

AYLESBURY VALE COMMUNITY CHEST

COUNCILLOR A MACPHERSON CABINET MEMBER FOR LEISURE, COMMUNITIES AND CIVIC AMENITIES

- 1 Purpose** – For information: to update on the Community Chest Annual Report for year 9 (2015-16) and update on the final year of this ten year fund (2007-17)

2 Recommendations

- 2.1 That Members note the information provided in the annual report.
- 2.2 That charities, voluntary and community groups, social enterprises or Parish Councils in the Vale with eligible projects, be encouraged by Members to contact the grants officer as soon as possible so they don't miss out on the remaining opportunities to apply for funding.

3 Executive Summary

- 3.1 2016-17 is the final year of this ten-year arrangement between the Vale of Aylesbury Housing Trust and Aylesbury Vale District Council to provide £5m of funding for voluntary and community sector projects in Aylesbury Vale.
- 3.2 The 2015-16 annual report attached gives a picture of the wide variety of different projects which have been funded.
- 3.3 The leverage on grants has decreased slightly in the past year, to £5.81 of local investment for each £1 granted. The average over the past nine years is nearly £8, with £32.5m of projects supported through the £4.1m granted by the end of March 2016.

4. Supporting Information

- 4.1 The Community Chest was launched in March 2007, established under schedule 19 of the stock transfer agreement with the Vale of Aylesbury Housing Trust (The Trust)
- 4.2 Each partner to the fund (AVDC and The Trust) agreed to contribute £250,000 to the Community Chest fund each year, from tax reclaimed under a VAT shelter arrangement.
- 4.3 Each partner provides three representatives for the Grants Panel.
- 4.4 Since the fund launched, to the end of July 2016, 715 grants totalling £4,355,229 have been awarded.
- 4.5 The penultimate project grants round closed on 8th July 2016, and the eleven applications received will be considered by the Community Chest Grants Panel on September 19th 2016.
- 4.6 The final round of project grants (up to £25,000) closes on 2nd December 2016, with the final Grants Panel meeting scheduled for 9th January 2017.
- 4.7 Microgrant applications (up to £1,000) will be accepted until 15th December, with monthly assessment by the grants officer using a scoring system.
- 4.8 An annual event (called 'Working Together') has been held each summer since 2008, as a celebration and networking event for grant recipients. In 2016, the Working Together event

took place on 8 June in Westbury Village Hall. The final 'Working Together' event will be held at the Gateway on Friday 17th March 2017, 5-7pm.

- 4.9 A final annual report and summary of the ten years will be published by the end of March 2017.

5. Options considered

- 5.1 It has previously been looked into, to find out whether the current VAT shelter agreement could be extended, but with changes in HMRC rules this does not appear to be possible.
- 5.2 AVDC has introduced the Vale Lottery as an alternative fundraising vehicle for local groups.
- 5.3 AVDC has opened out the community grants process, so it may be possible for some organisations identified during the Community Chest period to apply, but as this is a competitive process, there is no guarantee of funding.
- 5.4 The Trust are looking into what options they may put in place to help their residents secure funding for projects which will benefit their local community.

6. Reasons for Recommendations

- 6.1 The annual report gives information on the types of project which have been funded in the past year, which may help Members identify other projects which could be supported.
- 6.2 The final deadlines for applications are approaching in December 2016.

7. Resource implications

- 7.1 See 4.2 above, the Community Chest grants and all oncosts are fully funded through a VAT shelter arrangement.
- 7.2 The only resource implication beyond the end of March 2017 is a small amount of officer time in following up monitoring returns for any projects which are not completed by 31st March 2017.
- 7.3 As the Cabinet meeting will be held in Great Brickhill on 6th September, please see below examples of projects recently funded in the Great Brickhill & Newton Longville ward area:

So far in 2016-17	£	
Drayton Parslow Cricket Club	1,000	Pitch Roller
Stoke Hammond Village Show	900	Hire of marquee, tables and flooring 3.9.16
During 2015-16		
Drayton Parslow Parish Council	900	Safety mats for village hall floor
Stoke Hammond Village Show	900	Hire of marquee, tables and flooring 5.9.15
Stoke Hammond Community Ass'n	6,000	Upgrade of community centre
Soulbury Village Cricket Club	999	Replacement windows for pavilion
Great Brickhill Tennis Club	850	Two table tennis tables
Great Brickhill Parish Hall	22,000	Play area improvements
Stoke Hammond Community Ass'n	<u>600</u>	New oven
	32,249	

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Supporting Documents Community Chest Annual Report, 2015-16
Community Chest Summary and Criteria

Community Chest

a partnership initiative



Year Nine Report 2015 – 2016





Above: *Working Together*, 8th June 2016 – group photo of Community Chest Grant Recipients, Westbury Village Hall
www.mjdphoto.biz

Front Cover: (clockwise from top left) Drayton Parslow Parish Council (Karate Club in the Village Hall), Calibre Audio Library volunteers, Stoke Hammond Community Association, Bearbrook Running Club (triathlon training), Horses Helping People CIC, Soulbury Village Cricket Club

Photographs in this report are either provided by the projects themselves, taken by Grants Panel members or by MJD Photography unless otherwise acknowledged. www.mjdphoto.biz

£4.1 million distributed through the Community Chest over the past nine years has enabled voluntary and community organisations to invest more than £32.5 million in services, activities and facilities for people living and working in or visiting Aylesbury Vale

More than 1,250 volunteers supported the 79 projects which were funded by the Community Chest in 2015-16

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Cllr Paul Irwin, Cllr Janet Blake, Masaud Subedar
Kate Russell, Katie Ayala, Penny Foulds, Cllr Gary Powell

Grants Panel Membership 2015-16

Aylesbury Vale District Council

Cllr Janet Blake, Member for Stewkley

Cllr Paul Irwin, Member for Waddesdon

Cllr Gary Powell, Member for Walton Court & Hawkslade
(panel member to March 2016)

Vale of Aylesbury Housing Trust

Katie Ayala, Stakeholder Engagement Manager
(panel member from January 2016)

Penny Foulds, Head of Finance
Grants Panel Chairman 2015-16

Kate Russell, Director of People and Performance
(panel member up to January 2016)

Masaud Subedar, Head of Community Services

What is the Community Chest?

In 2006, **Aylesbury Vale District Council (AVDC)** transferred its housing stock to the **Vale of Aylesbury Housing Trust (The Trust)**. This partnership fund, jointly managed for community projects, was set up by the two organisations as part of the stock transfer. Each partner contributes equally to the agreed budget of £500,000 per year (including administration costs). This ten year fund ends in March 2017.

Applications are welcome from charities, voluntary and community groups, parish councils and social enterprises, for projects taking place in Aylesbury Vale which contribute to one or more of our five priority areas, listed above right.

During 2015/16, seventy nine grants totalling £503,169 were awarded. Since 2007, 694 grants have been awarded, and a total of £4,092,779 has been distributed to benefit people in Aylesbury Vale.

The grants budget for this year benefited from £31,000 additional funding, refunded from previous grants, due to two projects which did not go ahead and three which came in under budget.

A list of 2015-16 grants can be found on pages 9-10. Funding is awarded through three grant streams:

- Cohesive and Strong Communities
- Safer Communities
- Thriving Economy
- Sustainable Environment
- Health and Wellbeing

- **Microgrants up to £1,000 are assessed and awarded monthly using a scoring system.** Forty-six organisations received microgrants in year nine, with an average value of £854.
- **Project Grants up to £25,000 are reviewed three times a year by a Grants Panel (see below), which consists of three AVDC councillors and three representatives from the Trust.** Twenty one project grants averaging £14,613 were approved in 2015-16.
- **Three Year Revenue Grants (3YR) – up to £20,000 pa.** Twelve grants averaging £13,083 per year were awarded by the Panel in November 2013 for the funding period 2014-17.

Report from the Grants Panel Chairman



When I joined the Trust, nearly 10 years ago, one of my first jobs was working with AVDC to set up the Community Chest. However it wasn't until I joined the panel that I understood the impact that the Community Chest has on the community.

I have met so many enthusiastic volunteers and staff members, passionate about what they do, and freely giving up their time to support their communities.

The first AGM I attended was for Chilterns MS Centre where over 100 people had given up their Sunday afternoon to support the Centre and get involved. I loved my visit to Stocklake Park School where I met their dog, Patience, who works with children with disabilities. I have also been lucky enough to attend the 10-year celebration of the Amazing Donkey Youth Club in Wendover, the opening of a mural under a canal bridge in Aylesbury, which was designed and painted by young people, and the launch of the Art of Islam exhibition at Bucks County Museum, where I met a wonderful 90 year old volunteer!

I'm proud to have been part of the Community Chest and very privileged that I have witnessed the difference, first hand, it can make to people's lives.

Thank you all for your part in the success of the Community Chest funding.

Penny Foulds, Head of Finance, Vale of Aylesbury Housing Trust

Young Carers in Schools Awards



Microgrants

In rural areas, sports clubs and community buildings provide meeting places and a wide range of events and activities to help overcome rural and social isolation.

A small injection of grant funding can be added to the time and effort of volunteers and local community fundraising, to improve facilities.

A quick turnaround on these monthly grants can make all the difference.



Aston Clinton Bowls Club



Buckingham West End Bowls Club



Winslow Bowls Club



Edgcott Village Hall



Ivinghoe Old School Community Hub



IQRA



Buckingham Canal Society



Carers Bucks



BBOWT

Project Grants

Just three examples of the wide variety of projects supported: match-funding to lever in grants to revive a towpath; an awareness raising campaign to help identify and support young carers in schools; and signage at nature reserves.

3YR Grants

We've awarded twelve groups funding for running costs from 2014-17 including: youth provision in Buckingham; a specialist preschool for children with autistic spectrum disorders in Middle Claydon; Aylesbury Vale Vision Network

Coordinator – managing a service to recruit and train volunteers to support visually impaired people across Aylesbury Vale.



Buckingham Youth Clubs



Puzzle Pre School



Bucks Vision

Working Together 2016

This year's celebration event for grant recipients was held at Westbury's fabulous new village hall, in the North West corner of Aylesbury Vale, about 5 miles from Buckingham.

The evening started with tasters from new suppliers lined up for the shop, followed by a guided tour, from accessible changing rooms through the hall and bar to the volunteer run shop and café. It was great to see so many local people using the facilities, from shop and café customers to the newly rejuvenated village youth club, which brings together local young people who attend six different schools.



Westbury Community
Shop and Cafe

Sue Barrett and Robin Bone gave us an overview of the **Westbury** project, from engaging the local community in planning and development, through the time and effort involved in fundraising, management of the project delivery and all the 1001 small decisions that have to be taken along the way.

Everyone was very impressed with the results, and several groups have taken away ideas they want to try with their own community buildings.

Outgoing Grants Panel Chairman Penny Foulds, Head of Finance at Vale of Aylesbury Housing Trust, spoke about the range of different projects funded through the Community Chest, having visited the Chilterns MS Centre, Stocklake Park's School Dog and Aylesbury Youth Concern during her year as chair.

Buckingham Canal Society gave a technical presentation about their work to restore and conserve the Buckingham Arm of the Canal, from their beginnings as a heritage society to now being fully immersed in excavating, relining and re-watering canal sections, rebuilding and maintaining towpaths, involving around 8,000 hours of volunteer time each year.

Buckingham Youth Clubs shared the story of their journey from facing closure due to County Council cuts through developing a locally owned and managed service to continue to provide evening and school holiday activities and clubs for young people in Buckingham Town.

BuDS, Bucks Disability Service described the misconceptions around how to involve people with disabilities in community activities and events, and showed us the accessible viewing platform with a hearing loop for people with hearing aids and a raised area for wheelchair users to enable them to see the action, particularly at events where the majority of viewers are standing.

The **Oasis Partnership** talked about their addiction recovery service, and the need to identify something constructive to replace that addiction with – our funding was used to kit out an art and craft therapy room, to enable people to work through their recovery with support and also develop transferable skills such as jewellery making that could help them to earn an income in future.

Cllr Janet Blake, incoming chairman for the final year of the Community Chest, spoke about how much applications have improved since 2007, and encouraged everyone to think about which other groups they know of who may not yet have applied for funding, and let them know so they don't miss out.

Feedback received 'A terrific event in a most impressive venue'

'The Westbury project is truly a success story and we hope our project is one too.'

'Hugely impressed by the building and the enthusiasm of the Westbury team'

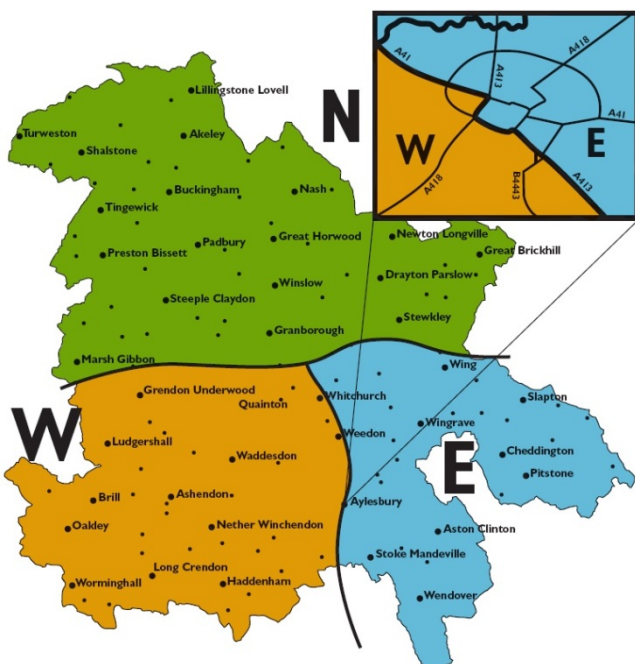
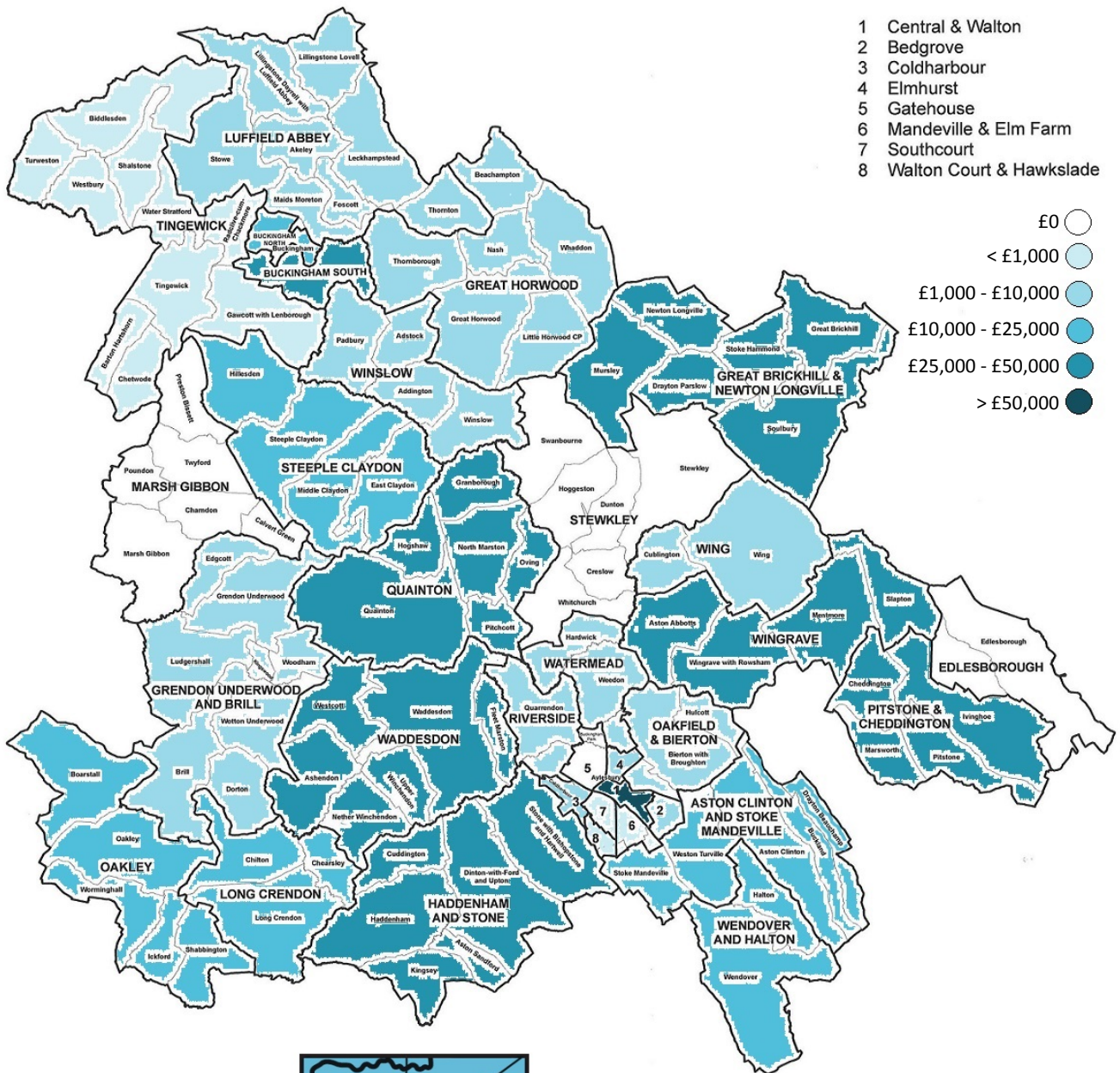
'I wanted to thank you for the invite to the presentation last night. What an amazing building and the volunteers who worked on the project are so passionate! I really enjoyed the four other speakers too. You work so hard to ensure the money is well spent.'

'An excellent event!'



Distribution of Grants Awarded in Year 9 April 2015 – March 2016

A1 – by Aylesbury Vale District Ward Areas (revised ward boundaries in use since 2015 elections)



A2 – by Vale of Aylesbury Housing Trust Regions

	£
N = North area	101,863
E = East area	207,830
W = West area	51,526
Vale-wide Services	<u>41,950</u>
	£ 503,169

Facts and Figures

Tables B1-B3 Single-year breakdown for year 9, 2015-16

B1. figures for the three grant streams in year 9, 2015-16	Applications Received	Grants Awarded	% success rate	£ Total Funding Awarded	Total Cost of Funded Projects £	£ Investment for every £1 granted
Microgrants	47	46	98	39,286	235,558	6.00
Project Grants	24	21	88	306,883	1,305,469	4.25
Three-Year Revenue Grants	16	12	75	157,000	1,383,149	8.81
Total	87	79	91	503,169	2,924,176	5.81

In tables B2 and B3, some applications contributed in more than one area. All applications must meet at least one of the grants criteria priorities.

Thriving Economy priorities include projects delivering services within areas of relative deprivation according to the National Indices of Deprivation, and projects which support families and vulnerable people.

Grants criteria are taken from priorities in the *Sustainable Community Strategy for Aylesbury Vale*.

Some organisations or projects have a specific focus on one particular beneficiary group.

Every applicant must have an up-to-date Equality Policy and demonstrate that they understand how to implement their policy to give equality of access to facilities, activities, services, volunteering and employment opportunities and membership of their management committee or trustee board.

B2. Grants Criteria – one or more priority areas met under the following headings	Number of Grants
Cohesive and Strong Communities	79
Safer Communities	50
Thriving Economy	72
Sustainable Environment	36
Health and Wellbeing	79
Total Number of Grants Awarded	79

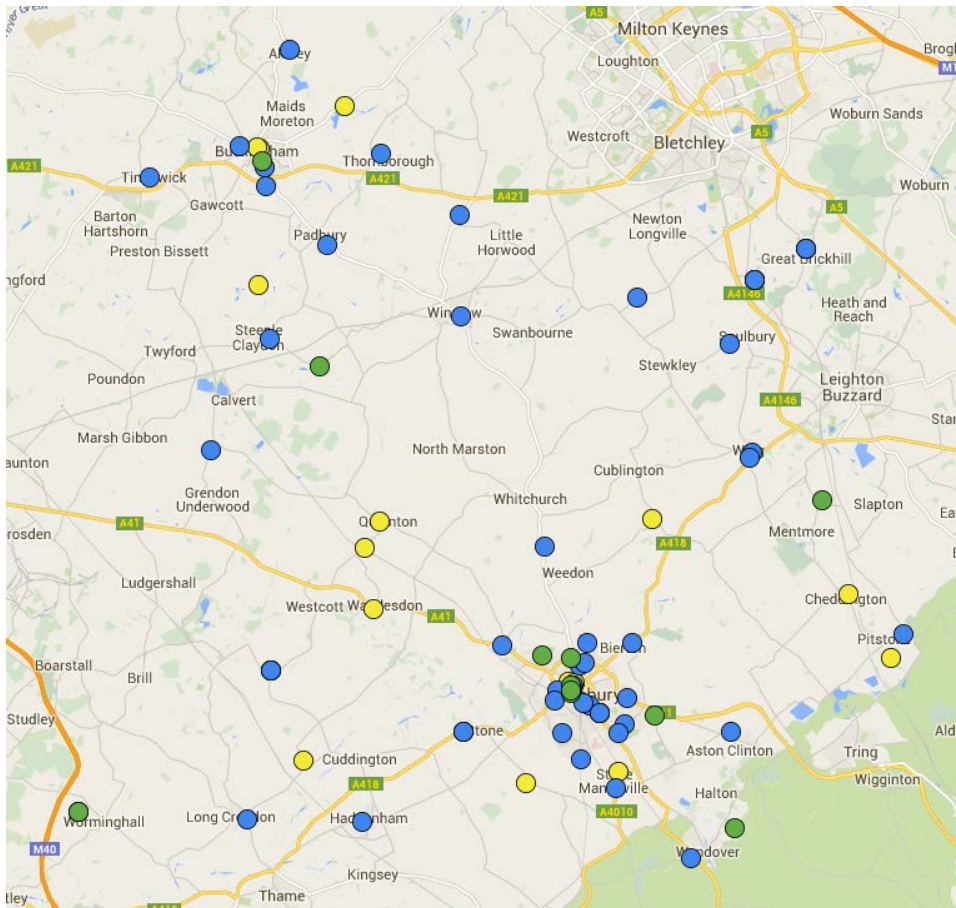
B3. Equalities Focus (2015-16 grants)	Number of grants
Disability	21
Older People	21
Women	5
Ethnic Origin/Culture/Language	3
Children	32
Young People	32
Non-specific wider community involvement	62
Total number of grants awarded	79

B4. Total Community Chest grants awarded to local projects over the past nine years, 2007-16

Grant Stream	Applications Received	Grants Awarded	£ Total Funding Awarded	Total Cost of Funded Projects £	£ Investment for every £1 granted	Number of Beneficiaries
Microgrants	505	481	409,589	2,297,901	5.61	422,774
Project Grants	235	182	2,373,190	18,799,290	7.92	672,344
3YR Grants*	55	30	1,310,000	11,474,583	8.76	1,096,021
Total	795	693	4,092,779	32,571,774	7.96	2,191,139

*3YR figures include funding awarded for all three rounds, 2008-11, 2011-14 and 2014-17, excluding 2016-17 payments

[Link to interactive map of year 9 grants created on Google MyMaps](#)



- Microgrants
- Project Grants
- 3YR Grants



Aylesbury Advanced Motorists



Feedback form comments

'Excellent process and procedure'

'Thank you for your help it's greatly appreciated'

'Very good system, easy to follow and with prompt monthly decision, is very helpful in collating funds for a project.'

'The procedure is clear.'

'Without the Microgrant from [the Community Chest] it would not have been possible'

'The experience of making an application for funding from the Community Chest has been extremely straight forward and helpful. Thank you for making it so.'

'We found the whole experience very friendly and helpful and we are grateful to the team for their consideration of our application.'

'Our thanks go to AVDC and VAHT for their assistance to our charity which is much appreciated by all.'

Armenity Bench in Ashendon and Wing Singers



List of Grants Awarded, April 2015 – March 2016

Name of Organisation	£	Purpose
Aylesbury & District Citizens Advice	3,000	Combatting worklessness through volunteering – NEET training placements
Aylesbury Homeless Action Group	20,000	The Hub drop in sessions for homeless adults
Buckingham Youth Clubs Ltd	10,000	Core costs to run four evening youth clubs each week for 50 weeks per year
Bucks Mind	10,000	Adult counselling service
Bucks Vision	5,000	Co-ordinating volunteer support for blind and visually impaired people
Calibre Audio Library	10,000	Supporting volunteers in changing times - volunteer co-ordinator
Chilterns MS Centre	16,000	Physiotherapy provision for people with MS
ENRYCH	10,000	Volunteer support for adults with disabilities in leisure and learning activities
Home-Start Aylesbury	13,000	Supporting young families through specially trained volunteers
Horses Helping People	20,000	Client sponsorship, volunteer training, winter running costs
Puzzle Centre	20,000	Core service - specialist pre-school for children with autistic spectrum disorders
Thomley	20,000	Activity centre for children and young people with physical and learning disabilities
3YR Grants (year 2 payments)	£157,000	
Ashendon Playing Fields Association	22,500	Multi-use games area (MUGA)
Aston Abbots Village Hall	14,000	Village hall refurbishment
Bishopstone Village Hall Trust	25,000	Refurbishment project
Buckingham Canal Society	2,569	Hyde Lane Nature Reserve - footpath construction (WREN match)
Buckingham, Winslow & District Citizens Advice	12,000	Home visiting service
Bucks County Museum	5,000	Promotion of the Museum through an exhibition and programme of activities
Carers Bucks	21,950	Young Carers in Schools Award
Chearsley Cricket Club	16,000	Practice net facility
Cheddington Village Hall	20,000	Storage extension to free up space in the hall and improve safety for hall users
Great Brickhill Parish Hall Committee	22,000	Play area project
Ivinghoe & Pitstone United Cricket Club	12,873	playing facility improvements (revised)
Lymphoma Association	25,000	Psychological support services for people affected by lymphatic cancer
Quanton Railway Society Limited	25,000	Restoration of the Romney Buildings
Saye and Sele Foundation	20,000	Restoration of the Saye & Sele Hall, Quanton
Slade Recreation Club Ltd	16,000	Indoor Bowls - play surface, LED lighting, new heating/air conditioning
Stoke Hammond Community Association	6,000	Upgrade of community centre - redecorating and plumbing
Stoke Mandeville Parish Council	9,000	Outdoor Gym (Olympic/Paralympic Legacy Project)
Stone with Bishopstone & Hartwell Parish Council	8,991	play facility improvements - 3rd party funding for WREN and SITA
Swan Credit Union	4,000	Aylesbury Vale Community Bank development worker
Waddesdon Hall	6,000	Exterior restoration and repair
Young Enterprise	13,000	Aylesbury Vale learner development journey
Project Grants	£306,883	
1365 Air Training Corps	1,000	IT and training equipment purchase
1st Berryfields Scouts	1,000	Camping and navigation equipment for a new and growing scout group
5th Aylesbury Scouts	1,000	Lighting renewal in Scout HQ main hall
Akeley Parish Council	850	Community noticeboard
Ashendon Parish Council	1,000	Community Bench
Ashendon Playing Fields Association	1,000	Replacement Swing Set
Aston Clinton Bowls Club	1,000	Paved area renewal project
Aylesbury Advanced Motorists	1,000	Bike to bike radio communication
Aylesbury Deaf Coffee Morning Club	900	Venue hire for fortnightly social meetings

Aylesbury Opera Group	675	Production of 'Eugene Onegin' by Tchaikovsky in Quainton and Wendover
Aylesbury Symphony Orchestra	150	rebranding - new logo design
Aylesbury Vale Breathe Easy Group	700	Yoga Sessions
Aylesbury Woodcraft Folk	400	Venue hire for children/young people's activity group
BBOWT	1,000	Interpretation boards at Bacombe Hill Nature Reserve, Wendover
Berks & Bucks Football Association	900	Over 50s Walking Football - start up costs for groups in Aylesbury and Buckingham
Bierton Lawn Tennis Club	1,000	Junior tennis court and practice wall (see picture below)
Broughton Community Action	1,000	More+ not-for-profit coffee shop
Buckingham West End Bowls Club	1,000	Replacement mower
BuDS	1,000	Portable viewing platform for disabled visitors at events
CHAT	235	New printed stationery (Children, Health And Therapy)
Dinton Cricket Club	1,000	Mobile cricket wicket covers
Drayton Parslow Parish Council	900	Safety mats for village hall floor
Edgcott Parish Council	1,000	WREN match-funding for accessible toilet and storage
Elmhurst Youth Project	900	Contribution towards youth club running costs including venue hire
Great Brickhill Tennis Club	850	Two tables for new table-tennis club
Great Horwood Cricket Club	1,000	Ground improvement works (drainage, levelling, reseeding the cricket square)
Hardwick Parish Council	700	Village noticeboard
IQRA Women's Association	900	Women's Support Group, based in the Family Centre at Elmhurst School
Ivinghoe Old School Community Hub	1,000	PA system and projection screen
Long Crendon Bowls Club	800	Insulation and recladding of clubhouse roof
Padbury Village Football Club	795	Portable floodlights
Polish Saturday School	1,000	Contribution towards classroom hire, 30 Saturdays per year
Red Kite Dance Company	520	Venue hire and tutor costs while developing membership
Slade Recreation Club	1,000	Replacement water boiler and lighting units
Soulbury Village Cricket Club	999	Replacement windows for cricket pavilion
Stoke Hammond Community Association	600	New oven for community centre kitchen
Stoke Hammond Village Show	900	Marquee and flooring hire for village show, September 2015
Thomley	1,000	Equipment for the new music room and upgrade of the sensory room
Thornborough & Nash PreSchool	900	Safety improvements to Thornborough cricket pavilion to enable relocation
Tingewick PreSchool	800	Outdoor mud kitchen for creative messy play
Turn End Trust, Haddenham	1,000	Purchase of two gazebos as flexible outdoor 'classrooms' for workshops and other events
Watermead Parish Council	390	Community noticeboard
Wing Heritage Group	896	Four gazebos and two digital cameras for archaeological work and exhibitions
Wing Singers	826	Choral score folders and choir uniform
Winslow Bowls Club	800	Replacement short mats for indoor bowls
Microgrants	£39,286	

£503,169 Total Grants Awarded 2015-16



Opening the new junior court at Bierton Lawn Tennis Club

The Community Chest is open to new applications for microgrants and project grants until December 2016

More than a third of grants awarded in 2015-16 went to organisations that had not previously received any funding from the Community Chest.

Could your organisation benefit in 2016-17, the final year of Community Chest funding?

Get in touch!



Bishopstone Village Hall – before and after renovation work, and in use for a village film night

More information about the Community Chest is available online aylesburyvaldc.gov.uk/communitychest or from the Grants Officer

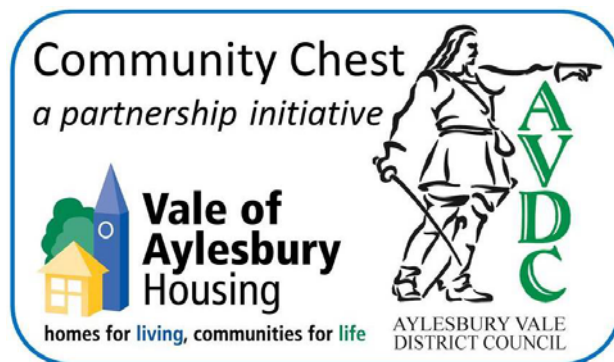
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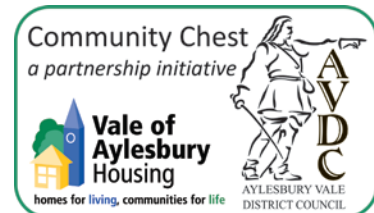
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Please phone 01296 585634



Aylesbury Vale Community Chest

Summary of Information - 2016



What is the Community Chest?

Launched in March 2007, the Aylesbury Vale Community Chest is a **partnership fund** accountable to both **Aylesbury Vale District Council (AVDC)** and **Vale of Aylesbury Housing** (the Trust). This partnership fund was set up during the transfer of housing from AVDC to the Trust.

The budget set aside is up to £500,000 per year for ten years, ending in March 2017, so 2016-17 is the **final year** of grant awards. Each partner contributes equally to the fund, from refunded VAT. June 2016 took us to over £4.35 million awarded through more than 700 grants.

The Community Chest is open to applications from all sectors of the community and aims to improve the quality of life for all our residents. As there are some areas of the district which do not enjoy the same high quality of life as others, we welcome applications from projects aimed at addressing those issues.

For applications to succeed, organisations must demonstrate how they contribute to the **Sustainable Community Strategy for Aylesbury Vale** – the Grants Criteria at the end of this document are taken from the Strategy. Eligible applications supported by evidence of local need will always be considered.

Funding is open to voluntary and community organisations. As the fund continues to be over-subscribed with applications from the voluntary and community sector, collaborative projects involving statutory partners are not currently eligible to apply.

In setting up this fund consideration has been given to the principles of the ComPAct (*Communities, Partnerships, Action*). The Community Chest aims to work to the guidelines set out in the Buckinghamshire Compact. We want to learn from our recipients in order to be an effective funder, and your feedback on the funding priorities and application process will be collected and considered.

Funding streams from the Community Chest:

- **Micro grants** up to £1,000 – easily accessible grants for small organisations, for a variety of purposes such as buying new equipment, running costs, rent, etc. Applications can be submitted at any time. Closing dates for applications: **15th of each month up to 15th December 2016.**
- **Project grants** – one-off grants for revenue or capital costs, up to £25,000 – for new or ongoing projects that can demonstrate they are successful in meeting local needs. This can include funding for social enterprises. Applications will be reviewed three times a year. Minimum total project cost £10,000. Final closing date: **2nd December 2016.**
- **3YR** - Three Year Revenue funding. Twelve organisations have been awarded funding for 2014-17, averaging £13,000. This stream is fully allocated and no further applications will be considered.
- Organisations who have already received three or more grants (since 2007) from a particular funding stream will not be eligible to reapply to that funding stream.

Application forms are not available on the website, but can be emailed to you by the Grants Officer.

Microgrant forms may be completed on a computer, typed or clearly handwritten in black ink. Project applications ***must*** be completed using a computer.

If you would like an application form, please contact the Grants Officer, with your **email address**, **organisation name**, a brief **summary** of your project and the **amount** of funding needed. Application packs are sent out by email.

Please read the notes on the following pages, to help us make the application process run as smoothly as possible.

1. Who Can Apply?

Any voluntary or community organisation may apply provided that it:

- Provides local community activities or services *within* Aylesbury Vale, which are of benefit to *residents of* Aylesbury Vale - visitors to Aylesbury Vale may also benefit from the services/facilities, but not to the exclusion of local residents
- Contributes to at least one area of the Community Chest Grants Criteria
- Has a formal constitution or set of rules
- Has a bank account requiring at least 2 unrelated signatories for each payment, minimum 3 signatories total
- Operates with no undue restrictions on membership
- Has an exit strategy or demonstrates clearly what will occur at the end of the project
- Is a not-for-profit group (including social enterprises) or a parish or town council

And either

- Has a volunteer **management committee** with a minimum of three unrelated members that meets on a regular basis (at least 3-4 times per year)

Or

- Is a registered **Community Interest Company**, with a minimum of three directors and provides copies of their Community Interest Statement, details of the Asset Lock included in their Memorandum and Articles of Association, and a copy of their latest annual community interest report.

2. What Will We Fund?

Applicants should be able to explain the difference that will be made by their project, and which local priorities are met – these are described on pages 5-6 titled 'Community Chest Grants Criteria'.

NB: While the application form for microgrants does not *specifically* ask the applicant to demonstrate how the project meets the grants criteria, this is assessed by the Grants Officer as part of the process to determine whether a grant will be awarded.

To be successful, you must be able to show the need for the project in the local community (identified through consultation with service users, community appraisals/needs assessments, parish plan, survey etc) and local involvement in planning and delivery.

3. We Will Not Fund:

- Activities promoting a particular religious or political belief
- Capital improvements to places of worship or buildings owned by religious bodies
- Capital projects within schools or hospitals
- Projects involving improvements to roads, highways or associated items
- Bus Shelters, War Memorials, Defibrillators
- Any project which is the statutory responsibility of or is led by a statutory body
- Projects outside the boundaries of Aylesbury Vale
- Individuals
- Organisations which aim to distribute a profit
- Organisations with no established management committee/board of trustees (unless a CIC)
- Fundraising events and activities – funding cannot be awarded for onward distribution
- Applications where the same purpose has already been funded twice by the Community Chest
- Organisations which have previously received three or more grants from the Community Chest
- Projects which are already completed - funding cannot be granted retrospectively
- Incomplete applications

This list is not exhaustive, and applications may be considered ineligible or declined for other reasons

4.1 How to Apply:

Request an application form from the Grants Officer. You can then make an application by emailing a signed copy of the completed form and supporting documents to srothwell@aylesburyvaledc.gov.uk or by posting your application to Aylesbury Vale Community Chest, The Gateway, Gatehouse Road, Aylesbury, Bucks HP19 8FF

If you submit your application by email and have not been able to add a signature, please print and send a signed hard copy to the above address together with any supporting paperwork.

Before you submit your application please ensure that the planned dates for the project allow enough time for the application to be processed before you start. Contact the Grants Officer if you are unsure.

Please contact the Grants Officer if you need help to complete the form

4.2 When applying, please:

- Don't bind your application in a folder, ring or spiral binding or send additional documents which are not required – the application may need to be photocopied, and storage space is limited – a staple or paperclip is ok.
- Don't spend the money before funding is agreed
- Don't leave it too late – apply in plenty of time, especially for event funding

5. How will the application be assessed?

5.1 Microgrants

Applications for microgrants are not considered by the Grants Panel. Instead, these are assessed by the Grants Officer, using a scoring system, making funding recommendations on a monthly basis, which are then sent for ratification by the Chief Executives of both the District Council and the Trust. From 2007 to December 2015, 95% of microgrant applications received were successful, 470 out of 493.

Limitations: only one microgrant application per organisation per financial year, no more than two for the same purpose/event. Organisations with annual income or expenditure in excess of £100,000 are unlikely to be awarded a microgrant. Organisations who have already received three or more microgrants since 2007 are not eligible to apply for another. These restrictions are to keep the fund remains accessible for new applicants.

Microgrants up to £1,000 are suitable for projects with a total cost from a minimum of £500 to around £20,000.

Sustainability: If you are applying for event funding, even if you don't charge for entry, do invite donations and/or collect income from activities such as a tuck shop, plant stall, business sponsorship or pitch fees to enable you to set aside funding for future events. See item 3 above.

Community Involvement: Please include the number of volunteers in question 22 and give details, eg number of hours per week and any other community participation in question 28 if not already covered elsewhere in your application.

Closing date: 15th of each month until December 2016, outcome notified within four weeks of the closing date.

5.2 Project Grants

Your application will be considered by a Panel consisting of three elected councillors from AVDC and three representatives from the Trust.

In this competitive application process, the Panel will make the decision about whether or not to fund your project. Decisions will be based on a range of criteria which include:

- **The need for the project in the local community:** Demonstrate the extent to which you have consulted with your local community, have their support for the project, and that a need exists for it. Include the number of people who will directly benefit from the project.
- **The need for financial support from the Community Chest:** How vital is Community Chest funding to the success of the project? Will the project proceed without our involvement? If there appear to be other, more suitable ways in which the money can be raised, we are unlikely to award a grant. However, match funding from other sources including other grants, local fundraising or income generation activities will help to support your application. Include details of other applications made, even if these were unsuccessful.
- **Contributing to the Grants Criteria:** This is a key part of the decision making process - it is important to demonstrate clearly how your project outcomes will assist in the delivery of these aims (see p 5-6).

- **Evidence of self-help**

The Panel will look more favourably on organisations that can display evidence of other fundraising activity and volunteer involvement. This can include the provision of labour, skills, time, equipment and other in-kind support. Applications will be considered up to a maximum of 50% of the financial cost of a project.

- **Project viability:** Your application will be unsuccessful if you cannot show that it is well planned and that your group is capable of managing it successfully on an on-going basis (i.e. future maintenance of a capital item).

Expectations: The Panel meet three times a year to assess **project grant** applications. Each grant panel has been heavily over-subscribed. In 2016-17, 87.5% of project applications were successful, receiving on average 88.3% of the amount they applied for - the average grant was £14,637. There is no guarantee that you will receive the full amount applied for - you may be offered partial funding, or your application may be declined or deferred to a later panel, so please ensure your project timetable is included.

'Working Together' – Aylesbury Vale Community Chest

An annual networking and capacity-building event, to celebrate and share what has been achieved by local groups with the help of their Community Chest funding. All grant recipients are invited to send a representative.

For 2016-17 grants, this event will take place at the Gateway in Aylesbury, 17th March 2017

6. What happens next?

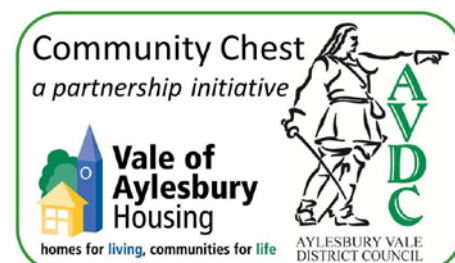
Once a grant decision is taken, there are some important points to note:

- **Award** - we will write to let you know whether or not funding has been agreed for your project.
- **Agreement** - if your application is successful, we will send you a funding agreement stating the conditions on which the grant is offered. Please read this carefully. Claim your grant by returning a signed copy of the agreement.
- **Payment** - Your grant needs to be claimed within three months of award and before the end of February 2017. Grants paid by bank transfer within two weeks of receipt of the signed agreement. If your project is delayed, please contact us to agree the best way to proceed.
- **Monitoring** - the Community Chest Grants Officer should be regularly informed of the progress of your project. A monitoring form will be sent to you with your funding agreement for microgrants, or six months after the grant is awarded for project grants. Documents supporting grant expenditure (such as copy invoices and photographs) and a copy of a newsletter or minutes which acknowledge the grant should be returned with the completed monitoring form.
- **Photographs** - even for equipment purchases and capital projects, please supply photos **including people**, as these help demonstrate the benefit to local people provided by your project, and may feature in our annual report.
Triathlon training equipment (above)
Portable floodlights (below)
- **Promotion** - your organisation should acknowledge that the project is funded by the **Aylesbury Vale Community Chest** in any relevant literature or publicity (eg press releases, your newsletter or annual report) and where appropriate, display a plaque (A4 size, provided by us).
- **Quality and Equality** - the Community Chest aims to ensure quality of service and equality of access through all activities. Organisations receiving grants are expected to reflect these standards.
- **Purpose** - the purpose for which a grant has been awarded cannot be changed without prior approval from the Community Chest Grants Panel, contact via the Grants Officer.

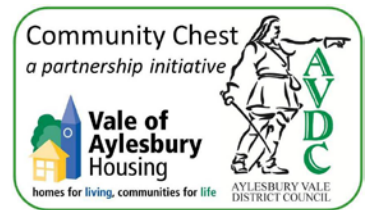


Mrs Sarah Rothwell, Community Chest Grants Officer
The Gateway Gatehouse Road, Aylesbury HP19 8FF
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www.vaht.co.uk



Community Chest Grants Criteria



The Community Chest, a partnership fund between Aylesbury Vale District Council and the Vale of Aylesbury Housing Trust, is open to applications from all areas of the voluntary and community sector, delivering projects and services in Aylesbury Vale which aim to improve the quality of life for all our residents. Applications supported by evidence of local need will always be considered.

The Community Chest criteria are based upon the *Sustainable Community Strategy for Aylesbury Vale*, published in October 2009. The strategy was developed by Aylesbury Vale Local Strategic Partnership, outlining an ambitious vision for the Vale in 2026, with key priorities to be addressed in order to achieve that vision. If you wish to read the Strategy in greater detail, you can download the document from the AVDC website, or ask the Grants Officer to email a copy to you.

The five themes in the Sustainable Community Strategy have been adopted by the Community Chest because the vision for the Vale can only be effectively delivered with the support and active involvement of local residents.

1. Cohesive and Strong Communities

We have a strong voluntary and community sector which provides a range of leisure and support services. There are many ways for residents to get involved in their local community, as part of a club, community group, neighbourhood action group, parish or town council.

Projects that contribute to these aims will be supported:

- A Encourage local community participation and volunteering
- B Increase the confidence of local communities, supporting them to identify local solutions to local problems
- C Help all communities get on well together
 - Improve community cohesion, particularly between new and existing communities
 - Provide support for community participation and engagement
 - Provide facilities in new and existing communities, especially for young people
- D Reduce levels of disadvantage, including social and geographical isolation

2. Safer Communities

Our district is generally a low crime area. However, the fear of crime is a consistent concern for residents and we aim to improve security and safety, and reduce the fear of crime. We will consider funding projects which improve the safety of local people, particularly where these help to safeguard vulnerable adults and young people, and that:

- A help to reduce levels of crime and the fear of crime - community clean-ups, projects that help to improve security and safety in local areas, contribute to a reduction in anti-social behaviour, or provide diversionary activities.
- B help reduce the harm caused by alcohol or drug misuse
- C raise awareness of road safety or safer driving
- D raise awareness of fire safety, particularly in vulnerable households

3. Thriving Economy

Our priorities in this area include projects that:

- A support families and vulnerable people
- B develop workforce skills and improve employability
- C bring additional funding into Aylesbury Vale from external sources

We particularly welcome applications from projects aimed at those areas of the district that show higher levels of unemployment, or which help to overcome the economic difficulties associated with rural isolation.

4. Sustainable Environment

We will support projects which:

- A enhance and protect the local environment, improve green spaces in towns and villages, enhance biodiversity or reduce littering.
- B tackle climate change through reducing carbon emissions and implementing sustainable energy solutions.
- C reduce waste, reuse resources, increase recycling or recover energy

5. Health and Wellbeing

There are inequalities in health, particularly affecting vulnerable groups and low income households. Projects which promote health and help to reduce these inequalities will be considered under the following headings:

- A Help residents live healthier, longer and happier lives
 - encourage participation in cultural and sporting activities
 - reduce smoking and obesity, encourage healthy eating
 - help people to reduce or manage stress and promote mental health
- B Reduce health inequalities through
 - supporting families with budgeting advice
 - targeting particular groups at risk of heart disease, stroke, diabetes
 - reducing homelessness
- C Improve the quality of life for
 - our ageing population – provide activities, support and reduce isolation
 - children and young people - provide positive activities, encourage achievement
- D Connected Communities – improve access to services and rural transport

Sarah Rothwell, ☎ 01296 585634 (Mon/Weds/Fri) email srothwell@aylesburyvaledc.gov.uk

Aylesbury Vale Community Chest

Communities Team

The Gateway

Gatehouse Road

AYLESBURY

HP19 8FF

www.aylesburyvaledc.gov.uk

www.vaht.co.uk