**Alconbury Weald Community Chest**

**Criteria and Guidance**

**Small grants of up to £250 are available to support the following:**

* To kick start new community projects / events in Alconbury Weald
* To help fund groups that are new and not yet constituted
* To add value to projects and events, providing items which may not be eligible for grant aid from other sources
* To purchase equipment which will be of benefit to the community
* To fund events / projects that bring together the community

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| **Community Chest Criteria** | | |
| **Who can be funded** | * New groups who do not yet have a constitution, bank account or formal recognition as a community group. * One off projects and events organised by more than one community champion * Existing groups or projects that wish to promote activity or projects within the new community | |
| **Here are some examples of what the fund can be used for:**   * Equipment / orders * Publicity / Promotion * Refreshments * Venue Hire / Trips / Activities * Hire of entertainment * Licenses required for an event * Project research | | **Here are some examples of what the fund cannot be used for:**   * Payment to individuals for their time * Alcohol / bar fees for events * Paying staff wages   \*This list is not exhaustive |
| **Who will benefit?** | The Community Chest has been set up to fund projects that benefit the local community. In order to assess who will benefit, the application should show an estimate for how many individuals will benefit and what the community impact will be. | |
| **Maximum Funding** | The Community Chest will normally fund one off items or a series of items/orders up the value of £250 per application. | |
| **Funding Timescale** | If an application is successful, the funds allocated should be spent within 1 year of the application. | |
| **Photography** | We will require photographic evidence of how you have spent the money that can be used for media purposes. | |

**Please send your application to:**

The Community Chest, Urban and Civic, The Club,

Alconbury Weald, Huntingdon, PE28 4XA or send via email to: [alconbury@urbanandcivic.com](mailto:alconbury@urbanandcivic.com)

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| **Name of Group/Organisation:** | |
| **Tell us more about your group:** | |
| **Does your group have the following:**   * A constitution or set of rules * A set of officials (chair, treasurer, secretary, welfare officer) * A safeguarding policy * A bank account | **Name:** |
| **Address:** |
| **Phone:** | **Email:** |
| **Event/Project name:** | **Date of event:** |
| **Please tell us more about the event or project you are planning.** | |
| **How much funding do you need:** | **Is this your first application:** YES / NO |
| **Are you applying for funding elsewhere?**  YES / NO – please provide details | |
| **Tell us what this funding be spent on:**  (Publicity, printing, hire of hall, etc) | |
| **Please tell us how the local community will benefit from this event / project:** | |
| **Estimated number of people to benefit:** | **Please highlight most appropriate location that describes where your event will be held:**   * The Watchoffice * Ermine Street Church Academy * Other: ………………………………….. |
| **How will you know if your project / event was a success?** | |

Urban and Civic is required under the General Data Protection Regulation (GDPR) to provide data subjects with key information about how their personal information will be used.

# Why do we need your personal data?

We collect personal data for the following activities:

1. To respond to grant enquiries
2. To process grant applications
3. To process awards, payments and grant agreements
4. To monitor grant awards and ensure money has been spent for the purpose allocated

We collect names, addresses, email addresses, telephone numbers (mobile, landline and work numbers), and photographs (relating to funded projects) via online, phone, face to face, or other written interactions.

# Lawful processing & your rights

Legitimate interests of the data controller relates to Activities 1 - 5 above

It is in our legitimate interest to process your personal information for the purposes stated above. All funds must be spent for the purpose allocated and we need to ensure applications, agreements and monitoring relating to such funding is done fairly, in the public interest,

and as the public would expect.

*Personal data of individuals representing an organisation may also be collected on documents relating to the processing of an application such as bank account details and monitoring of awards.*

# Sharing your information

We will not share your personal data with external agencies or individuals. However, we may process the information you provide to prevent and detect fraud in any of our systems and may supply information to government agencies, law enforcement agencies internal audit, regulators or other external bodies for such purposes.

We may share non personal information on some applications with others, for example, Arts Council England

If any of the information we have about you is incorrect, please tell us, we are reliant on you assisting us to keep the information we hold on you accurate and up to date.