



## Successful applications: Important Notes

### Terms & Conditions

- 1) A CCE grant enables the recipient community to hold a programme or event by minimising the projected shortfall. If the event ultimately incurs a shortfall totalling less than the grant awarded, the grant will be reduced accordingly. If the shortfall from the event is higher than anticipated, the grant will not be increased.
- 2) Initial outlay and payments to suppliers must be made by the synagogue.
- 3) CCE will pay up to the awarded amount, directly into the synagogue bank account:
  - a. Upon completion of the event
  - b. Upon completion of the [Evaluation Form](#); to be completed by either the Rabbi, Chair or principal organiser within 7 days of the event's conclusion
  - c. Upon completion of the online Participant Feedback Form; you will receive a unique link to be emailed to all participants within three days of the event. CCE will share this feedback with you
  - d. Upon receipt of the completed *Income and Expenditure Table* template
  - e. Upon receipt of copies of **all** invoices and receipts from the event, to be submitted over email or via this [online form](#). This includes for cash transactions. Failure to provide these may result in a reduced grant.
  - f. Upon receipt of the synagogue's bank account number and sort code\*
- 4) Following the completion of all points listed under **3)**, the agreed sum will be paid out within 28 days.
- 5) CCE grants must be claimed within 2 months of the conclusion of the event or programme. Beyond this period the grant will be annulled.
- 6) In the event that plans change, and a grant is required to cover elements not indicated in the original application, the grant is not automatically transferable. Under such circumstances, CCE must be notified as soon as possible so that the application can be reconsidered.
- 7) Where possible, CCE requests that organisers send photos of events.

\* This only applies to non-United Synagogue communities



## Acknowledging CCE

CCE requests that all marketing materials promoting events funded by CCE feature the CCE logo. This logo will have been attached to the email announcing the successful outcome of your application. Please also include the following wording: *This event is supported by the Chief Rabbi's Centre for Community Excellence*. To view model flyers, click [here](#).

During the programme or event, CCE would be appreciative if a vote of thanks and recognition was given to the *Chief Rabbi's Centre for Community Excellence* for its support.

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## The Importance of Feedback

Evaluations from both the organisers and participants in the event contribute directly to CCE's analysis of the success and efficacy of awarded funding.

This feedback is invaluable not only to CCE, but also to the Rabbis and governing bodies of communities, as it allows them to gauge congregants' preferences and tailor future programmes accordingly.

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## The Future

Where possible, communities are expected to record names and email addresses of people attending programmes and have a follow-up plan to maintain contact with these participants.

Following on from the CCE-funded programme, communities must have a clear vision and follow-up plan for future projects, as well as how these will be funded.