



**Voluntary
Action Fund**

COMMUNITY CHEST

Application Pack

WHAT IS COMMUNITY CHEST

The Community Chest provides grants of up to £1,000 and free training to smaller community groups in Scotland to help them sustain and develop their activities.

The free training is designed to increase the skills and experience of group members and covers topics such as:

- * Successful Fundraising
- * Charity Law
- * Managing Money
- * Monitoring and Evaluation

The training workshops will also provide information on the sources of local support and other funding bodies.

The free training is open to any group who applies for a Community Chest grant. Groups receiving a grant will be expected, as a condition of the grant, to attend at least one free Workshop.

WHO CAN APPLY?

To apply for a grant, groups must have:

- * income below £25,000 pa (excluding any income for capital items such as buildings and equipment)
- * a signed constitution or set of rules
- * a bank account in the name of the group with 2 signatories on all cheques
- * an independent referee who can vouch for the group and has knowledge of the plans for using the grant

Groups that are not charities will be considered for a Community Chest grant if:

- * their purpose and activities could be considered charitable, and
- * their constitution or set of rules makes it clear that any assets or funds that belong to the group can only be used for the group's purposes and cannot be distributed amongst members.

Groups that fall within the following list will be a priority for funding.

- * based in our priority/local authority areas (check our Website for current priority areas)
- * working with health or disability issues
- * working with people excluded due to ethnic origin, gender or sexual orientation
- * offering childcare

WHAT CAN BE FUNDED?

There are few restrictions on what can be applied for. However, as well as operational costs and the cost of particular projects or new activities we are particularly keen to fund activities that will help build a strong organisation, for example:

- * training for committee members and volunteers
- * visits to other organisations and conferences
- * the cost of professional support and consultancy

WHAT CANNOT BE FUNDED

The Community Chest programme will **not** consider funding individuals or activities that promote a political party or religion. VAF will also not fund groups that have had a Community Chest grant within the previous 12 month period.

Hobby groups that do not provide a service wider than their members will be a low priority and are unlikely to receive a grant.

HOW TO APPLY

Applications for the Community Chest programme are welcome throughout the year with deadlines on the 31 March, 30 June, 30 September and 31 December. We will let you know within 12 weeks of the deadline whether your application has been successful or not.

Before you apply for a Community Chest Grant please read these guidelines carefully to make sure your organisation is eligible for funding. If still unsure please feel free to contact the office and speak to Patricia or Chris about your proposed application.

- 1 Complete the application form (attach additional sheets if required), keep a copy for your records and provide a copy for your referee.
- 2 Make sure that the application form is signed by 2 office bearers of the group and your referee.
- 3 **Attach a copy of your Constitution and most recent annual accounts/financial statement.** If you are a new organisation and have not yet prepared annual accounts please enclose copies of your latest 3 bank statements.
- 4 Post to: Patricia McKibben, Voluntary Action Fund, Dunfermline Business Centre, Unit 14, Izatt Avenue, DUNFERMLINE, Fife KY11 3BZ.

Community Chest

The Voluntary Action Fund (VAF) is an independent charitable grant making body which invests in voluntary and community based organisations across Scotland. The funding and support we provide enables voluntary organisations to undertake projects that challenge inequalities and overcome barriers to being involved in community life.

The Community Chest grant programme is managed by the Voluntary Action Fund with funding from the Scottish Government. VAF is governed by an independent Board of Trustees with a wide range of experience in the voluntary sector.

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