities that are local to CHIC's members, via the Community Chest Fund.

1.5.5 Delivering awards recognising individual achievements through learning and personal development.

1.6 The CHIP charity looks to support Community Chest Fund projects that promote its objectives through a range of initiatives including:

1.6.1 Social and Community Development.

1.6.2 Health and Wellbeing.

1.6.3 Avoiding crime and promoting justice.

1.6.4 Pre-employment support through education and skills.

1.6.5 Environmental Sustainability.

1.7 When applying to the Community Chest Fund, please consider how the activity you propose will align with the values and relevant objectives of the CHIP charity and how you will look to measure the social impact of your project.

2.0 Eligibility Criteria and Funding

2.1 The maximum amount that can be applied for in relation to the Community Chest Fund is £5,000 per organisation in a funding year. This can be for one or multiple projects.

2.2 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 fund projects which comprise of salaries alone.

2.3 Applications to the fund 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 CHIC members who will be aware of your project's existence and ideally already familiar with your activities. We want to ensure that grants awarded provide social value in communities where CHIC members operate and work in partnership with local social housing providers. For a comprehensive list of CHIC members, please visit the CHIC website, https://www.chicltd.co.uk

2.4 You must be a registered charity or community interest company to apply. Sole traders and limited companies will not be considered. Applicants from voluntary community groups will be considered, provided they are not for profit and can clearly demonstrate they are properly structured and managed.

2.5 **We are unlikely to fund the following:**

2.5.1 Umbrella / Infrastructure charities or grant making organisations.

2.5.2 Charities registered overseas.

2.5.3 Individuals

2.5.4 Religious and political activity

2.6 **We will not fund:**

2.6.1 Large organisations where their income and reserves far exceed any contribution we can make.

2.6.2 Organisations that cannot provide support, for the application, from a current CHIC member.

2.6.3 Funding for foodbanks, however, CHIP will consider funding for other activities that are linked to foodbanks.

2.6.4 Applications where a project has already benefitted from the fund in the current financial year i.e., we will refuse multiple in-year applications for the same project.

2.6.5 Applications where a project cannot show positive impact on individuals' lives and that there is no intent to measure the impact.

2.6.6 Applications that deliver education and added curriculum support to primary and secondary children/schools.

2.6.7 Applications where the project is based in a geographical area which does not have current CHIC derived fee-generating spend.

2.6.8 CHIP will assess the expected SROI and is unlikely to fund any project where the predicted return is less than 1:15.

3.0 Completing the Application Form and Guidance

3.1 Before completing the application form please think about how your project will be able to demonstrate that it supports the values and relevant objectives of CHIP and that you will be able to show that the funding you receive will have a clear impact on beneficiaries and communities. If you are successful in receiving a grant, we will be in touch to discuss how we will measure the impact and social value of your project. It may be worth visiting both the CHIP and CHIC websites for further information.

3.2 Applicants applying for a grant must be able to demonstrate that the proposed activity aligns with the values and relevant objectives of CHIP as outlined in sections 1.5 and 1.6 of these guidance notes. If you fail to demonstrate this, your application may be rejected.

3.3 Please answer all the questions on the form as this will enable us to understand what your organisation wants to deliver and the impact the funding will have. As the accountable body for the funding, you will need to provide us with a set of your latest published accounts. We may also ask for a set of Management Accounts and, if necessary, we may request further financial details from you, based on the contents of your application.

3.4 CHIP's Head of Social Value will undertake an initial review of the application to determine if the organisation, and the proposed project, will be an appropriate fit with CHIP's overall objectives and values. We will check that the application meets CHIP's funding criteria providing a complete, detailed and robust proposal. If the application is not deemed to meet our criteria, then the Head of Social Value will contract you to explain why.

3.5 When reviewing your application form, we will consider numerous aspects including, but not limited to, the following:

3.5.1 Have all sections of the Application Form been completed and all the questions clearly answered? Is there is a clear description of the project?

3.5.2 Is the request for funding fully costed?

3.5.3 Does the activity proposed clearly align with the values and objectives of the CHIP charity?

3.5.4 Does the proposal clearly demonstrate how it will deliver social value during and after the funding has ceased?

3.5.5 Does the proposal clearly identify who the beneficiaries of the project will be and how they will benefit from the project?

3.5.6 Does the organisation requesting funding clearly demonstrate that it can deliver a project on time and within budget?

3.5.7 Does the project have the support of a CHIC member(s)?

3.5.8 Has an up-to-date set of accounts (or appropriate verified financial statement) been submitted?

3.6 All applications, deemed to meet the relevant criteria (refer to 3.4), will be submitted to the CHIP Board of Trustees, which meets quarterly (March, June, September, December). The trustees will jointly review all applications and decide whether to approve for CCF funding.

4.0 Informing you of our decision

4.1 Once applications have been considered by trustees, the Head of Social Value will inform you of CHIP's decision within two weeks of its trustees meeting. If your application is successful, we will discuss how we will monitor your activity, impact and social value outcomes, including agreed reporting dates. This will be documented in a Funding Agreement that CHIP will prepare.

4.2 You will have a specified amount of time to complete and sign the Funding Agreement, 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.

4.3 If your application is unsuccessful, the Head of Social Value will provide feedback from the trustees to explain why. Do not let unsuccessful applications deter you from applying for funding in the next cycle, although 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.

4.4 Trustees will only approve any project once in any financial year, so no repeat applications will be considered. There is also no guarantee successful projects will receive support in a subsequent financial year, although new applications will be assessed when received.

5.0 Next Steps

5.1 If you believe that your project will meet CHIP's criteria and wish to prepare an application, please complete the form in full and submit to CHIP's Head of Social Value - emacaulay@chipcharity.org.uk