



Contact us on:

0141 274 6791

www.gha.org.uk

Glasgow Gold Community Chest



Registered office:
The Glasgow Housing Association Limited,
Granite House, 177 Trongate, Glasgow G1 5HF





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Community Chest Guidance notes

These guidance notes are supplied to help you complete the Glasgow Gold Community Chest application form. If you have any questions please contact the Glasgow Gold team on **0141 274 6791** or email **glasgow.gold@gha.org.uk**.

These notes cover who is eligible to apply, who is not eligible to apply, why we need certain information and general information. The notes also include an example of a completed form.

How much can I apply for?

You can apply for a grant between £50 - £500.

Who can apply?

We will fund groups that are set up to run like a charity, non-profit making. Our priority is giving money to small groups, but we will also consider larger groups like schools, health organisations, and libraries.

How do we apply?

Two current Glasgow Gold members must support the application. The grant will be made to the organisation they represent. The applying organisation does not have to be a registered charity or charitable organisation but does have to be formally constituted group with a:

- Constitution /Article of Association
- Bank account/statement of accounts

Why does the group need a constitution?

We require this to ensure your group are who they say they are. It also gives us more information about the group's aims and objectives. This document should include:

- your group's name and aims
- details of how your group's management committee is appointed and how often it meets
- details of how people can join the group
- details of what will happen to the assets if the group closes

Who is not eligible to apply?

- Organisations which aim to make a profit
- Political groups
- Religious groups (faith groups are eligible to receive funding as long as the main reason of the project is not religious)
- Individuals



Why do you need proof of a bank account?

We need this information so that we can award any grant directly to your bank account. This cuts down on administration and helps both our and your account and audit procedures.

Smaller groups without a bank account can access funds through the financial structures of a larger organisation that they are working in partnership with.

You must send us a document giving proof of your group's bank account when you apply. This account must be in the name of your group, and each cheque or withdrawal must need at least two people to sign it. This document could be:

- a recent, **original bank statement** in the name of your group or
- a **copy of your building society passbook**, with the pages showing your group's name, account number and current balance (this must have an original stamp and signature from your building society) or
- if you are a new group who has only just set up your account, a **signed letter from your bank or building society** on their headed paper. This letter must show your account name, number and sort code.

Declaration

If you are successful in your application for funding we will ask you to sign a declaration on behalf of the organisation that receives the funding.

Project Monitoring

Glasgow Gold staff may meet with you to discuss the progress of your project. The names of staff involved and the type of information that may be sought will be confirmed in advance of any visit. If you are successful for a grant we will also ask you to complete a feedback sheet after your project is completed.

Audit Checks

Glasgow Gold staff or other representative of GHA may visit you to carry out checks on your financial procedures. You will be notified in advance of any visit and will be provided with guidance on the types of audit checks to be carried out.



Retention of Records

To meet the audit requirements of the GHA, grant supported projects must retain all paperwork relating to their GHA grant for two years following the completion of their project. This includes receipts and other documentation relating to monitoring requirements and project expenditure.

Complaints

First of all we would ask that you contact the Glasgow Gold team to help you resolve your complaint. If you are not satisfied with this resolution you can make a formal complaint, this should be made to the Chief Executive's Department of GHA.

Mock Application Form

1. What is the name of the group that will be running the project?

Dalmeny U18 Football Team

2. What type of organisation is your group? (please circle)

Voluntary Community Business Self-help Charity

Group run by volunteers School Other (please explain)

3. What is your project?

Why are you doing this project? Where will the project take place?

What are the projects aims?

Project Dalmeny U18 Football new kit. The Dalmeny U18 football team have raised half the money required for our new kit through parents' contributions and local fundraising. The rest of money to the new kit means the team will be well presented and have a team image for the first game of the season on 1st September Dalmeny Football Ground. This will help to our wider aims of encouraging fitness, teamwork and fun for local U18s.

4. When will the project take place?

The team has weekly practices. The first game of the season is 1st September.

5. How much funding does your project require from Glasgow Gold?

Community Chest grants are between £50 - £500.

£176.25

6. What will the money be spent on?

Football kits

7. What are the projects total costs?

Type of expenditure	Goods and Services £	VAT £	Total £
Football Kits	£150	£26.25	£176.25
<i>We have already raised half the required money.</i>			

8. Do you have evidence of support from your local community?

As mentioned earlier we have received support from local community in raising half the money towards kits, this money was from parents of team members, fundraising at a local open day and bag packing at a local supermarket. We have also been able to extend our practice time by an hour by increased involvement from Dalmeny residents.

9. Who will benefit from the project? Please tick.

- Young people - pre-school age
- Young people - age 5-18
- Adult - men (18 to retirement)
- Adult - Women (18 to retirement)
- Other (specify) _____
- Senior citizens
- People with a disability
- Ethnic minorities
- Single parent families

10. Have you applied to the GHA or anywhere else for funding for this project? Specify where and how much funding.

No.

11. Is there anything else we should know about your project that hasn't already been covered in this form?

Dalmeny U18 Football has been awarded the 'Fair Play Award' for three years in a row. This award recognises that the team has the least bookings of every team in the Glasgow U18 league. The football team are also involved in fundraising for other organisations – Granville's Hospice, Dalmeny Time Bank.

Community Chest approval process

A Community Chest panel judges the grant application initially considering if the application fits on one of the four Community Chest themes. Then the individual merits of each application are explored.

Community Chest themes

The themes are based on the principle that people know the priorities of their own neighbourhood. Examples for each theme are given only for illustration. If you are unsure of how your project fits in with these themes please contact the Glasgow Gold team.

Improving quality of life

This broad theme could include encouraging healthier lifestyles within local communities, providing positive activities for young people, providing positive activities for older people, or reducing the fear of crime or anti-social behaviour.

Improving the local neighbourhood

This theme focuses on the local neighbourhood environment. Examples include the upkeep of a local community amenity such as a children's playground, makeover for a communal area.

If the project involves work on area owned by the council, other organisation, such as GCC or GHA permission must be gained before a grant can be awarded.

Training and education

This theme centres on projects that are aimed at improving local skills and knowledge. Examples could include equipment for adult learning classes, providing learning opportunities, IT equipment or providing childcare at an event or class.

Encouraging greater involvement in community activities

This is where a project aims to increase the number of volunteers in a project or activity. Examples include printing a community newsletter, funding a community day or paying for a new group to hire a room for their first meeting.

Application merit

After the panel has reviewed the applications theme it will then examine the application's merit. Initially an application must show that the project will benefit GHA tenants. Priority will be given to small, local, unfunded voluntary and community groups. Remember only Glasgow Gold members can apply for Community Chest. All applications require the signature of two eligible Glasgow Gold Members.

The panel will then assess the application on the following four criteria.

Has GHA given the group money before?

If the project has previously received funding from GHA we will not reject the grant immediately. However priority will be given to organisations that have not received money in the past.

What is the LHO's view?

All Community Chest applications will be passed to the relevant local housing organisation. The LHO will be asked to comment on whether they support or reject the application by reviewing the application's merit.

Is the project value for money?

Regardless of the level of the grant the project has to be regarded as value for money. The panel will ask whether the requested funding can achieve the desired aim and if the grant will be used economically, efficiently and effectively.

Risk

In approving the grant the panel will conduct a risk identification process for each project. The panel will ask are there risks, what are they? How far does the risk matter to / affect the project? What has to be done to manage risk?

Final stages

Once the application form has been through these stages, the panel will approve or reject the grant. The Glasgow Gold team will contact the applicant within a week of the panel meeting.

Still got a question? Contact the Glasgow Gold Team on 0141 274 6791.



Community Chest application form

Please read the included guidance notes before completing this application form and refer to them during completion. Please do not hesitate to contact Glasgow Gold team if you need any help in completing the form.

Please remember:

- Grants are from £50 - £500
- The application requires the support of two Glasgow Gold members.



1. What is the name of the group that will be running the project?

2. What type of organisation is your group? (please circle)

- Voluntary Community Business Self-help Charity
 Group run by volunteers School Other (please explain)

3. What is your project?

Why are you doing this project?

Where will the project take place? What are the projects aims?

4. When will the project take place?

5. How much funding does your project require from Glasgow Gold?

6. What will the money be spent on?

7. What are the projects total costs?

Type of expenditure	Goods and Services £	VAT £	Total £

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8. Do you have evidence of support from your local community?

9. Who will benefit from the project? Please tick.

- | | |
|---|---|
| <input type="checkbox"/> Young people - pre-school age | <input type="checkbox"/> Senior citizens |
| <input type="checkbox"/> Young people - age 5-18 | <input type="checkbox"/> People with a disability |
| <input type="checkbox"/> Adult - men (18 to retirement) | <input type="checkbox"/> Ethnic minorities |
| <input type="checkbox"/> Adult - Women (18 to retirement) | <input type="checkbox"/> Single parent families |
| <input type="checkbox"/> Other (specify) _____ | |

10. Have you applied to the GHA or anywhere else for funding for this project?

Specify where and how much funding.

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11. Is there anything else we should know about your project that hasn't already been covered in this form?

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PROPOSED BY: SIGNATURE	SECONDED BY: SIGNATURE
PRINT NAME	PRINT NAME
GLASGOW GOLD NUMBER IF KNOWN	GLASGOW GOLD NUMBER IF KNOWN
ADDRESS	ADDRESS
POSTCODE	POSTCODE

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How we use your Personal Information



The information you supply on this form will be used for the administration of the Glasgow Gold scheme by The Glasgow Housing Association Ltd (GHA). The information you provide will not be passed to anyone outside GHA.

The following must be included with your application:

- ◆ Constitution and rules/Memorandum and Articles of Association/Trust Deed, as appropriate.
- ◆ Document giving proof of your group's bank account

Got a question? If you need help with any part of this form contact the Glasgow Gold team on 0141 274 6791.