

# Western Cheshire PCT Small Grants Fund

## Guidance Notes

### Who can apply

To apply for a grant the group must:

- Be a group local within the district of Chester, or delivering a project in Chester
- Be a voluntary or community group or registered Charity
- Have a set of accounts or as a minimum a group bank account.

### Grant Criteria

To be considered for a grant, you will need to show how you will meet at least **one** of the following aims:

- Contributes to improving health and well-being
- Helps tackle levels of disadvantage in the locality
- Assists in reducing barriers to social inclusion
- Responds to local needs and priorities
- Improves the local community, or community of interest

### Restrictions

- Grants will not be given for expenditure already made.
- Applications can only be made for up to £500 for projects and initiatives

### Application Process

1. Applications can be made at **anytime** between April 2009 - March 2010
2. Applications must be made on the standard application form.
3. Application forms are to be submitted to Chester Voluntary Action.
4. Applicants must provide a copy of **both** your constitution, terms of reference or rules, and a recent bank statement or income and expenditure sheet (see form)
5. Groups can apply more than once in a financial year (April to March) but priority will be given to new applications. Subsequent requests must be for different projects/initiatives.

6. Grants will be awarded based on the recommendations of an independent grant panel.
7. Applicants will be told if they are successful or not within 15 working days of submission.
8. Payment will be made via cheque or to settle an invoice received from a third party.
9. Written feedback will be required on how the grant money was spent.