



Community Chest Application Guidelines 2023-24

Improving lives and communities through our homes, care and support

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About Radius

Radius Housing Association provides housing, care and support to over 33,000 homes.

We are a social enterprise employing over 1,000 people and managing 13,500 properties in 80 towns across Northern Ireland.

What is the Community Chest Fund?

Radius Community Chest is a funding programme which has been running successfully for five years. In this time Radius Housing has supported groups with payments of between £250 & £1000 to fund local community projects.

Funding is now open to our tenants, service users, clients, small groups and charitable or voluntary organisations working within Radius Communities to fund local projects including supporting people in their local communities to deal with the cost-of-living crisis through creative interventions.

The criterion for the Community Chest is as follows:

Your Community Chest project must aim to deliver outcomes on at least one of the following themes:

1. It will support a community development and or empowerment project.
2. It will support groups to carry out local sustainability projects particularly around identified issues such as waste management, litter, dog fouling, environmental issues and energy efficiency.
3. It will support the development of digital and financial Inclusion projects with vulnerable groups or individuals.
4. It will support local people into Education, Learning and Volunteering opportunities.
5. It will deliver targeted health and wellbeing outcomes to vulnerable groups or individuals.
6. This year we will also be particularly keen to fund projects which propose a creative approach to support communities to collectively address areas of deprivation and need in the current financial climate. However, we will not fund the direct provision of money, vouchers or food.

Essential Criteria:

1. The project is in a community where Radius is represented
2. The application must demonstrate demand for the project in the local community and consultation with residents
3. Projects must be inclusive and accessible to all
4. Project can show that value for money will be achieved
5. Project must be delivered within 12 months of award

How much are the grants?

Grant size: £250 up to £1000

Who can apply for a grant?

- Constituted community associations/groups and voluntary organisations.
- Non-Constituted groups who must adhere to terms and conditions. If applying as a group with no bank account Radius will manage the grant and pay suppliers directly.
- Priority may be given to new or existing groups involving Radius tenants who meet the essential criteria.
- Priority will be given to groups who haven't received funding from Radius previously.
- Priority will be given to groups who have an annual income of less than £75k.

Radius grants will NOT fund:

- Core funding or general running costs
- Professional fees
- Building or capital work
- Political or religious activities
- Commercial Organisations
- Work considered to be a statutory responsibility
- Activities which will benefit only one person
- Money to individuals or families including the direct provision of vouchers or food

Payment

- Grant aid payment will be made by cheque or through BACS
- You will need a bank or building society account and a process by which 2 unrelated people authorise payments
- For non-constituted groups without their own, separate bank account, Radius Housing will pay suppliers directly on receipt of invoices
- For non-constituted groups it is recommended that groups order from a company that will create an invoice which will be then paid via Bacs or Cheque
- For non-constituted groups that Radius are purchasing the goods on their behalf; responsibility should be on the group to ensure that the company have the goods in stock, that the items can be delivered to Northern Ireland and the group should find out if there are added costs to delivering to NI
- Original invoices will be required as proof of grants having been spent for the purpose originally requested
- If for any reason the total amount of grant aid is not used, the total amount remaining must be returned to Radius Housing.

Applicants must provide the following when submitting their application

1. A completed application form.

Please speak with a member of the Tenant Engagement Team in the first instance. Contact tenant.engagement@radiushousing.org who will forward you a funding application form.

Must include **all** with the completed application form:
 - If a constituted group a copy of your governing document, e.g. constitution, this must be the name of the applicant organisation unless governed through an umbrella organisation.
 - A current account bank statement dated within the last 3 months.
 - A copy of the organisations' most recent audited accounts.
 - All information submitted must have the same group/association name.
2. Projects must show value for money, therefore quotes and/or price checks must be submitted.
3. Application declaration statements. We will ask you to confirm a number of statements.

Safeguarding and Risk Assessments

Safeguarding of children and adults at risk from harm and exploitation is of paramount importance.

Organisations working with children or adults at risk should have a written policy supported by robust procedures and guidelines.

If you are a constituted group, you must have a policy that explains how you make sure of this and be able to show that the policy is put into practice. We also request that you issue guidelines to volunteers to show that they have been informed of good practice around how they will conduct themselves including how they will report concerns.

The applicant is responsible for ensuring that appropriate risk assessments/permits are completed and are in place prior to the project commencing.

Monitoring Evaluating & Reporting

We will expect you to agree and adhere to Radius's post project monitoring, evaluation and reporting form based on information provided by you on the application form within one month of the completion of the activity/project. This includes details of the objectives and outcomes from your project.

Photographs

At least two images of the project must be supplied with the project evaluation form and Radius has the right to use these images for promotional purposes. It is important photo consent forms are completed as part of the project evaluation form.

Promotion

We would also request that successful applicants promote their award as widely as possible including through social media channels.

Successful Applicants

Applications are scored and if successful, a letter of offer will be issued to the grant applicant for consent to adhere to the terms and conditions which forms the basis of the funding contract.