

**ACTON  
GARDENS**

LONDON W3



# ACTON GARDENS COMMUNITY CHEST

guidance for applicants



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# 1. INTRODUCTION TO THE ACTON GARDENS COMMUNITY CHEST

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Acton Gardens is committed to supporting the vibrant and thriving local community and has set aside a funding pot to support community activities throughout the lifetime of the regeneration of South Acton.

Each year, £50,000 is made available for local groups to apply for, with up to £5,000 being offered per project. To date, we've funded over 100 projects, including sports, education, culture, music, community days, horticulture and arts.





Multiple design sites in London  
to train unemployed young people  
in landscape gardening and  
vegetable and ornamental plant care

Getting young people into green jobs  
Using brownfield sites to create green  
Training London-grown, seasonal jobs

We will support the personal development of  
furthering the job market, to assist them with  
sustainable employment. We do strength engage  
their meaningful, production in a  
hardship setting

# 2. WHO CAN APPLY TO THE ACTON GARDENS COMMUNITY CHEST

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Acton Gardens wants to encourage a wide range of groups and organisations to apply to the Community Chest for projects that will benefit local residents.

## Group eligibility

**The following groups are eligible to apply:**

- Resident's Association
- Community Group
- Registered Charity
- Company Limited by Guarantee
- Social Enterprise
- Community Interest Company
- Statutory organisation.

**The following groups are not eligible to apply:**

- Organisations that duplicate the work of an existing local group or project
- Profit making companies
- Local branches of national organisations
- Organisations with annual incomes over £250,000
- Organisations with unrestricted reserves exceeding 25% of their annual costs who do not provide a reserves policy clearly and

justifiably stating why reserves are being held

- Activities furthering or propagating religion
- Activities of a political party or campaigning for a political purpose.

## Organisation and financial requirements

**Groups must be able to supply the following:**

- Organisation's Constitution, Memorandum and Articles of Associations and other governing documents
- Health & Safety Policy
- Safeguarding Children Policy and Safeguarding Adults Policy (if applicable)
- Sight of Disclosure and Barring Service (DBS) certifications for staff and volunteers working with children and vulnerable adults
- Public Indemnity Insurance
- Employers Liability Insurance
- Record of audited annual accounts. If your group is newly set up, please submit the latest bank statements and a 12-month financial projection.

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## Project eligibility

### Your project must meet the following criteria:

- The project must benefit residents and the community of South Acton and Acton Gardens (in some cases this may also benefit residents of the wider area). At least 60% of residents should be beneficiaries
- Applications must be for projects which have not yet started. The Community Chest is not intended to fund projects which have already occurred
- Projects similar to existing projects or projects threatened by spending reviews will not normally be funded
- Projects must relate to community development. This could include:
  - Activities that helps promote better relations between communities living in Acton Gardens and South Acton
  - Help to develop community infrastructure
  - Capacity building for community groups and individuals within the community
  - Initiatives to tackle social isolation.
- Projects must be mindful of working in and around a live regeneration scheme and if permanent assets, for example art works or plants, are offered, their location must be agreed in advance by Acton Gardens LLP.
- If projects are purchasing equipment, it must remain available to South Acton and Acton Gardens residents after the project has ended.

# 3. HOW TO APPLY TO THE ACTON GARDENS COMMUNITY CHEST

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If your group is interested in applying to the Community Chest, please read the guidance below which outlines the key steps in the application process.

## Community Chest stages

### Application:

There are four Community Chest application rounds each year (March, June, September and December). The Community Chest offers up to £5,000 per project and you will only be able to apply for up to £10,000 worth of funding for projects in any financial year.

You can apply to the Community Chest by completing an application form which can be found on our website.

- Go to **[www.youractongardens.co.uk/community-chest](http://www.youractongardens.co.uk/community-chest)** and click on '**Community Chest Application Form**' to open, download and print the form.
- Please either return the completed application form, along with your supporting documents, via post or email to:
  - **Email:** [Yoursouthacton@lqgroup.org.uk](mailto:Yoursouthacton@lqgroup.org.uk)

- **Address:** Community Chest, Acton Gardens, Unit B, Donne Court, Bollo Bridge Road, Acton, W3 8YG

If you require support with your application or have any questions about the form, please speak to the Acton Gardens regeneration team for assistance.

### Review of application and documents:

Once you have submitted your application form and supporting documents, you will be contacted by a member of the Acton Gardens regeneration team to confirm receipt of your application.

You will also be sent an invitation to the next Community Chest sub-group meeting where you will be asked to give a 10-minute presentation about your proposed project.

### Community Chest Sub-Group meeting:

Applications are considered by the Community Chest sub-group, which is part of the Acton Gardens Community Board, and is made up of resident board members and Acton Gardens staff.

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The Community Chest sub-group has the delegated authority from the Acton Gardens Community Board to approve project applications. This gives local ownership and accountability to the Community Chest's projects.

During the meeting the sub-group will review the submitted applications and ask questions. The sub-group will then adjourn to discuss and score the applications.

### **Scoring Applications:**

The sub-group score applications using the following criteria:

- The project clearly demonstrates a benefit for South Acton and Acton Gardens residents
- There is a clear need for the project
- The project offers good value for money
- The project will reach a wide range/number of residents
- The project is well planned and demonstrates ability, resources, partnership working and relevant expertise to successfully deliver the project.

### **Scoring matrix:**

60% and over: the project is approved.

59% and under: the project will not be approved.

### **Application outcome and feedback:**

The Acton Gardens Regeneration team will contact you after the sub-group meeting to inform you of the outcome of your application.

### **Successful Applications:**

If you are successful, you will be invited to meet with the Acton Gardens regeneration team to process your funding.

During the meeting, you will be asked to sign a funding agreement (contract between Acton Gardens and your group).

Following the meeting and safe receipt of the required documentation, Acton Gardens will process the payment. Please note that it can take up to eight weeks from the agreement date to receive payment.

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In most cases, funding will be provided at the start of the project, but it might be appropriate to provide the funding at significant milestones of the project to some groups.

In some cases, the sub-group may decide to only partially fund an application. The Acton Gardens regeneration team will inform you of this decision and discuss why the full amount has not been offered.

### **Unsuccessful Applications:**

If you are unsuccessful, you will be provided with feedback from the sub-group and, if appropriate, you may be invited back to a future meeting with an amended application form.

### **Undecided Applications:**

In some cases, the sub-group may require more information on the application before it can make a decision. In this case, the Acton Gardens regeneration team will contact you for more information, which you'll need to resubmit ahead of the next sub-group meeting.

## **Evaluation and monitoring**

If your application is successful, you will be required to provide monitoring information during and after the project.

This involves a progress report and end of project review to be submitted to the Acton Gardens Community Board. These reports will include information about the project's beneficiaries, submission of receipts and completion of feedback forms by attendees. Acton Gardens staff will also attend your project as an observer.

Publicity material for Community Chest funded projects must carry the Acton Gardens Logo which will be provided by the Acton Gardens regeneration team.

If you fail to comply with these terms and conditions, Acton Gardens reserves the right to demand repayment of all or part of the funding.

# 4. WHO TO SPEAK TO ABOUT THE ACTON GARDENS COMMUNITY CHEST

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For assistance with your application or for further information about the Acton Gardens Community Chest, please contact the Acton Gardens regeneration team.

## Contact Details

**Email:** [Yoursouthacton@lqgroup.org.uk](mailto:Yoursouthacton@lqgroup.org.uk)

**Phone:** 0300 456 9998 ext: 7325

**Address:** Acton Gardens Regeneration Team,  
Unit B, Donne Court  
Bollo Bridge Road  
Acton W3 8YG

**Website:** [www.youractongardens.co.uk](http://www.youractongardens.co.uk)





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