

Community Funding Scheme Guidance - Eligibility Criteria

Requirement	Discretionary Grant	Neighbourhood CIL Grant	Greener Chelmsford Grant
Scope	<p>Focus is on supporting 'vulnerable people' resident in Chelmsford through small grants to voluntary and charity organisations</p> <p>Applications for revenue funding only.</p>	<p>The provision, improvement, replacement, operation, or maintenance of community infrastructure.</p> <p>Must address the demands placed on the unparished urban area by development.</p> <p>Applications for capital funding only.</p>	<p>The provision, improvement, replacement, operation or maintenance of infrastructure.</p> <p>Must address the climate and ecological demands placed on the unparished urban area by development.</p> <p>Projects must align to one of four themes as detailed in the additional guidance notes provided for this grant. Please read these before applying for funding.</p> <p>Applications for capital funding only.</p>
Matched Funding	<p>50% matched funding required from other funding sources.</p> <p>This should not just be 'own funds' as one of the purposes of matched funding is to lever funds into the City from other sources.</p>	<p>No matched funding is required but it is encouraged.</p>	<p>No matched funding is required but it is encouraged.</p>
Maximum Grant	Up to £10,000	No limit.	Up to £100,000
Geographical Eligibility	<p>Any area of Chelmsford but the organisation must be working for and benefiting Chelmsford residents.</p>	<p>Project must be in one of Chelmsford's unparished urban wards:</p> <p>Marconi, Moulsham & Central, Waterhouse Farm, Goat Hall, Moulsham Lodge, St Andrews, Patching Hall, The Lawns and Trinity.</p>	<p>Project can be in any area of Chelmsford but must have a link with mitigating the wider climate and ecological impact of development in Chelmsford's urban wards:</p> <p>Marconi, Moulsham & Central, Waterhouse Farm, Goat Hall, Moulsham Lodge, St Andrews, Patching Hall, The Lawns and Trinity.</p>

Difference between capital and revenue

Capital spend relates to the purchase or improvement of assets, which have a useful life in excess of 12 months.

Revenue costs are ongoing costs incurred to run an asset or to provide a service.

In addition to the above, all applicant organisations must:

- be non-profit making, constituted organisations.
- have the legal right to carry out the proposed project/activity.
- have a bank account with a minimum of two signatories. None of the signatories should be related by family or by marriage nor should they be co-habiting.

The Council will not fund:

- retrospectively (this is activities that have already taken place).
- projects that promote religious or political beliefs. We do however welcome applications from faith groups if the project is for the benefit of the wider community.
- individuals.
- organisations in the performance of their statutory obligations.

Following submission of your application form, we may request the following documents to evidence your eligibility:

- Constitution / Set of Rules.
- Insurance details. Please ensure that insurance evidence is current and covers the activities you are seeking to fund. The evidence must clearly state your organisational details and show indemnity levels, particularly your public liability cover if applicable.
- Financial information. Latest set of accounts or financial statement. Bank statements may be accepted for smaller organisations, but they must be consecutive and cover the last 6 months.
- Quotations for capital items or evidence of cost (where applicable), for capital works three quotations are required.
- Health and Safety policy (if applicable to your project).
- Proof of permission (capital projects only).
- Safeguarding policy & procedures i.e. Children & Vulnerable Adults policy (if applicable to your project).