

GRANT APPLICATION FORM

Communities Fund 2017/18

The Scheme and Guidance

All Locality meetings in Oxfordshire have a community budget for 2017/2018 for communities to bid for matched funding schemes or projects to supplement services following changes/reductions to support the projects that matter most to their local communities.

The scheme reflects Oxfordshire County Council's (the "Council's") commitment to a new way of delivering localism in communities across Oxfordshire.

Prospective applicants should contact their local councillor to check the feasibility of their proposal before submitting an application. Use the postcode search on www.writetothem.com to find your local councillor.

Please read carefully the **guidance notes** available on the Council's website to check whether your organisation or the activity you wish to fund is eligible for funding under the scheme's criteria.

The Application Process

Eligible organisations can apply for funding having discussed their proposal with their local councillor, gaining their support. A completed signed for should be sent to the contact below.

The application form must be physically signed by the applicant. We cannot accept typed signatures.

Once an application is submitted to the Policy Team, it will be put forward to the next available Locality Meeting where it will be reviewed and a decision taken. Applicants can expect to be contacted about their application within 14 working days of the decision.

APPLICATIONS MUST BE SUBMITTED BY 31 DECEMBER 2017.

Funding is awarded on a rolling basis, so early applications are strongly encouraged.

Contacting Us

Sarah Jelley
Policy Team
Oxfordshire County Council
County Hall
New Road,
Oxford OX1 1ND

Email: localities@oxfordshire.gov.uk
Telephone: 07554 103437

TO BE FILLED IN BY APPLICANT

Name of your organisation:

Description of your organisation:

Organisation Address:

If a registered Charity, please specify number

Contact Name

Telephone No.

Email

Payment Details

Please provide your organisation's payment details (note: payments will not be made to an individual's bank account).

Account Name	
Bank or Building Society Name	
Account number	
Sort code	

ACTIVITY OVERVIEW

1. Activity Name

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2. Activity Summary

Please describe the activity you wish to fund.

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3. Activity Dates

Please state when you would spend the funding. Please include start and end date for the project and major milestones, if any.

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PLEASE NOTE: ALL FUNDING MUST BE SPENT WITHIN THE YEAR AWARDED (END OF MARCH 2018)

4. Analysis of Needs

Please explain how the activity will address a recognised need in your community.

5. Outcomes

Please state the outcomes that you expect to achieve by the end of your project.

6. Beneficiaries

What are the key beneficiary groups you will target with this funding?

7. Success Measures

How will you monitor progress towards the achievement of your outcomes?

8. Sustainability

How will you ensure the sustainability of the activity? How will the activity be funded in the long term?

9. Costs

Description	Cost	Grant Request
<i>Please provide us with a breakdown of costs of your proposed activity. E.g. Volunteer Training, Transport, Information & Promotion, Equipment & Materials, Refurbishment etc.</i>		
TOTAL		

10. Other funding received

Please include details of any other grant funding you have received, including any awarded by Oxfordshire County Council.

Applicant Agreement

The organisation undertakes that:

- The information provided on this form is true and accurate.
- Any funds awarded will be spent in accordance with the details provided above (particularly in the 'About your project' section).
- For all projects £5,000 and over, or if requested, it will provide details of how funding has been spent and cooperate fully with any other monitoring process undertaken by the Council to ensure the proper use of funds.
- It will advise the Council of any potential difficulties in complying with this agreement as soon as possible so that mutually acceptable solutions can be found e.g. if funds cannot be spent in year.
- Funding awarded will not be spent on activity that does not comply the abovementioned policies of the Council.
- Details of the project will be listed on the Council's website and may be communicated to a wider audience (e.g. via the local press).
- The funds awarded will be reimbursed to the Council if the organisation is in breach of these terms.
- The project will be carried out in compliance with all relevant laws.

We hereby agree to these terms:

Name:

Signed:

Date:

On behalf of (organisation):

Please ensure that you have signed the application form before submission to the Policy Team. Please note that while we can accept scanned signatures, **we cannot accept typed signatures.**

Service Area Recommendation:

Completed by:

Date:

