

West Kent Extra - Linda Hogan Community Fund FUNDING GUIDELINES 2010

Please read these guidelines very carefully before filling in your application form

1. WHAT WE FUND

- a. Groups/organisations who provide or will provide, services to residents living in areas across Kent
- b. New groups and organisations to get off the ground
- c. Existing groups to start up and/or expand their services and activities
- d. Groups and organisations working with 'hard to reach' groups

2. OUR PRIORITIES

- a. Groups that are led/managed by local people and community champions
- b. Projects that encourage local people to get involved
- c. Services and activities that help West Kent Extra realise its key aims for 2010

3. OUR AIMS FOR 2010

- a. Services and activities that help to prevent debt, provide financial advice and reduce poverty
- b. Projects that support and encourage volunteering
- c. Activities and services for older people
- d. Activities and services for young people and children
- e. Activities that promote community engagement and cohesion

4. WHAT WE DO NOT FUND

- a. Services that are the main responsibility of local authority, council, education and other statutory agencies
- b. Projects that may create friction in communities or set one group of people against another
- c. Projects that overlap with, or repeat, what others are doing for your neighbourhood.
- d. Individuals

HOW TO APPLY

All applicants must complete an application form and send it by post to West Kent Extra.

We do not fund retrospectively i.e. for projects which have already happened.

The fund will have three rounds per year with deadlines on the 15th of March, June and October the project appraisal group will meet and make public their decision within one month of the deadline date.

HOW MUCH CAN WE APPLY FOR?

There is no minimum amount. The maximum amount that will be awarded to any one organisation over the course of a calendar year is £500, this may be through more than one application spread across different rounds.

The March round will only consider applications for less than £250 of funding. The June and September rounds will consider applications for any amount up to £500.

The decision of the appraisal group is final; we will provide feedback on request.

Unconstituted groups without a bank account will need to have the support of an umbrella or partner organisation to assist with finance and administration, we can help you with this.

What happens if you get the money?

Depending on your project and how much money you are granted, we might pay you in stages.

You will be sent a Grant Monitoring form to complete and return with evidence of expenditure, outcomes and success. Your signature on the application form confirms your agreement to providing the evidence we require and failure to do so may affect future funding.

Conditions of Community Chest Grant

1. Any amount awarded must be used solely for the purpose outlined in the application. The amount awarded will be final and will not be increased in the event of any overspend.
2. If you do not spend the whole amount, any unspent funds should be returned to West Kent Extra.
3. For audit purposes, expenditure receipts, balances and details of planned expenditure must be provided on request from West Kent Extra.
4. West Kent Extra will not be responsible for any expenditure on your project prior to you receiving your letter confirming any awards given.
5. Once funding has been given there is no on-going commitment from West Kent Extra to issue further funds for a project. We will consider subsequent funding bids, but this is not guaranteed.
6. You agree to acknowledge West Kent Extra's support in all subsequent positive publicity relating to the project. You will contact WKE to check that they wish to be included in such publicity, before publicity goes out.
7. West Kent Extra reserves the right to inform media organisations of support given to your group or organisation.
8. West Kent Extra will withhold payment/part payment if:
 - It becomes apparent that the application form contained incorrect information.
 - If your group/organisation ceases to exist, the project closes or the purpose of your organisation changes in any way that is not in line with the grant given.
 - If you do not return financial or monitoring information when requested.
9. You agree to allow West Kent Extra representatives to visit your project and talk to participants.

DATA PROTECTION ACT 1998

To Comply with this Act, we require your consent to use personal data supplied by you in the processing and review of your grant application. This includes transfer to and use by such individuals and organisations as West Kent Extra deems appropriate. West Kent Extra requires your further assurance that personal data about any other individual is supplied to the organisation with his/her consent. This must include photographic images. Your signature on the application form confirms this agreement and assurance.