

COMMUNITY CHEST GUIDELINES 2024/25

About Newark and Sherwood District Council Housing

Newark and Sherwood District Council provides social housing to over 5500 tenants across the district; including general housing, supported housing and housing with care and support.



Farnsfield Chatty Benches

What is the Community Chest Fund?

The Community Chest Fund is designed to give residents of Newark & Sherwood and NSDC staff the opportunity to identify areas that may be made better, safer, cleaner, and greener by the injection of a small amount of funding up to £1000.

The money is provided from the Housing Revenue Account so must be spent on improving the amenities of social housing tenants or areas which social housing tenants use.



Gladstone House Magician Event

Essential Criteria:

- The project is in a community where Newark and Sherwood District Council housing is represented.
- The application must demonstrate demand for the project in the local community.
- The application must be supported by and made in consultation with NSDC tenants.
- The application must demonstrate how it aligns with the current NSDC Community Plan.
- The project must be inclusive and accessible to all.
- The project must show that value for money will be achieved.
- The project must be delivered within 12 months of award.

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The grant funding size

Up to £1000 per application

Who can apply?

- NSDC tenants and leaseholders
- NSDC residents (if they can prove their project will significantly benefit tenants and leaseholders)
- NSDC elected members
- NSDC staff officers

The grant will not support:

- 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



Lynds Close Signage

How the funding is administered:

- The Tenant Engagement Community Chest Panel will consider each application in line with these guidelines.
- Once a decision is made applicants will receive an email advising of the next steps.
- NSDC officer applicants will be responsible for ordering goods/ services through approved suppliers and providing receipts.
- In cases where funding is requested to 'match fund' a project, funding may be provided once approved, to properly constituted groups or organisations' which can verify who the beneficiaries are, and the application is supported by tenants or leaseholders.
- Internal applicants—funding will be spent by Newark and Sherwood District Council.
- External applicants—funding will be paid to approved external applicants bank accounts.
- Applicants are requested to promote their successful award as widely as possible.
- Photographs: Applicants are asked to provide a minimum of 2 post project completion photographs for inclusion in NSDC promotional material.



Coghill Court Raised Bed & Composter Scheme

GUIDANCE NOTES DECLARATION

I, the undersigned, undertake that any grant awarded will be used in accordance with the above noted Community Chest Guidance Notes.

I confirm I am authorised to sign this Community Chest Guidance Notes Declaration. (on behalf of the noted organisation if applicable).

**Organisation/
*Group name
(if applicable)**

Signed

Print Name

Date

Return this signed Guidance Notes Declaration Page with a signed copy of the Application Form to getinvolved@newark-sherwooddc.gov.uk

***Constituted Groups**—Please also send the following:

- 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.

Further Information

To find out more and to request an application form please contact:

Newark and Sherwood Tenant Engagement Team

Tel: 01636650000

Email: getinvolved@newark-sherwooddc.gov.uk