

## **Dereham Area Partnership**

### **DEREHAM AREA COMMUNITY CHEST GUIDELINES**

#### **1. Aim**

To provide small grants to voluntary / community groups and parish councils in the Dereham area for a range of social, economic or environmental projects which are of benefit to the entire community.

#### **2. Eligibility**

Grants will be made available to not-for-profit organisations based within the Dereham Area Partnership geographic boundary which have a managing committee and a constitution or simple set of rules. Parish councils may apply.

#### **3. Grant guidelines**

- Grants will be 50% of total project costs, up to a maximum of £1000.
- The scheme is primarily aimed at the 35 rural parishes making up Dereham's hinterland, but a set proportion of the grant pot (£6,800 of the £34,000) will be ring-fenced for projects based in Dereham town.
- Evidently there is a finite quantity of funding available through the chest and, whilst it is hoped that funding will be available right up until the end of the scheme in September 2004, this can not be guaranteed.
- Grants will be judged on:
  - i. Whether the project is achievable within the timescale.
  - ii. How many potential beneficiaries there are in the community.
  - iii. Whether there is a proven need for such a project.
  - iv. The competence and commitment of the applicant.
- The grant-making committee reserve the right to amend the guidelines at any point throughout the process.

#### **4. Applications**

- Application forms can be obtained from the DAP Co-ordinator based in Aldiss Court, Dereham (**Tel: 01362 695375**).

- Enclosed with the completed application should be any important supplementary documents such as copies of quotes, cost break-downs etc. relating to the project.
- Applications will be judged by the DAP Social & Community Group at their monthly meetings (see attached schedule). Applicants should submit their applications no later than one week before the respective meeting date. Applicants can expect to hear the outcome of their application within a week following the date of the meeting.
- Once an offer has been made, cheques will be sent to the successful applicant on receipt of paid invoices for the eligible items.
- All receipted invoices for project expenses must be sent to the Dereham Area Partnership before 10<sup>th</sup> September 2004 in order to receive a grant.

## **5. Monitoring**

- Monitoring forms will be sent to all successful applicants 6 months after awards have been made. These should be completed and returned to the DAP Co-ordinator in order that the Dereham Area Partnership may ascertain the level of success of the scheme in achieving its aims.

If any applicant has difficulties in completing the application form due to physical impairments or otherwise, they may call the Dereham Area Partnership Co-ordinator for assistance on 01362 695375.