

1. Registered Address: This address could be your club house, meeting venue or the address where your bank account is registered.

Bank Account Name: The bank account name should read as it appears on your bank statements or cheque book e.g. "Anytown Community Health Project Current Account"

Note: Applicants must hold a bank account in the name of the organisation.

2. Contact Details: Please put the contact details of the person we should contact if we have any queries regarding the application.
3. Please tell us what type of organisation you are.
4. The National Lottery and the Sports Council for Wales operate an Equal Opportunities policy. If your activity is not open for anybody to take part in regardless of race, gender or religion, please explain the reason why.
5. If you are a sports club we recommend that you affiliate to your National Governing Body of Sport. Some Governing Bodies may insist your club is affiliated if you wish to take part in leagues and/or for insurance purposes.

Compulsory Affiliation: In the interests of participant safety, the Sports Council for Wales insists that certain sports groups must be affiliated to their sport's governing body in order to be considered for grant support. A list of these sports can be found at the back of this application form.

The Sports Council for Wales will check that you are affiliated to the appropriate Governing Body before payment is made.

6. Your organisation can apply for up to £1,000 per financial year, and you may not have more than two projects open at one time. (A project remains open until you have returned the project completion form, stating what has been achieved).

The maximum grant per application is £1,000.

However: If you are a sports club who would like to expand your core activities to develop physical or recreational activities for the wider community you may apply for up to £2,000 per financial year. In this case, you can apply for up to £1,000 for a sports project, then submit a second application for a further £1,000 to cover a physical activity project.

7. Please tell us simply what you want to do. Include information on what currently takes place and what extra activities will take place as a result of this project. E.g. Start a Pilates Class in the community hall; Progress club coaches from level 1 to level 2. You do not need to go in to a great deal of detail, a list of bullet points is fine.
8. Please tell us simply why you are running your project. Include information such as what you hope to achieve from the project, e.g. more people being more active, more people being trained. Again, we do not need a great deal of detail, a list of bullet points is fine.
9. Please tell us where your project will take place. This could be in any number of locations such as community hall, playing field, sports club or country park. Please provide as much address detail as possible.
10. We simply want to know when you plan to start the project and when you think it will finish. The grant money must be spent and the project completion report returned within 12 months. Please note that projects that have already started cannot be funded.

11. We simply want to know about current activities or sports. This could be anything from football to Pilates or maybe a range of activities. If this is the case a bullet point list is fine.

12. Now: Tell us the number of activity sessions your organisation offers at the moment. “Activity” could mean a coaching session, sports fixture, exercise class, or other forms of exercise such as lunch time walks or cycling.

After: Tell us how many sessions you will offer when the project is completed.

13. Now: Tell us how many people currently take part in your activities or sports. If you don’t offer any activities at the moment just write ‘0’.

After: Tell us how many people you hope will take part in your project.

14. Now: Tell us how many people in your organisation hold a recognised qualification. If no one in your organisation currently holds a qualification just write ‘0’.

After: Tell us how many people will hold a qualification after your project has completed. We recognise that in some cases this number may not change.

15. If you have received a grant from any other organisation to help finance the project you must tell us who provided the funding, when and how much.

16. Project Costs: Please list clearly what you intend to spend the money on. This could include things like facility hire, instructor costs, equipment, training courses or promotion. Put the total cost in the ‘Total Project Cost’ section.

Total Estimated Contribution: Tell us about any funds you can contribute to the project e.g. from a fund raising event or members' contributions to project costs.

Grant Requested: The grant requested should be the 'Total Project Costs' minus 'Total Estimated Contribution' (a-b). Please remember that the maximum grant per application is £1,000.

17. It is essential that your organisation has appropriate insurance cover. Please write the name and address of your insurance company in this section.

The declaration must be signed by the named contact and one other authorised member of your organisation. The authorised signatories should not be related. **Terms and Conditions:** Please note that your declaration confirms that you have read and accepted the terms and conditions of the Community Chest scheme. Before signing the form, this is a good time to check through your application and ensure that you have completed every question.

What Happens Next?

Your application will be considered by the Community Chest panel in your local authority area. The panel consists of independent members of the public and meets every two months. Your Local Authority Community Chest Officer can let you know the dates for your area. You will receive a letter informing you of the panel's decision shortly after the next meeting. Everything you need to do next will be explained in the letter.

Marketing and Publicity: Organisations who receive a Community Chest grant are expected to promote the scheme in all promotional materials. If you receive a grant you will be provided with support materials to help you do this