



# ACTON GARDENS COMMUNITY CHEST



## Guidance for Applicants

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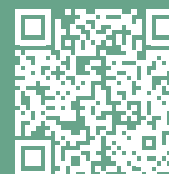
# 1. WHAT IS THE THE ACTON GARDENS COMMUNITY CHEST?

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 available per project. To date, we've funded **over 150 projects**, including sports, education, mental health and wellbeing culture, music, community days, horticulture and arts.

Acton Gardens have set up a Community Chest Sub-Group, which comprises of 5 Community Board resident members in addition to 1 member of the Acton Gardens Regeneration Team. The Sub-Group was formed to review applications and score projects, using a points system based on value for money, need for the project and the benefit offered for residents.

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. Applications are considered by the Sub-Group every quarter.



Further details about the Community Chest and case studies of projects we've funded can be found on the Acton Gardens website or by scanning the adjacent QR code.

[www.youractongardens.co.uk/community-chest](http://www.youractongardens.co.uk/community-chest)

## 2. WHO CAN APPLY?

**Eligibility refers to the rules on who can apply and what we can support through the Community Chest funding. These rules are based on our remit as a funding provider for community-focused initiatives, how we can responsibly distribute the funding, and what we're trying to achieve through the Community Chest.**

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

### Applicant Eligibility Criteria

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.

We frequently receive queries about whether individuals can apply for Community Chest funding – we encourage all Acton Gardens residents and local individuals looking to make a difference in your community to apply! In order to do so, you will need to partner with an organisation or group meeting the above eligibility criteria to submit the application and process the funding. There are a wide range of local groups that the Acton Gardens Regeneration Team can recommend for this, if you would like further information reach out to [yoursouthacton@lqgroup.org.uk](mailto:yoursouthacton@lqgroup.org.uk)

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.



# 3. WHAT CAN YOU APPLY FOR?

## Project Eligibility Criteria

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% should be beneficiaries should be Acton Gardens or South Acton Residents.
- ✓ Applications must be for projects which have not yet started. The Community Chest is not intended to fund projects which have already occurred, or are a continuation of an existing project.
- ✓ Projects similar to existing projects or projects threatened by spending reviews will also 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
  - ✓ Themed community events.

- ✓ Projects should help Acton Gardens to deliver **1 or more** of the following aims:
  - ✓ Develop skills locally
  - ✓ Enhance the natural environment/ focus on improve sustainability in the local area
  - ✓ Deliver community engagement through the creation or refreshing of a Community-led initiative or event
  - ✓ Provide a benefit to those affected by the cost-of-living crisis.
- ✓ 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.



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

## What do you need to submit with your application?

In order to apply for Community Chest Funding applicants **must** submit the following:

- ✓ Completed Community Chest Application Form in pdf or word format. The application form can be found on our website [www.youractongardens.co.uk/community-chest](http://www.youractongardens.co.uk/community-chest)
- ✓ 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.

You do not need to provide this if you have recently made a Community Chest application and we have your current governing document on file as a result.

In instances where individuals have applied in partnership with an eligible group for funding, only the registered organisation would be required to provide the above organisational and financial documentation.

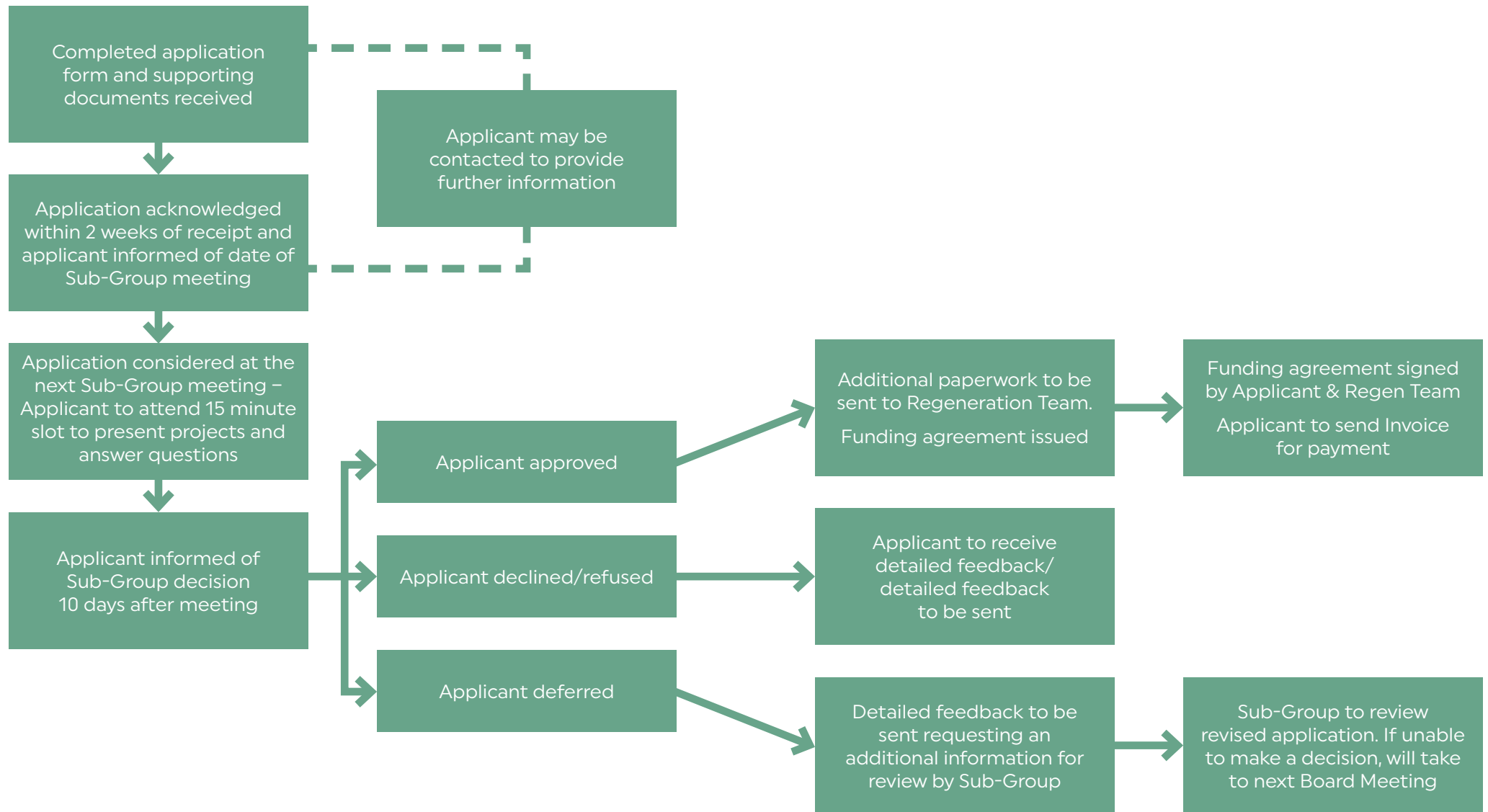
Application forms and supporting documents can be sent via post or email to:

**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



# 5. APPLICATION PROCESS



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If you are interested in applying for Community Chest funding, please read the guidance below which outlines the key steps in the application process.

There are four Community Chest application rounds each year (March, June, September and December). The application deadlines will be posted on the Community Chest page of the Acton Gardens website at the start of each calendar year.

We advise applicants to apply at least 16 weeks before you want to start the activities or would need to spend any of the funding.

## 1. Submit your Application

The quarterly application deadlines will be posted on the Acton Gardens Website [www.youractongardens.co.uk/community-chest](http://www.youractongardens.co.uk/community-chest) at the start of every year.

You must submit your application form and all necessary supporting documentation by the deadline date in order to be considered for that funding round. Any late applications will **not** be considered and will be deferred to the next quarter.

If you require support with your application or have any questions about the form, please contact the Acton Gardens Regeneration Team via email for assistance at [yoursouthacton@lqgroup.org.uk](mailto:yoursouthacton@lqgroup.org.uk)

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## 2. Application Review

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. If any supporting documents appear to be missing, the Regeneration Team will request that you send these as soon as possible.

Once the application deadline has passed, the Community Chest Sub-Group have 10 working days to review the applications and ask any follow-up questions necessary to determine them ahead of the sub-group meeting.

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

## 3. Community Chest Sub-Group Meeting

The Community Chest Sub-Group meeting will take place approximately 2 weeks after the application deadline, whereby applicants are invited to meet with the Sub-Group either in person or online, present their project, and answer any follow-up questions.

Each applicant will be allotted a 15-minute slot to meet with the Sub-Group. It is important to note that Sub-Group meetings usually take place in the evenings between 6-8:30pm.

During the Community Chest Sub-Group meeting, the Sub-Group will review the submitted applications and ask any final questions. The sub-group will then adjourn to discuss and score the applications.

In the event that applicants are unavailable to attend the meeting, the Sub-Group will endeavour to find an alternative meeting time or correspond via email.



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## 4. Application Scoring

The sub-group score applications using the following criteria out of 20:

- 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.

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## 5. Application Outcome and Feedback

The Acton Gardens Regeneration team will contact you via email approximately 5-10 working days after the Sub-Group meeting to inform you of the outcome of your application.

### Successful applications

If you are successful, you will receive a formal approval letter from the Acton Gardens Regeneration Team.

We will ask you to acknowledge and accept your approval letter to confirm you wish to proceed with the approved project. Once confirmed, the Regeneration Team will send through your Funding Agreement (a contract between Acton Gardens and the funding recipient)

You will be invited to meet with the Acton Gardens Regeneration Team to sign your funding agreement in person, or you are able to sign a digital copy and return via email.

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

Once the funding agreement is signed by both Acton Gardens and the Applicant, you will be asked to issue your invoice. Once the invoice is received, Acton Gardens will process the payment. Please note that it can take up to eight weeks from the agreement date to receive payment.

The grant should usually be spent within six months of being awarded. If it is likely that there will be a delay, the applicant must notify the Regeneration Team.

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In the event that the project remit changes significantly from what was initially applied for, you will be required to amend the application form for further review by the sub-group. If they are happy to proceed with the changes, a new funding agreement will be drafted.

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

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 provide justification as to why the full amount has not been awarded.

All publicity material for community chest funded projects must carry the Acton Gardens Community chest Logo, which will be provided by the Regeneration Team.

### **Unsuccessful applications**

If your application is unsuccessful, you will be provided with detailed 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 exceptional circumstances, the Sub-Group may require more information on an application before it can make a decision. In this instance, the application will be deferred to the next sub-group meeting. The Acton Gardens Regeneration Team will contact you outlining the additional information required, which would need to be submitted ahead of the next meeting.

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## **6. Evaluation and Monitoring**

Successful applications are required to provide project monitoring information during the course of the project and after it has concluded.

This involves the following:

- Completed mid-project monitoring form, to be submitted half way through the project.
- Completed end of project evaluation form once the project has concluded.

As part of the above reports, you will be required to include information about the project's beneficiaries, submission of receipts, and feedback from attendees.

Members of the Sub-Group and Acton Gardens Staff may also attend the projects as an observer.

As outlined in the eligibility criteria, it is important to note that any items purchased using Community Chest funding must remain available to South Acton and Acton Gardens residents after the project has ended.

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



## 6. ACCESS AND APPLICATIONS SUPPORT

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:** 0208 189 3002

**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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