

## 10 Top Tips for Applying for a Community Chest Grant

### Before applying for Community Chest funding:

1. Check with your Local Authority regarding meeting dates and make sure your application is submitted in time – a minimum of 14 days before to guarantee it will be considered
2. Contact your Local Authority Sports Development department - they can provide support and additional guidance on how to complete the form
3. Gather the following information:
  - How many members your organisation has now, and how many you hope to have after the project
  - How many teams your organisation has now, and how many you hope to have after the project
  - How many sessions your organisation runs now, and how many it will run after the project
  - How many coaches, first aiders etc. your organisation has now and how many you hope to have after the project
4. Think about what you are planning to do and why – for example:
  - We want to start a new activities programme because our members have expressed an interest in being more active
  - We wish to start a girls U15 football team because of interest shown by girls in the high school
5. Ask yourself this question:
 

*"How does my application either increase participation rates or the number and quality of coaches, or both?"*
6. Think about when you want your project to start, as Sport Wales is unable to fund projects that have started prior to the panel making a decision – this includes attending coach education courses
7. Be aware that Sport Wales is unable to fund maintenance, replacement or other ongoing costs. Your Local Authority Sports Development department can provide more information on what cannot be funded
8. Gather together any supporting documentation that you believe supports your application. This includes evidence that your organisation holds a valid account (be it a Bank, Building Society or Credit Union account) in its name.
9. Think about what the project is trying to achieve and why it is needed - the panel can only make a decision on the information you provide so give as much information as necessary, as the majority of rejected applications are because of a lack of information

### Following submission of your application:

10. Remember to keep track of how your project develops as you go, as you will need to complete a Project Completion Report (PCR) form detailing the successes or otherwise - this will need to be submitted prior to making a new application