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**Community**

**Chest**

**Application Form 2021**

**Completing this form**

It is essential that, before you fill in this form, you make sure you have read through the **Criteria** for funding. This gives guidance on what should be included in your application.

This symbol indicates that the question will be scored by the Evaluation Panel. Information on how the scoring works can be found in the **Criteria**.

A list of the supporting documents that you will be expected to provide if you are successful are listed in the **Criteria page 7.**

**Help to apply to the Community Chest**

We want to encourage local people/groups to apply. If you would like some help or advice with your project idea or application, you can sign-up for a 45-minute advice slot. These will take place either via Zoom video call or telephone call on the following dates:

**Tuesday 9 February 10am – 4pm**

Telephone call

or

**Wednesday 10 February 10am – 4pm**

Zoom meeting

or

**Thursday 11 February 4pm – 8pm**

Zoom meeting

This is by appointment only. To book a slot contact Lillian Brown [lillian@lillianbrownconsulting.co.uk](mailto:lillian@lillianbrownconsulting.co.uk) or

Tel: 07824 366761

If you have any questions please get in touch by calling Freephone **0800 0285 700** and ask for the Community Chest Project Team or email [cchest@phoenixch.org.uk](mailto:cchest@phoenixch.org.uk)

Also, if you have any communication needs (such as Braille, large print or translation) please contact us.

**Submitting your application**

We prefer submissions by email to: [cchest@phoenixch.org.uk](mailto:cchest@phoenixch.org.uk) Alternatively you can send it by post to Community Chest, Phoenix Community Housing, The Green Man, 355 Bromley Road, London SE6 2RP.



**When will you know the outcome of your application?**

**If you are applying for a small grant**

The small grants are up to £2,500 each. Funding decisions for these grants will be made by the Community Chest Evaluation Panel. You will be notified on **8 April 2021.**

**If you are applying for a large grant**

Awarding of large grants is subject to a two-stage process.

**Stage 1** the Evaluation Panel will review submissions to the large grants fund. The application will be scored by the panel and the highest scoring projects will proceed to stage 2.

**Stage 2** shortlisted applicants will be required to provide a 2-minute video about what their project will be doing. This will then be featured on the Phoenix website to help tenants decide which projects they would like to vote for. If you are applying for a large grant you will hear if you have been shortlisted for the tenant vote **on 8 April 2021**

**Deadline**

**All completed applications must be received by no later than**

**12 noon Friday 5 March 2021**

Grant Application Form

|  |  |  |
| --- | --- | --- |
|  | | **Guidance Notes** |
| **Which funding are you applying for?**  **Small Grant** – up to £2,500  **Large Grant** – up to a maximum of £20,000 | | See Criteria Page 2 |
| **What is the total cost of your project?** | **Total number of Phoenix residents who will benefit from this project?** | Please insert the Total Number from the Phoenix residents who will benefit from your project form on Page 7 |
| **What is the name of your project/group?**  **(Please write below)** | |  |
| **When will your project start and finish (dd/mm/yyyy)**  Start       Finish  **Where will it take place (Please write below)**    **Please confirm you can deliver your project in a Covid-19 safe way** | | Please tell us where you will be delivering your project from. |
| **1 Which Phoenix funding priority area(s) will your project meet?**  **(Please tick all that apply)**  **Health & Lifestyle**  **Write in no more than 50 words how you will meet this priority**    **Thriving Communities**  **Write in no more than 50 words how you will meet this priority**    **Training & Employment**  **Write in no more than 50 words how you will meet this priority** | | Information on the funding priority areas is included in the Criteria on Pages 4-5. |
| **2 Tell us what your project will be doing**  **(Please write below in no more than 150 words)** | | Please describe your project. By ‘project’ we mean the event or activities you plan to carry out using our grant. Be specific about what your project will be doing, how you will do it, what you will spend the grant on and how it meets the funding priorities.    **Maximum 5 marks** |
| **3 What are the specific outcomes of your project and how will they make a difference to the Phoenix residents taking part?**  **(Please write below in no more than 150 words)** | | Outcomes are what the changes are/what difference you expect your project to make to Phoenix residents during the period of your project funding. See **Criteria page 5.**    **Maximum 15 marks**  **Important**  **This is a highest scoring Question** |
| **4 Complete the 4 bullet points below to tell us what methods you will use to measure the outcomes/differences your project has made to the Phoenix residents who take part e.g. questionnaires, satisfaction surveys, case studies** | | You must set out clearly how you intend to monitor the outcomes/differences the project will make and what evidence or methods you will be using to support this. See Criteria Page 5.    **Maximum 15 marks**  **Important:  This is a highest scoring question** |
| **5 How will you recruit Phoenix residents to take part in your project?**  **(Please write below in no more than 150 words)** | | Explain how you will make sure Phoenix residents will know about your project and how to benefit from it. Marketing is crucial to recruiting residents into your project - **see Criteria Page 3**. **Phoenix will not be responsible for recruiting residents.** A list of communication-options which can be provided by Phoenix are listed in **Pages 5-6**.  **Maximum 10 marks** |

|  |  |
| --- | --- |
| **6 Tell us about your experience of delivering similar projects and the outcomes you have achieved**  **(Please write below in no more than 150 words)** | Please tell us about other projects your group/ organisation has been involved with, giving examples of the outcomes you achieved. |
| **7 Are there any partner organisations involved in delivering your project?**  **Yes**  **No**  **If yes, please give details of their involvement and if they will be providing any funds for your project:** | Please include details of any other partners or organisations who might help with your project and whether they will be providing any funds for your project. |
| **8 Are you or any members of your organisation employed by Phoenix Community Housing or subsidiaries, as a Phoenix Contractor or as a Phoenix Consultant?**  **Yes  No**  **If yes, please give details here:** | Phoenix subsidiary companies are:  Phoenix Repairs Service,  Home Makers |

**Phoenix residents who will benefit from your project**

Please give details below of the Phoenix residents you think will benefit from your project.

|  |  |
| --- | --- |
|  | **Number** |
| Children actively involved in the project 0-11 years |  |
| Young people actively involved in the project 12-24 years |  |
| Adults actively involved in the project 25 - 64 years + |  |
| People actively involved in the project 65 years + |  |
| **Total Number** | **0** |

**If your project involves working with children, young people under the age of 18 or vulnerable adults you will be required to provide:**

* **Your safeguarding policy**
* **Written confirmation that any person involved in delivering your project has a DBS check number**

**If your organisation is registered with, or inspected by, bodies that ensure safeguarding arrangements (such as OFSTED or the Care Quality Commission) please give details below, including reference numbers:**

Further information can be found on Page 6 of the Criteria.

**Summary of your application scored by Evaluation Panel**

# Please provide a summary of your application, based on your answers for particular questions within the application. This will be scored by the Community Chest Evaluation Panel.

|  |
| --- |
| **Project Name:** |
| **Cost of Project:**       **Total Number of Residents Benefitting:** |
| **Tick the funding priority area(s) your project meets**  Health & Lifestyle  Thriving Communities  Training & Employment |

|  |  |
| --- | --- |
|  | **Points** |
| **Tell us what your project will be doing**  **(Please give a summary from Q2, page 2, maximum 60 words)** | **Maximum: 5** |
| **What are the specific outcomes of your project and how will they make a difference to the Phoenix residents taking part?**  **(Please give a summary from Q3, page 2, maximum 60 words)** | **Maximum: 15** |
| **Tell us how you will measure the differences your project has made to the Phoenix residents who take part e.g. questionnaires, satisfaction surveys, case studies**  **(Please insert the 4 bullet points from Q4 page 3)** | **Maximum: 15** |
| **How will you recruit Phoenix residents to take part in your project?**  **(Please give a summary from Q5, page 3)** | **Maximum: 10** |
| **Total Points** |  |

# Grant Expenditure Sheet

**Project Name:**

Please provide a breakdown of the project costs in the table below. You must ensure costs are eligible

(see Page 6 of the criteria document).

You need to ensure you have enough funds in your budget to support marketing activity for your project (e.g. leaflet design, printing, distribution). Recruitment of residents to your project is critical.

All equipment purchased from our grants remains the property of, and must be returned to, Phoenix Community Housing within 28 days of the end date of the project unless evidence can be provided of a future project will be delivered to Phoenix residents using the equipment purchased.

|  |  |  |
| --- | --- | --- |
| **Type of expenditure** | **How this supports your project** | **Total cost**  **(Inc of VAT)** |
| **Example:**  Leaflet design & print | Marketing materials for project recruitment | £500 |
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| **Total** | | **£0.00** |

**Phoenix will only award grant for expense that is eligible and is supported by a receipt. If you submit a grant claim without the correct supporting information, it will be not be processed.**

**About your organisation**

|  |
| --- |
| **What type of organisation are you?**  **(Please tick all that apply)**  **Voluntary or Community Group**  **Charitable Company Limited by Guarantee**  **Registered Charity (if yes state number):**  **Other (please say what):** |
| **Address of your organisation**  **(Please give your main or registered address. This is the address to which we will send all correspondence)**  **Grant Holder name:**  **Address:**  **Postcode:**  **Contact Telephone number:**  **Email address:** |
| **Organisation website address (if you have one)** |

**References**

|  |  |
| --- | --- |
| **Please provide two references to support your application. They will be contacted if your application proceeds** | |
| **Referee 1** | **Referee 2** |
| Name:  Email:  Telephone Number:  How do you know this person: | Name:  Email:  Telephone Number:  How do you know this person: |

**To be completed by the person who will be the grant holder**

I certify that I have read and understood the Criteria document. The information provided in this application is, to the best of my knowledge, true.

**Please tick here to say you have read and agree**

**Name:** **Date:** Click or tap to enter a date.

**Ensure you keep a copy of this application for your own reference**