

# Community Chest Bid Criteria



## General

Bids must be for projects that come under one of the following themes:

- **Building Neighbourhoods** - health, education, training, crime prevention, environmental issues and supporting access to leisure activities
- **Celebrating Heritage and Culture** - Community arts, community festivals, and heritage projects which contribute towards place shaping
- **Working for Community Change** - worklessness, volunteering projects, community enterprises, promoting diversity integration, increasing participation and skills, financial inclusion and anti poverty projects

A Panel is convened every quarter to consider and agree submitted bids.

Panels assessing bids up to £5,000 will consist of Thames Valley Heads of Service and resident representatives where possible.

## Application process

Bids can be submitted by individuals, statutory organisations, community groups and organisations. Electronic or written completion and submission of the application form is acceptable and should be submitted to:

Community Investment Manager  
Thames Valley Housing  
Premier House  
52 London Road  
Twickenham  
Surrey  
TW1 3RS  
Sahil\_Khan@tvha.co.uk

Bids should contain the following information and detailed explanation as a minimum requirement:

- The scope of the project including how the project will be delivered and managed – project details, project management structure, timeframes, monitoring systems
- How the project benefits Thames Valley Housing's communities/residents
- Support for the project from users and other stakeholders – evidence to show the community need
- Expected outcomes – for individuals / for communities
- Any failed bids for the same project and other possible sources of funding if appropriate
- A proposed budget and breakdown of capital and revenue funding

- Annual report and accounts for the bidding company, if community / voluntary group, and address for the registered office if appropriate
- Experience of managing similar projects and details of past successes if appropriate
- Evidence/commitment to Equality and Diversity – both for project and organisation / individual

### **Assessment criteria**

The panel will assess the bids using the following criteria. Bids may not meet all the criteria but the more criteria met, the higher priority the bid will be given.

- Experience of managing funding in a professional way
- If there is a committee, it has a robust membership and a treasurer
- That by providing funding, the community will benefit and how this will be demonstrated
- The extent to which Thames Valley Housing residents benefit directly from the project
- The project will be delivering real outputs within the first six months
- Where other funding has been sought for the project it is likely that it will be obtained
- The project strongly meets the themes agreed for the Community Chest
- The bid contains proposals to evaluate and monitor its expenditure
- The bid is well costed and value for money
- How the bid provides evidence of need
- The bidders agree to demonstrate how the grant has been spent, what the money has achieved and to provide monitoring information to Thames Valley Housing
- The bidders agree to Thames Valley Housing using details of the projects (not individuals unless by consent) in publicity material and annual reports

### **Excluded areas**

- Trading / profit making organisations apart from community enterprises
- Major building costs although capital works can be bid for
- General appeals by corporate/ charitable entities
- The furtherance or propagation of a faith promoted by any organisation which is a religious nature. This will not preclude religious organisations applying for assistance to provide social or welfare work connected with their organisation which do not directly promote a religious aspect.
- Animal welfare projects/ organisations
- Support for political parties / activities or campaigning
- Projects that create future management and maintenance costs that can not be sustained
- Projects where beneficiaries are connected to TVHA Employees or Board Members and this has not been declared / approved

### **General procedures and conditions**

- Bidders will receive an initial acknowledgement of their application, followed by a response in writing within 2 weeks of the panel meeting.

Where the bid is unsuccessful the letter will contain details on why and advice on submitting future bids.

- The Panel's decision is final and there is no appeal process
- Successful applicants will be required to enter into a Service Level Agreement with Thames Valley Housing
- When a successful project is reliant on separate funding, Community Chest monies will be held until this has been secured
- Grants will be paid into a bank account. An organisations or group may need to open an account or arrange for another group to receive the grant on its behalf.
- The grant must be used for the purpose for which it is given and accounted for correctly, through the retention of all payment records and invoices.
- The grant must be used within the 12month period following the granting of the award
- The Community Investment Manager will meet with successful applicants at least twice in the 12 month period following the granting of the award
- An end of project report will be required from all successful applicants
- Organisations can submit more than one bid per year but will need to clearly demonstrate that they have explored other ways of funding projects. In addition first bids will be given priority in the interests of fairness and allocating funds as widely as possible

Any queries should be addressed to Thames Valley Housing's Community Investment Manager – [Sahil\\_Khan@tvha.co.uk](mailto:Sahil_Khan@tvha.co.uk) / 0208 607 3880.