

CLUB LIFE

Empower, Engage, Sustain

Applying for a Sport Wales Community Chest

Community Chest is a grant provided by Sport Wales which is used to kick start new projects and support coach development and coach education. Grants of up to £1,500 per club (per financial year) are available and this resource will give you a step by step guide to completing an application form.

Who can apply?

The scheme is open to any group as long as they hold a bank account in the organisation's name.

Who cannot apply?

Sorry but if you are a member of the public, primary school or associated body arranging activities for children, or secondary school whose part of the 5x60 scheme you are ineligible to apply for a Community Chest grant.

In addition the following activities cannot be funded:

- Physical activities such as gardening, DIY, environmental improvements, performance dance or circus skills
- Existing activities / projects that have already started
- Projects that are considered to be part of an organisation's normal day to day running costs
- Projects based outside Wales

Or the following project elements:

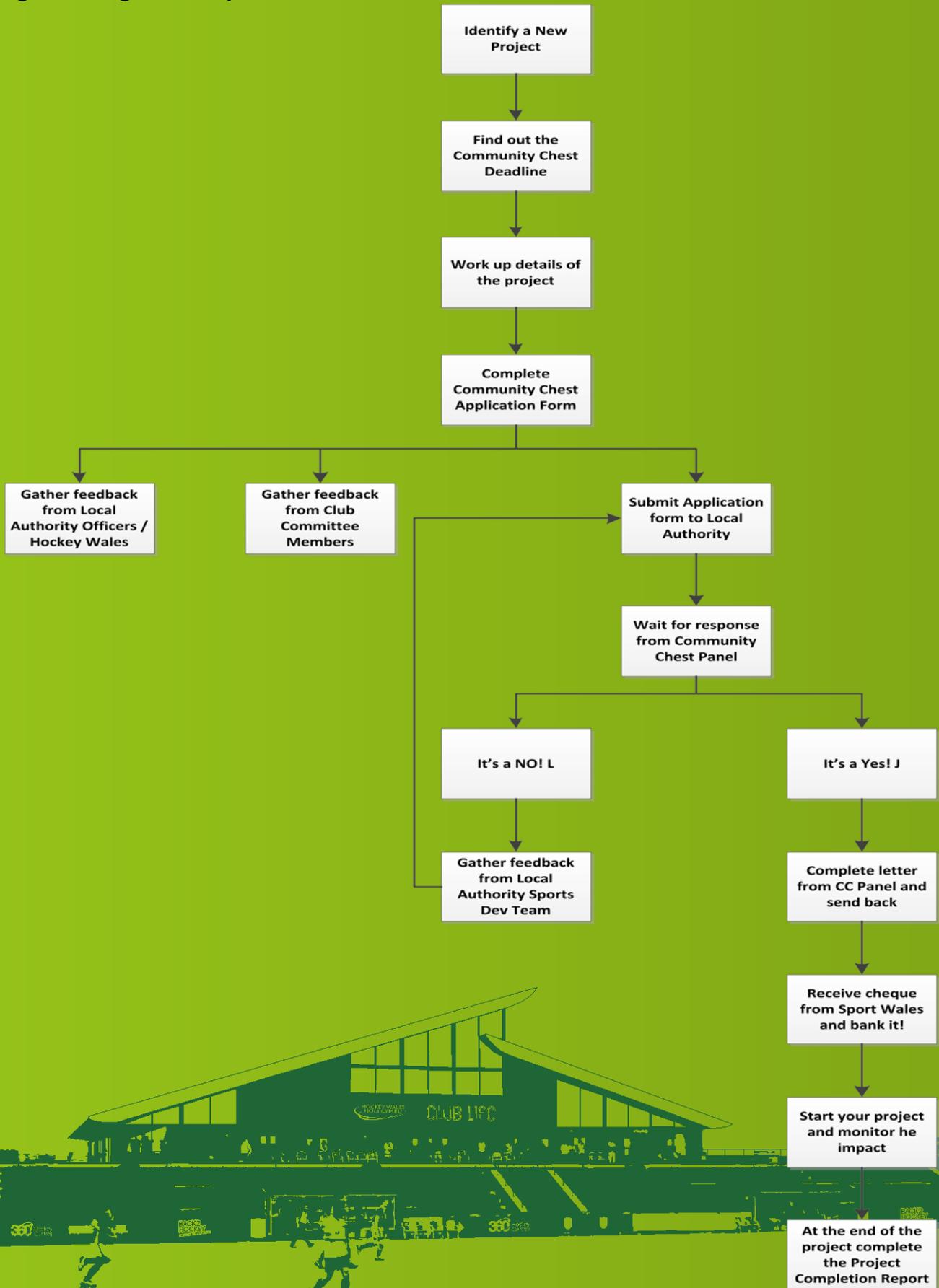
- Maintenance, repair or replacement of current equipment or facilities (however consideration will be given to replace equipment that no longer complies with current legislation)
- Purchase of personal items of equipment
- Catering and hospitality
- Medals, certificates or trophies
- Domestic or foreign tours
- One off events with no links to on-going activities
- Memberships
- Capital projects (projects that involve building or buying land)
- Financial support for individuals

For more information, visit:

www.hockeywales.org.uk/play/club-life



The following flow diagram will take you from your initial thoughts of a new project right through to completion:



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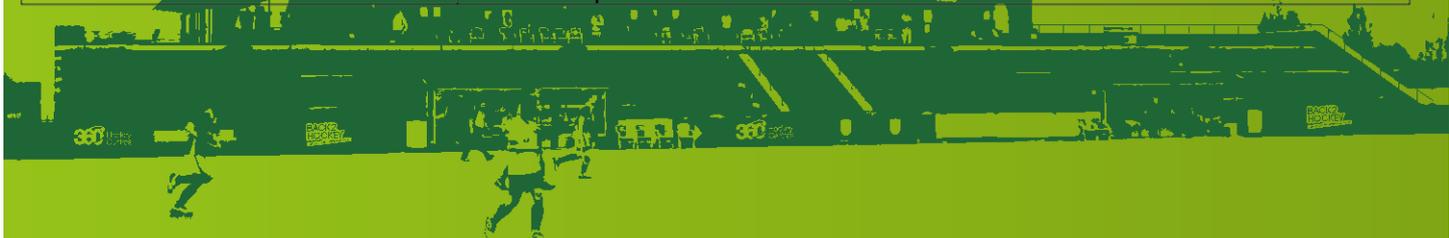
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Stage	Description
Identify a new Project	Community Chest will support a range of new projects. Here are some ideas around what projects Community Chest will support; <ul style="list-style-type: none"> - Club School links - Club Open Days - Marketing Campaigns to support a project - Coach Education
Find out the Community Chest Deadline	If you follow the following link it will give you the contact for all the Local Authority Grant Officers. These are usually local authority employed people who are responsible for administering Community Chest within the Local Authority. Link: http://www.sportwales.org.uk/funding--support/our-grants/community-chest.aspx (on the right hand side "Community Chest local authority contacts") You can get the information from the LAGO's or the Panel dates are also listed.
Work up the details of the project	A good project will have thought of the following; <ul style="list-style-type: none"> - a project with a good outcome which will increase participation or improve standards of coaching. - be realistic and achievable - have detailed numbers of new participants - be clear and to the point about WHAT you want the project to do - be clear and to the point about WHY you need to do this project, try and include evidence and make sure you refer back to what you want to do - be clear about the costs of the project - ensure that there in consistency to the application form and it flow well. For example, if you do not mention about a first aid course in the WHAT and HOW and put it down as a cost this will come as a surprise to a panel member and it will be questioned as to where is fits within the project.
Complete the Community Chest Application form	Complete all the relevant parts of the form and ensure that the form is signed by at least 2 people from the club.
Gather Feedback from Local Authority or Hockey Wales (additional help)	If at any time you are unsure of the application form or want to double check something make contact with the Local Authority Sports Development team or your Regional Hockey Wales Manager.
Gather Feedback from Club Committee	Try and make sure that you get some support during this process, present you application to the club committee for feedback or if you are short on time e-mail it around to a few key committee members.
Submit Application to Local Authority	Send the application off to the relevant person within your Local Authority. Always keep a copy of the application form!
Wait for the response from the Community Chest Panel	Depending on when the panel is you should usually find out within about 2 weeks if you have been successful or not. A top tip is to keep an eye out on Twitter, a lot of the local authorities often tweet about projects they have supported.
Gather Feedback from Local Authority Sports Development Team	If unfortunately you were unsuccessful make sure you are not put off by this and get some feedback from someone who was at the panel meeting. Don't be put off if you are unsuccessful just ask for some help and re-submit.

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Complete letter from Community Chest Panel and send back	If you were successful you will be written to outlining the offer and any potential conditions. You will need to sign this and send it back to Sport Wales who will then issue a cheque.
Start your project and monitor the impact	Once you have banked your grant you can start the project. Don't forget to keep evidence of all the good stuff your project achieves, not only to use as evidence put also to use as promotional material to raise the profile of the club.
At the end of the project complete the Project Completion Form (PCR)	Once the project has finished you will be asked by Sport Wales to complete a PCR – Project Completion Form. This is to evidence that the grant has been spent on what was outlined in the application.



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