

Terms and conditions for applications

By submitting your application for funding from the West Kent Community Chest, you are agreeing to these terms and conditions.

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1. About Us

The West Kent Community Chest is one way that West Kent Housing Association (West Kent) supports projects and initiatives that improve the quality of life for our residents and creates strong and sustainable communities.

2. Our priorities

The fund will prioritise support for activities to support our residents and communities with:

- financial hardship and cost-of-living projects and initiatives,
- community initiatives that help them residents feel safe, help reduce crime and ASB (Anti-Social Behaviour),
- improving physical and mental health and wellbeing,
- tackling isolation,
- developing skills.
- Making a positive impact on the neighbourhood or environment
- community activities.

3. What we do not fund

- organisations who run services that are the main responsibility of the local authority, council, education, or other statutory agency. (e.g., schools and colleges, health services, social care),
- activities that may create friction within the community, or could harm the reputation of West Kent,
- activities that promote any political activities or causes,
- activities promoting any religious beliefs,
- activities that have already happened,
- individuals.

4. Who can apply?

This funding is for:

- non-profit groups and organisations providing activities, services and community improvements that have a demonstrable benefit to West Kent residents.
- West Kent resident groups

A. Organisations and constituted groups (including tenants' and residents' associations)

Funding Requirements:

- The maximum amount for awards is £1000 per calendar year. There is no minimum amount.
- You must be able to demonstrate resident demand for the project.
- A minimum of 50% of your beneficiary cohort must be made up of West Kent residents.
- Open membership – everyone living in the area should be able to get involved with your project.
- A bank account in the name of your organisation.
- Appropriate risk assessments and insurance in place to cover the planned activity.
- Appropriate policies and / or procedures for safeguarding, health & safety, and equality, diversity, and inclusion.

B. Smaller un-constituted groups and individual led applications

Funding Requirements:

- The maximum amount for awards is £500 per calendar year. There is no minimum amount.
- You must be able to demonstrate resident demand for the project.
- A minimum of 50% of your beneficiary cohort must be made up of West Kent residents.
- Open membership – everyone living in the area should be able to get involved with your project.
- Appropriate risk assessments in place to cover the planned activity.

C. West Kent staff led applications

Funding Requirements:

- The maximum amount for awards is £5000 per project. There is no minimum amount.
- You must be able to demonstrate resident demand for the project.
- A minimum of 50% of the beneficiary cohort must be made up of West Kent residents.
- Open membership – everyone living in the area should be able to get involved with your project.
- Appropriate risk assessments in place to cover the planned activity.
- The application must be supported by a line manager

5. How and when to apply

- All applicants must complete an application form which can be submitted either by email, or via our online application process.
- By filling in the application you are applying for a grant, but you accept that you may not be successful in your application, and our decision is final.
- Applications can be made at any time during the year. The panel will meet quarterly to decide applications that exceed £500. Applications of less than £500 will be decided monthly.
- If we need any more information from you, we will email you at the email addresses you have provided.

6. Decision Making

Applications will be considered based on:

- resident demand
- the extent to which all criteria are met
- availability of funding
- organisational priorities

7. If you are successful

A. Organisations and constituted groups (including tenants' and residents' associations)

- We will transfer the funds directly into the bank account details you have provided

B. Smaller un-constituted groups and individual led applications

- We will arrange direct payment of invoices and / or arrange to directly purchase items required for the project on your behalf.

C. West Kent staff led applications

- You will be allocated a project budget.
- The named applicant will be responsible for monitoring the project budget.

Any money received from the West Kent Community Chest is subject to the following terms and conditions:

- Only you can spend your grant.
- Any amount awarded must be used solely for the purpose outlined in the application and be spent by the grant applicant
- You agree to act in good faith (for example, you agree not to give us false, inaccurate, or misleading information about your activity or use your grant for anything other than what you have said you will be using it for).
- Any unspent funds should be returned to West Kent, however, please let us know if you encounter a problem as we can discuss potential alternatives.

You agree:

- That once funding has been awarded, there is no ongoing commitment from West Kent and / or the West Kent Community Chest to issue further funds for your activity.
- To keep clear and accurate records, showing a breakdown of how you have spent your grant and provide to provide evidence (receipts) of the expenditure.
- To complete a grant monitoring form within six months of the activity completion outlining the outcomes of your activity. If you fail to complete monitoring information, you will not be eligible to apply for any further funding. We may use your response for reporting purposes or to publicise the West Kent Community Chest.
- To comply with data protection legislation and to get whatever permissions, consent, or approvals you need before carrying out your activity.
- That any safeguarding and health and safety requirements will be defined and adhered to.
- For any funding provided to organisations independent of West Kent, we will not be liable for any damage, injury, or loss of any kind to any property or persons occurring as a result of activities undertaken with this award.
- For any items purchased directly for you or your organisation, these will be considered as gifts. Whilst every care is taken to ensure the quality of the items gifted, we accept no liability or responsibility whatsoever, for the condition of the item during storage from the date of delivery. West Kent provides no warranty in respect of the items gifted to you. It is expected that the items gifted are used for the sole purpose for which it was manufactured and in accordance with the manufacturer's guidelines.

8. Repaying your grant

We have the right to ask you to pay back all or any part of your grant, if you have:

- spent all or part of it on anything other than the activity detailed in your application.
- used it in a way that goes against the aims of the West Kent Community Chest or these terms and conditions.
- not spent it

9. Help with your application

- If you have any questions, or need help completing the application form, please contact our Fund Administrator.
- If your application is unsuccessful, we will provide feedback on request.