



# Chalkhill Community Trust Fund

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## Funding Criteria and Guidelines

## **1. Background**

1.1 The Chalkhill Community Trust Fund (the Trust Fund) is the product of the successful regeneration of Chalkhill. It is the result of joint working between public agencies, the developers and the local community.

1.2 The Trust Fund was possible initially because of funds released by the sale of land to ASDA. This money was later supplemented by additional funds from the sale of a training centre which was initially used during the rebuilding of the area.

1.3 The Trust Fund is actively managed by the Trustees who are comprised of representatives from Metropolitan, Brent Council and Chalkhill residents. Olmec supports the administration of the Trust Fund by providing the secretariat.

## **2. Purpose**

The purpose of The Trust Fund is to serve and benefit the Chalkhill neighbourhood. The aim of The Trust is;

1. To provide or assist in the provision of facilities for recreation or other leisure time occupation in the interest of social welfare and with the object of improving the conditions of life for the residents of Chalkhill including especially persons who by youth, age, infirmity, disability, poverty or social economic circumstance may have need for such facilities.
2. To provide services, advice or assistance to elderly, disabled, handicapped (whether mentally or physically) or chronically sick residents of Chalkhill who are in need, and which are specifically designed or adapted to meet the disabilities and requirements of such persons.
3. To relieve poverty amongst the residents of Chalkhill in such ways as may be thought fit.
4. To advance education and training and provide work experience to unemployed Chalkhill residents.
5. To provide public health and childcare facilities for residents of Chalkhill (but not including facilities which any public authority is obliged to provide to such persons) and
6. To promote public safety and prevent crime.

## **3. What can be funded?**

3.1 The Trust will fund general projects that enhance the social, sporting, welfare, health, or educational well-being of Chalkhill residents, or are of economic benefit to the community.

3.2 The Trust Fund will only finance not-for-profit activities.

3.3 It will not subsidise commercial operations or provide funding for activities that should rightly be funded by other agencies.

3.4 The Trust Fund will not finance religious activities but will consider applications from religious organisations for activities that are of social benefit to the community and open to all.

3.5 The Trust Fund will finance capital expenditure and start-up costs. It will not fund recurrent expenditure or the on-going costs of staff employed by voluntary organisations and other bodies. However, it will consider the initial staff costs of a project.

3.6 The Trust Fund may consider 2-year projects that provide significant benefit to local people, or capacity building and/or can demonstrate value for money.

## **4. Who can apply for funding?**

4.1 The Trust fund is open to applications from:

- a) Organisations and charities serving the residents of Chalkhill.
- b) Residents of Chalkhill who are acting as organisers of community activities and social enterprises.
- c) Branches of charities operating locally, regionally or nationally who instigate activities and projects of benefit to the residents of Chalkhill.

4.2 Legal status of organisations eligible include, but is not limited to:

- Companies limited by guarantee
- Cooperatives
- Industrial & Provident Societies
- Community Interest Companies
- Charities and
- Unincorporated associations

4.3 The Trust Fund will also consider welfare applications from residents of Chalkhill who are suffering personal or family hardship or are in need of assistance in obtaining paid work.

## **5. Grant Amounts**

5.1 The funding limits for community projects are:

- Small Grant: £1,000-£5,000
- Medium Grant: £5,000-£10,000
- Large Grant: £10,000-£20,000

5.2 Applications for sums above the funding limits may be considered at the Trustees discretion.

5.3 Individual welfare grants are usually limited to £250. Amounts up to £500 may be awarded at the discretion of the Trustees.

## **6. When can applications be made?**

6.1 There will be three scheduled funding rounds each year. The deadline for receipt of applications will be published on the website and newsletter.

6.2 Applications will not normally be considered at other times unless the Trustees agree that exceptional circumstances apply.

6.3 All applications must be made using the Trust Fund application form.

## **7. How to apply**

Interested applicants are advised to complete the relevant application form and submit this with the required supporting documents. Applications should be mailed to the email and postal addresses provided at the end of this document.

## **8. Grants and payments**

All grants are governed by the terms and conditions of the grant funding agreement which applicants are required to sign before any grant payment is made. All applicants will be expected to present invoices and receipts, interim and final reports on the progress of each project as required by the grant funding agreement.

## **9. Other conditions**

9.1 Applications from organisations are required to submit copies of:

- their rules and constitutional documents;
- equal opportunity policies;
- proof of the organisation's bank account
- Previous year's financial accounts
- Health & Safety and safeguarding policy and procedures
- Evidence Project is required by Chalkhill residents

9.2 Applications from a group of self-employed Individuals may be considered but such individuals are required to provide proof of their self-employment status.

9.3 All grant beneficiaries are required to acknowledge the support of the Trust Fund in all marketing materials.

9.4 The Trust Fund will give priority to funding activities where applicants seek match funding from other sources. Applications from organisations that provide a service to the Chalkhill community will be assumed to be in receipt of funding from other sources and therefore only a percentage of project costs will be granted by the Trust Fund.

9.5 The Trustees will generally only consider one application from an organisation or an individual in each calendar year unless the Trustees are of the opinion that special circumstances apply.

## **10. Reporting**

All successful recipients are expected to comply with the reporting conditions of the grant funding agreement.

## **11. Grant returns**

If any organisation or individual in receipt of grant funding fails to use the money for the approved project the organisation or individual will be required to return the funds to the Trust Fund.

## **12. How to contact The Trust**

Phone - 07972 007 412

Email - [lara.oyedele@olmec-ec.org.uk](mailto:lara.oyedele@olmec-ec.org.uk)

Post -           The Secretary  
                  Chalkhill Community Trust fund  
                  c/o Metropolitan  
                  The Welford Community Centre  
                  113 Chalkhill Road  
                  Wembley  
                  HA9 9FX