

Community Chest

Community Chest Application Form

For office use only

Reference number.....

Date of receipt.....

Please complete and return this application form to your local
Community Chest Officer.

Completing your application:

Please write in black ink or type. Where a question doesn't apply
to your project, just write "N/A". Further notes on how to answer
each question can be found in the Guidance Notes document.

About Your Organisation

1. Name of your organisation:

Registered address:

.....

Postcode:

How does the name of your organisation appear on your Bank Account?:

.....

2. Contact name:

Address:

.....

Postcode:

Tel (daytime):

Tel (evening):

Mobile No:

Email:

Position in the organisation:

3. How would you describe your organisation? (Please mark with an 'x')

Voluntary sports club

Community group

Workplace/Business

School / PTA

School sports association

Youth club

If "Other" please specify:

4. Can anybody take part in your project, regardless of race, gender, religion or disability?

Yes

No

If 'No' please specify:

5. Is your organisation affiliated to a National Governing Body of Sport?
(If Yes please state which Governing Body of Sport)

Yes

No

Governing Body:

6. Has your organisation received a Community Chest grant in the past?

Yes

No

If Yes: What was the date of the last award?

What was the value of the grant?

Is the project complete?

Yes

No

About Your Project

7. What are you planning to do?

8. Why are you doing it?

9. Where will the project take place?

Location / Address:

.....

.....

..... Postcode:

10. When will the project start? And when will it finish?

From To

About Your Membership and Activity Programme

11. What regular activities or sports does your organisation currently offer?

12. How many activity / coaching sessions currently take place?
How many once the project is complete?

| | Now | | After Project Completion | |
|----------------------------------|--------------------------|----------------------|--------------------------|----------------------|
| | No. of sessions per week | Duration of sessions | No. of sessions per week | Duration of sessions |
| Junior Male Groups (Under 16) | | | | |
| Junior Female Groups (Under 16) | | | | |
| Junior Mixed Groups (Under 16) | | | | |
| Senior Male Groups (16 & over) | | | | |
| Senior Female Groups (16 & over) | | | | |
| Senior Mixed Groups (16 & over) | | | | |
| Disabled Members | | | | |

13. How many participants / members do you have now? How many additional participants / members do you expect after the project is completed?

| | Now | | After Project Completion | |
|---------------------------------------|------|--------|--------------------------|--------|
| | Male | Female | Male | Female |
| Juniors (Under 16) | | | | |
| Seniors (16 & over) | | | | |
| Disabled Participants / Members | | | | |
| Ethnic Community | | | | |

14. How many coaches / instructors, activity leaders and first aiders do you have now? How many do you expect to have after the project is completed?

| | Now | After Project Completion |
|--------------------------|-----|--------------------------|
| Coaches / Instructors | | |
| Activity Leaders | | |
| First Aiders | | |

15. Have you applied to any other organisation to fund the cost of this project?

- Yes
 No

If Yes, please give details:

The Sports Council for Wales is committed to the principle that young people should be able to take part in sport in a 'no smoking' environment. A grant will not be considered without an undertaking that a 'no smoking' rule applies to all junior sessions.

Can you confirm acceptance of this condition

- Yes No

Applicants are invited to detail in their applications how the Welsh language will be incorporated into their project. This is not a compulsory requirement but may illustrate to the panel how the language needs of customers will be addressed.

Declaration & Terms and Conditions

Please read carefully.

We, the undersigned, on behalf of the applicant organisation understand and agree that:

- We are authorised to complete this application on behalf of our organisation.
- We have the power to accept any grant that might be awarded to our organisation subject to the terms and conditions listed below and the power to repay the grant in the event of any grant condition not being met.
- All information submitted in this application and in the supporting documentation is truthful and accurate and the Community Chest Panel will be informed if there are any changes to this application or any change in circumstances affecting the project for which a grant has been sought.
- The project for which the grant has been sought falls within the objectives of the organisation and has not started.
- We accept that any award of a Community Chest grant can only be guaranteed as long as the Sports Council for Wales receives funds from the National Lottery.

Terms and Conditions

- Any misleading, incorrect statement, or fraudulent action or statement at any stage of the application process, whether deliberate or accidental, may render the application invalid and require the repayment of grant in full. Applications found to be fraudulent will be reported to the police.
- The grant will be used for the purpose set out in the approved application or as amended with the agreement of the Community Chest Panel and the applicant organisation.
- Any grant awarded will not be increased in the event of an overspend on the project. Any variation in the level of support would have to be the subject of a revised application and re-assessment by the Community Chest Panel.
- Applicants should note that the award must be acknowledged as a Sports Council for Wales Community Chest grant and must comply with any reasonable requests relating to publicity.
- Any organisation awarded a Community Chest grant shall be subject to the monitoring policies and procedures laid down by the Sports Council for Wales, which could involve site visits and the collection of statistics.
- The applicant will forward to the Community Chest Panel a Project Completion Report within four weeks of completion of the scheme. Failure to submit a Project Completion Report will render the applicant ineligible for further SCW grants.

- Any Community Chest grant shall become repayable if, before the Project Completion report is submitted to the Community Chest Panel and approved, the applicant organisation ceases to operate, is declared bankrupt or is placed into receivership or liquidation.
- The Community Chest Panel, Sports Council for Wales Internal Auditor and National Audit Office will have the right to inspect the accounts and any other financial information relating to the approved project.
- The Community Chest Panel will have the right to assess the amount of grant awarded and demand a refund if final expenditure and income differ significantly from the estimated figures on which the grant was calculated and where the applicant organisation fails to complete the project.

Signed: Date:

Print name:

Position in organisation:

Signed: Date:

Print name:

Position in organisation:

What Happens Next?

Before you send off the form, you should:

- Check that you've answered every question.
- Make sure the form is signed by 2 authorised people in your organisation.
- Take a copy of the completed form and keep in a safe place for future reference.

And finally...

Send the signed & completed original to your local Community Chest Officer. You should hear back from us within approximately 6 weeks.

Sports that must be affiliated to the governing body of sport

In the interest of safety, groups taking part in the following sports must be affiliated to their sport's governing body in order to be considered for grant support. If you are in doubt with regard to your organisations affiliation requirements please contact your Local Authority Community Chest officer.

| | |
|------------------------------|---------------------------------|
| Aikido (BAB) | Motor Sports (WAMC) |
| American Football (BAFA) | Mountaineering (MLTBW) |
| Archery (WAF) | Parachuting (BPA) |
| Balloonng (BBAC) | Polo (HPA) |
| Bobsleigh (BBA) | Powerlifting (BWLA) |
| Boxing (WABA) | Roller Hockey (BRSF) |
| Canoeing (WCA) | Roller Skating (BRSF) |
| Caving (CCC) | Rugby League (BARLA) |
| Chinese Martial Arts (BCCMA) | Rugby Union (WRU) |
| Crossbow (GBTSF) | Sailing / Yachting (WYA) |
| Equestrian (BHS(W)) | Sand and Land Yachting (BFSLYC) |
| Fencing (WF) | Shooting (WTSF) |
| Flying (BMFA PFA BMAA) | Skater Hockey (BRSF) |
| Gliding (BGA) | Sub Aqua (WASAC) |
| Gymnastics (WAGA) | Surf Lifesaving (SLSAW) |
| Hang/Paragliding (BH & PA) | Surfing (WSF) |
| Horse racing (BHR) | Swimming (WASA) |
| Hovering (HCGB) | TaeKwondo (BTC) |
| Ice Hockey (BIHA) | Trampoline (WAGA) |
| In-line hockey (BRSF) | Triathlon (WTA) |
| Jet Skiing (WYA) | Waterskiing (WWSA) |
| Ju Jitsu (BJJA) | Weightlifting (WWFED) |
| Judo (WJA) | Wheelchair Basketball (GBWBA) |
| Karate (WKF) | Wheelchair Rugby (BGWRA) |
| Kendo (BKA) | Wheelchair Tennis (BTF) |
| Korfball (BKA) | Winter Paralympics |
| Lifesaving (RLSSUK(WB)) | Wrestling (BAWA) |
| Luge (GBLA) | |
| Modern Pentathlon (MPAGB) | |
| Motor Cycling (WFMC) | |