

Grants for Community Projects & Organisations:

Guidance

**PREAMBLE**

The Christine Best Foundation (hereafter “The CBF”) supports the development of musical potential within the community to which the late Christine Best devoted her working life through teaching and conducting by awarding grants to:

1. non-auditioning choral and instrumental organisations which benefit the community at large situated within a radius of five miles of St. James’ Church, Weybridge, Surrey; and
2. disadvantaged individuals who can demonstrate a notable talent for music and who are situated within a radius of five miles of St, James’ Church, Weybridge, Surrey, for the furtherance of their musical education and performance.

Without prejudice to the above, in line with the wishes of the late Christine Best and The CBF’s governing document, the Board of Trustees particularly welcomes applications relating to community projects and organisations that will benefit the community at large within the Ecclesiastical Parish of St. James’ Church, Weybridge, Surrey.

**Grants for Community Projects & Organisations**

The CBF awards grants to support community projects or organisations of between £250 and £5,000. This could include providing funding to an existing organisation to support a one-off project or to enable it to continue serving the community; supporting collaborations amongst more than one existing organisation; or supporting a start-up organisation.

Each year the Board of Trustees reviews the maximum amount of money to be given away in the form of grants. The Board of Trustees reserves the right to distribute funds in any way it deems appropriate, according to the nature of the request and supporting evidence provided and according to the number of applicants deemed by the Board to be worthy of support in any particular year.

Please study the Grant Criteria below to see if you or your organisation are eligible to apply for a grant.

GRANT CRITERIA

In order to be considered for a grant, applicants must satisfy the Board of Trustees that the purpose of their application and the organisation(s) involved meet the following criteria:

* that the project proposed cannot be funded entirely by other sources;
* that the Lead Organisation and any Partner Organisations are non-auditioning (i.e. open to abilities);
* that the Lead Organisation and any Partner Organisations are based within 5 miles of St. James’ Church, Weybridge, Surrey; and
* that the project proposed has the potential to benefit the community at large within the geographical area referred to above.

APPLICATION & SELECTION PROCESS

STEP 1

**Application Forms**

* Please visit our website ([www.thechristinebestfoundation.com](http://www.thechristinebestfoundation.com)) and download the *Application Form for Community Projects & Organisations*. Alternatively, we can post you an application pack if you write to us at the Correspondence Address. Please enclose an A4 stamped, addressed envelope.
* Forms may be completed electronically or by hand (please use black ink and write in block capitals).
* Please read the guidance below before commencing your application.
* Forms must be fully completed in order for applications to be considered.

**Supporting Documents**

If you are applying on behalf of an existing organisation, please provide us with a copy of your latest accounts.

Please include anything else which you feel may support your application (no original documents, please).

STEP 2

Return your completed Application Form and Supporting Documents to The CBF at the Correspondence Address. You can either send all forms and supporting material by post; or alternatively you can email us your forms and scanned copies of any Supporting Documents.

We are sorry but The CBF is a small charity and will not be able to acknowledge receipt of Application Forms and Supporting Documents. If you are concerned about whether or not your application has been received, please contact the Grant Applications Committee by email: thechristinebestfoundation@gmail.com .

STEP 3

The Applications Committee (comprised of a minimum of two Trustees) will consider applications received within the deadline and which meet the grant criteria. They will then request any further information where they deem it necessary and, in some cases, request an interview with an applicant.

The Applications Committee will make recommendations to the Board of Trustees. The Board of Trustees will meet before the Notification Date to consider those recommendations. They will either approve, amend (for example, they may decide an applicant should receive a grant but for a different amount) or reject the recommendations.

The Board of Trustees will notify all applicants on or before the Notification Date as to whether they have been successful or not. The decisions of the Board of Trustees are final and no appeals procedure may be entered into.

GUIDANCE for applicants

1. Applicants are welcome to submit their applications as soon as they are completed.
2. All Application Forms must be fully completed and received, together with any Supporting Documents, by the Closing Date to be eligible for consideration. We regret that we are unable to consider any forms received after this deadline.
3. Applicants may be invited for interview by the Grant Applications Committee. If you are not invited for interview, this does not necessarily mean that your application has been unsuccessful.
4. The Board of Trustees prefers to make grant payments on receipt of an invoice from institutions, music organisations, music teacher or other supplier. Therefore, please be sure to specify details of the person to whom a payment should be made.
5. Please note our funding is limited: even if you are successful in gaining a grant, it may not be for the full amount requested.
6. All previous applicants (successful or otherwise) are welcome to apply again.
7. If you experience any difficulties completing the application or have any queries, please contact The Grant Applications Committee at thechristinebestfoundation@gmail.com .
8. We will inform all applicants by email of the outcome of their application, whether or not they have been successful. If you do not have an email address you will be contacted by letter. Details of successful grants will also be posted on our website: [www.thechristinebestfoundation.co.uk](http://www.thechristinebestfoundation.co.uk)
9. Definitions:
	1. Correspondence Address:

C/O Chris Chinn
Firdene,
4 Windsor Walk,
Weybridge,
Surrey.
KT13 9AP

* 1. Lead Organisation means the organisation which is making the application and to whom any grant, in the event of a successful application, would be paid;
	2. Notification Date means the deadline set by the Board of Trustees for notifying applicants as to whether or not their applications have been successful;
	3. Partner Organisation means any organisation collaborating with a Lead Organisation in relation to a Proposed Activity.

**All information received will be treated with the strictest confidence and will not be shared with any third parties.**