

Islington Council's Community Chest Grant information sheet

Congratulations on receiving a grant from Islington Council's Community Chest!

Your Project

We are always interested to hear about how your project is going, or to help if you need information. If you would like to invite representatives of Islington Council's Community Chest to an event or have any information about your work you would like to share, please get in touch. We also have a celebration event each year which you will be invited to attend.

Monitoring and finances

A link to complete your monitoring form online will be provided by email prior to the end of your project and is also included in the enclosed offer letter. Please take a moment to review the form and contact us if any of the information will be difficult for you to collect.

When spending your grant, you must look back at the budget you sent us and any additional conditions your Programme Manager has given you about how to spend your grant. If you are not sure if you are allowed to spend your grant on something, please ask us. You must also contact us if you want to spend the money in a way that is very different to the original budget.

You must keep records of how you are spending your grant. These should include keeping copies of all receipts and invoices. You do not need to send us these, but someone from Cripplegate Foundation may contact you to check that the grant has been spent as agreed. If you need any guidance on how to keep financial records or are not sure what is expected of you please either contact us or Voluntary Action Islington and we will be happy to help.

Publicity

We are very happy if you can help to publicise Islington Council's Community Chest by letting people know that it is funding your project. You can mention it on leaflets or posters, on your website or at events or meetings. You should say in your publicity that your project is supported by:

'Islington Council's Community Chest: funded by Islington Council in partnership with Cripplegate Foundation'.

Please get in touch if you would like to use Islington Council and Cripplegate Foundations logo and do not already have them.