

Division(s):

## **CABINET– 17 APRIL 2018**

# **TRANSITION FUND FOR COMMUNITY INITIATIVES FOR OPEN ACCESS CHILDREN’S SERVICES**

**Report by Assistant Chief Executive**

## **Introduction**

1. The 2016/17 budget agreed by Council in February 2016 included the creation of a ‘one off’ £1m fund to provide pump priming grants to communities to enable them to create sustainable solutions for open access children’s services.
2. The approach agreed has been flexible, recognising the different needs across the county. Through the current support provided to community groups, individual solutions were developed in different areas with differing funding requirements.
3. Following six successful grant application rounds, where 35 community groups have been awarded funding totalling £828,606, there is now a remaining balance of £171,394 in the budget.
4. Given that the original council decision provided £1m to try to mitigate any gaps left in open access provision as a result of the move to more targeted provision in the new Children & Family Centres, Cabinet agreed on 18 September 2017 to continue to use the underspend as a grant scheme for open access children’s services delivering for the 0-5 age range.
5. It was agreed to broaden the existing criteria to allow for other groups to apply for grants for delivering open access services for the 0-5 age range in locations other than previous children’s centres. This would also encourage applications from groups in locations where there was previously a children’s centre which has been repurposed i.e. nursery provision.

## **Transition Fund Approach**

6. A gap analysis of the current open access provision against what was previously delivered by the children’s centres was undertaken. This has helped to identify shortfall by locality area and would be used as the basis for assessing applications which address this gap.
7. The grant criteria has remained broadly the same, removing the requirement for the provision to be in the same area as a previous children’s centre and the addition of not funding previous recipients of the transition fund grant:

- Sustainable solution for open access children's services in the local community
  - Ability to self-fund in the long-term, as outlined in the business case
  - Clearly defined costs and timescales for implementation
  - Evidence of the need for the project
  - Community buy-in
  - Engagement, partnership working and collaboration
  - Projects must benefit Oxfordshire communities, be inclusive and provide good value for money.
  - To what extent we can have confidence that the project will have a lasting impact, beyond the funding period.
8. Applicants must be able to demonstrate an identified need in their area as a result of the changes in early intervention services, and provide a sustainable business plan beyond the funding period.
  9. Previous recipients of transition fund grants would not be eligible to apply again.
  10. A cross party group of county councillors has been established to consider applications against the criteria. Councillors were nominated for this group by the party leaders. The group consists of Cllrs Gray, Fenton, Matelot, Brighthouse and Webber. The group is chaired by the portfolio holder for Local Communities, Cllr Gray.

### *Process*

11. The seventh round of applications closed on the 16 March 2018. In this round 5 bids were submitted for consideration.
12. The applications were assessed by the cross party working group against each of the criteria outlined in the guidance notes at Annex 1 and listed above.
13. Applicants, along with their local county councillor will be notified by e-mail of the Cabinet decision.
14. Successful applicants will be expected to comply fully with the monitoring requests from the council and signing of the funding agreement will be viewed as acceptance of these requests.
15. Applicants will only have the first year of funding transferred initially with subsequent years funding subject to monitoring compliance.
16. Any unspent grant funding will be recovered by the county council.

## Assessment of Applications

17. Having carefully assessed all the bids received against the established eligibility criteria, the cross party working group are recommending the following five bids for funding:

- Benson Little Acorns
- Didcot APUK
- East Oxford Primary School
- St Edburges Church with Kingsmere
- The Comfort Trust

18. A summary of all the bids received under the seventh round of applications for the Transition Fund is included below:

19. **Applicant:** Benson Little Acorns

**Amount:** £22,000 over 2 years

**Proportion of proposed budget:** 55%

**Overview:** Benson Little Acorns propose to create a Children's centre in the local community, to cater for parents and children ages 0-5. They already have a successful community lead toddler group, run by local parents and volunteers that has been running now for over a year. They would like to expand what they are doing in the toddler group and provide a wider variety of inclusive activities and support for children and families in the local area. They would like to see a fully staffed children's centre running 4-5 days a week. We aim to provide at least 3 stay and play sessions each week, as well as a baby group and a music group, these sessions would run throughout the year. We aim to support parents through these activities and by providing information and advice to assist them through the various challenges of family life.

### Panel feedback:

The panel noted that this is an area of need and with the increasing housing this will have increased footfall.

The panel noted that this project provides good value for money.

As Benson are working towards a Neighbourhood Plan this would also raise Community Infrastructure Levy.

**Recommendation:** The panel recommend that Cabinet approves this bid for funding.

20. **Applicant:** Didcot APUK

**Amount:** £6,096.96 over 2 years

**Proportion of proposed budget:** 90%

**Overview:** Didcot APUK wish to fund another two years in the life of Didcot Baby Monday (DBM) – an established parent & baby group meeting now weekly since 2016 (monthly since May 2015). The group has evolved and grown since then, with their core activity being to offer support in the form of a safe open space for parents to come along with their new baby (we cater best for under walkers; 0-1 years) and have a weekly paid professional lactation consultant who can help mothers especially with any feeding advice – breastfeeding or bottle feeding, as well as weaning advice. They also offer a Sling Library and a crafts session and are starting affiliation with the PANDAS Foundation to better offer support for perinatal mental health in parents.

**Panel feedback:**

The panel agreed that Didcot is an area of growing need.

The panel questioned the sustainability of the project as funding recurring costs doesn't suggest sustainability.

The panel agreed that costs for feeding support should not be funded as this is duplicate of health funding.

The panel wanted to be assured in the second year that sustainability has been addressed.

**Recommendation:** The panel recommend that Cabinet approves this bid for funding.

21. **Applicant:** East Oxford Primary School

**Amount:** £42,454 over 2 years

**Proportion of proposed budget:** 58%

**Overview:** Outreach and Open Access Services in the East Oxford Area with activities that include:

- Stay, play and learn session with music, speech and language focus for Under 5's.
- Bumps to Babes session to run alongside well-used Baby Café including play, songs and rhymes for babies and toddlers.
- Information and advice.
- CAB weekly clinics for families on housing and welfare.
- Outreach support to vulnerable families.
- Important links with local daycare and EOPS Nursery provision
- Groups for childminders, parents, grandparents and carers.

**Panel feedback:**

The panel noted that there was a need in this area.

The panel noted that the figure for rent was for space within the school and as the governance sits with the school were not comfortable with this.

The panel were keen to fund sessions in this area given the level of deprivation.

Given this is the last round for applications and in keeping with other areas the panel would be prepared to offer £10k per annum over two years.

**Recommendation:** The panel recommend that Cabinet do not award the group the full requested amount and agreed that they should recommend funding the project in line with other previously funded organisations offering the same level of provision.

This means the total funding across the two years would be £20,000, structured as follows: Year 1 - £10,000 and Year 2 - £10,000.

22. **Applicant:** St Edburghs Church with Kingsmere

**Amount:** £12,994 over 2 years

**Proportion of proposed budget:** 58%

**Overview:** Family support work in Bicester with a specific focus on the new Kingsmere Estate to include parenting programme, play and stay and 1:1 support including:

**HENRY** (Health Exercise and Nutrition for the Really Young) Healthy start, brighter future, parenting programme. An evidence –based holistic Healthy Families Group Programme for parents covering whole-family nutrition, parenting, physical activity, emotional wellbeing, oral health and a healthy pregnancy over the course of 8 weeks. To run 3 times within the next 2 years.

**Play and Stay** session in new Kingsmere Community centre to open in July 2018.

**Support for families in the community** - Some parents need a little extra support outside of a group, this service would offer specific 1:1 family support and signposting.

**Panel feedback:**

The panel noted that this application included a limited number of stay and play sessions which was the key criteria for this fund.

Future sustainability wasn't sufficiently outlined with no mention of charging, voluntary donations.

The panel did not consider that costs were clearly defined as some costs were outside of the criteria.

The panel were keen to offer some of the venue costs as its appreciated that a venue is required and £2,000 per annum was considered realistic.

The panel were keen to support the stay and play sessions at a cost of £3,600 per annum.

**Recommendation:** The panel recommend that Cabinet do not award the group the full requested amount and agreed that they should recommend funding the 'Play and Stay' elements of this bid along with a reduced amount for venue costs.

This means the total funding across the two years would be £11,200, structured as follows: Year 1 - £5,600, Year 2 - £5,600.

23. **Applicant:** The Comfort Trust  
**Amount:** £2,729 over 1 year  
**Proportion of proposed budget:** 21%

**Overview:** The Comfort Trust runs four East Oxford baby and toddler groups, The Sunflowers Group: Sunflowers, Daisies, First Saturday and Buttercups Music. Three of these are Stay & Play sessions and one is a music session. Two of the Stay & Plays and the music session run weekly in term-time and the other runs monthly on a Saturday. The groups have been running as a whole for 13 years and the focus of this funding application is to bring equipment and storage up to date. The groups are used by 60-80 families a week.

**Panel feedback:**

The panel noted that this application provided value for money.

The panel noted this was in area of need.

The panel noted the community buy-in given the number of families attending weekly.

**Recommendation:** The panel recommend that Cabinet approves this bid for funding.

## **Changes and Variations to Previously Awarded Bids**

24. In addition to the five new bids that have been received the cross party working groups were asked to consider changes and variations to existing projects. The cross party working group reassessed these against the criteria. The cross party working group are recommending changes to the following bids:

- Abingdon Carousel
- Sunnymede Minnows (Cutteslowe Community Association)
- Faringdon The Place

25. A summary of all the bids requiring changes or variations to existing projects/awards is included below:

26. **Applicant:** Abingdon Carousel  
**Amount:** £30,000 plus £5,500 capital over 3 years

**Variation/ Change Requested:** Abingdon Carousel have been delayed in securing a lease on the former South Abingdon Children's Centre due to on-going negotiations with Caldecott School who will be sharing the site to offer additional nursery provision. Abingdon Carousel are therefore asking that the £30k is re-profiled over the remaining two years of the transition fund.

**Panel feedback:**

The panel assessed the reprofiled budget against the original budget and noted the following:

The panel noted that the delay in this project was through no fault of their own.

The panel noted that whilst the request for funding was rolled from 3 to 2 years, this was not including any additional provision for the increased funding and the increased funding was offsetting a decrease in income generation in the rest of the bid.

**Recommendation:** The panel recommend to Cabinet that the group should proceed on Year 1 & 2 budget as per the original plan.

This means the total funding across the two years would be £23,500, plus £5,500 structured as follows: Year 1 - £19,500, Year 2 - £9,500.

27. **Applicant:** Sunnymead Minnows (Cutteslowe Community Association)  
**Amount:** £30,000 over 3 years

**Variation/ Change Requested:** Cutteslowe Community Association have only been operational for 6 months of the full year grant was awarded and are requesting that the remaining balance of £5,985.63 is carried forward to year 2. The carry forward would then support an additional session due to increased demand.

**Panel feedback:**

The panel assessed the request against the original budget and noted the following:

The panel noted that an additional session has been planned, which was not in the original application.

The panel noted a significant proportion of the year one project had been delivered and the remaining balance was a small proportion of this.

The panel noted that £5,985.63 was not value for money for one additional session.

**Recommendation:** The panel recommend to Cabinet that the group should increase the provision in Year 2 and be able to use £2,985.63 of the carry forward request for this.

This means the total funding across the remaining years will be £27,000, structured as follows: Year 2 - £10,000 minus £3,000, Year 3 - £6,000.

28. **Applicant:** Faringdon The Place  
**Amount:** £30,000 over 3 years

**Variation/ Change Requested:** The death of a Faringdon child who used the previous Children's Centre has meant that Faringdon Town Council and the steering board decided the need in Faringdon required professionals to manage the service. This has had an impact on the timescales for delivery of the project within the three year of transition funding. Faringdon have requested that whilst the proposal is to not move the money that the activity is re-profiled into the fourth year.

**Panel feedback:**

The panel were concerned that there had been limited voluntary delivery to date and no delivery of the grant funded activities.

The panel were concerned that all the risk had been transferred to OCC as if the project fails in subsequent years the funding will have been spent already.

The panel noted the opportunity to change the funding agreement to 2021 in that the county council will pay in years 1, 2 and 3, with delivery taking place in years 2, 3 and 4. This would secure the county council's risk across the four years and provide some assurances of continued delivery beyond the funding period.

**Recommendation:** The panel recommend to Cabinet that the option to extend the funding agreement to 2021 be agreed.

## **Outstanding Changes and Variations to Projects**

29. The cross party working group have met for the final time to consider the seventh and final round of applications. The cross party working group at this meeting also considered changes and variations to projects with recommendations to Cabinet. Going forward there will need to be a mechanism to agree any changes and variations to both financial and delivery of projects arising from the monitoring returns that the groups are required to complete.
30. Most changes to projects arise from either timing of delivery or re-profiling of finances. Where there is significant financial change impacting on the overall transition fund budget it is expected to bring these back to cabinet for decision.



31. Where there are minor changes to timing of delivery of projects and/or financial scheduling, we are seeking delegated authority through Cabinet Member Local Communities Delegated Decisions.

## Financial and Staff Implications

32. The financial implications are set out in the main body of the report.
33. Further information in relation to the groups applying for funding is included below:

<b>Organisation</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Funding requested</b>	<b>Funding Awarded</b>
Benson Little Acorns	£-	£11,000	£11,000	£22,000	£22,000
Didcot APUK	£-	£3,028	£3,028	£6,057	£6,057
East Oxford Primary School	£-	£22,122	£20,332	£42,454	£20,000
St Edburgs with Kingsmere Church	£-	£6,497	£6,497	£12,994	£11,200
The Comfort Trust	£-	£2,729	£-	£2,729	£2,729
<b>TOTAL</b>				<b>£86,234</b>	<b>£61,986</b>

34. Further information in relation to the groups applying for changes and variations to funding is included below:

<b>Organisation</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Funding</b>
Abingdon Carousel	£14,000	£9,500	-£6,500	-£6,500
Cuttleslowe Community Association	£14,000	£7,000	£6,000	-£3,000
Faringdon Town Council	£12,500	£10,000	£7,500	£-
<b>TOTAL</b>				<b>-£9,500</b>

35. A breakdown of the current expenditure to date along with the recommendations made in this report is provided below:

<b>TOTAL FUNDING AVAILABLE</b>	£1,000,000
<b>FUNDING APPROVED IN 1<sup>ST</sup> ROUND OF APPLICATIONS</b>	£162,984
<b>FUNDING APPROVED IN 2<sup>ND</sup> ROUND OF APPLICATIONS</b>	£305,883
<b>FUNDING APPROVED IN 3<sup>RD</sup> ROUND OF APPLICATIONS</b>	£258,458**
<b>FUNDING APPROVED FOR ST MARYS</b>	£10,000
<b>FUNDING APPROVED FOR FLORENCE PARK</b>	£30,000
<b>FUNDING APPROVED IN 4<sup>TH</sup> ROUND OF APPLICATIONS</b>	£33,091
<b>FUNDING APPROVED IN 5<sup>TH</sup> ROUND OF APPLICATIONS</b>	£15,089
<b>FUNDING APPROVED IN 6<sup>TH</sup> ROUND OF APPLICATIONS</b>	£13,100
<b>REMAINING FUNDING</b>	<b>£171,394</b>
<b>FUNDING RECOMMENDED UNDER 7<sup>TH</sup> ROUND OF APPLICATIONS</b>	<b>£61,986</b>
<b>FUNDING CHANGES RECOMMENDED UNDER VARIATIONS</b>	<b>-£9,500</b>

\*\* Includes conditional funding allocations

36. The panel when making its recommendations have ensured due diligence in assessing the applications and ensuring value for money is achieved. This has resulted in a proportion of the funds remaining unspent as outlined in the body of the report.

## **Equalities Implications**

37. The Public Sector Equality Duty, under section 149 of the Equality Act 2010, places a responsibility on local authorities to exercise 'due regard to the need to eliminate unlawful discrimination advance equality of opportunity and foster good relations.'

38. There are no equality and inclusion implications arising directly from this report, the protected characteristics have been considered when assessing all proposals.

## **RECOMMENDATION**

39. ***The Cabinet is RECOMMENDED to:***
- (a) Approve for funding the following bids:***
    - a. Benson Little Acorns***
    - b. Didcot APUK***
    - c. East Oxford Primary School (reduced award)***
    - d. St Edburgs Church with Kingsmere (reduced award)***
    - e. The Comfort Trust;***
  
  - (b) approve changes/variations to the following previously awarded projects:***
    - a. Abingdon Carousel***
    - b. Cutteslowe Community Association***
    - c. Faringdon Town Council ; and***
  
  - (c) Approve delegated authority to Cabinet Member for Local Communities delegated decisions for minor changes and variations to projects.***

MAGGIE SCOTT  
Assistant Chief Executive

Background papers: Transition Fund Guidance Notes & Transition Fund Application Form.

Contact Officer: Sarah Jelley, sarah.jelley@oxfordshire.gov.uk, 07554 103437  
April 2018

## ANNEX 1

### REVISED GUIDANCE NOTES

#### TRANSITION FUND COMMUNITY INITIATIVES FOR OPEN ACCESS CHILDREN'S SERVICES

September 2017

##### Background

In February 2016 the council agreed to set aside £1m for creating a transition fund to provide pump-priming grants for establishing universal provision of children's services in communities across Oxfordshire.

Further details about the council's decision are available at:

<https://www.oxfordshire.gov.uk/cms/news/2016/feb/joint-statement-budget-political-leaders-oxfordshire-county-council>

This approach supports the council's commitment to a new way of delivering open access services across communities. Under Oxfordshire Together we have been working with town and parish councils, voluntary sector organisations and local community groups to encourage the continuation of open access sessions such as stay and play and youth group sessions where the council can no longer provide funding for these services. Further information about this work is available at: <https://www.oxfordshire.gov.uk/cms/public-site/childrens-services>.

Having funded majority of the previously owned OCC Children's Centres, Cabinet on the 18<sup>th</sup> September have agreed that the underspend can now be used to extend the grant scheme to organisations delivering open access services for the 0-5 age range. Read the full details of the decision here:

<http://mycouncil.oxfordshire.gov.uk/ieListDocuments.aspx?CId=115&MIId=5023&Ver=4>

##### Our approach

The purpose of this £1m transition fund is to provide pump priming grants for sustainable community solutions for open access children's services. In awarding the grants, our approach will be flexible, recognising the different needs across the county. We will work with community groups on an individual basis to develop individual solutions, so if you would like to apply for a grant you are advised to contact us at an early stage. To get in touch with us, please email us at: [localities@oxfordshire.gov.uk](mailto:localities@oxfordshire.gov.uk).

Any proposals for funding will need to demonstrate sustainability and the ability to self-fund in the long term. This will be a key criterion for assessing all applications. In addition match funding is strongly encouraged, and we will be asking all applicants to put together a robust business case showing how the project will self-fund in the long-term.

There will be four rounds of applications with deadlines in October 2017, December 2017, February 2018 and March 2018, so if your bid is not successful in the first round, we will be happy to work with you to help develop a strong business case and re-apply for funding. Further rounds of applications will be considered, if there are remaining funds, post-March 2018.

### **What do we fund? (eligibility criteria)**

Funding is available for sustainable community solutions for open access children's services. As the county council is withdrawing funding for some non-statutory children's services, we want to see communities come forward with their proposals for open access services for children and their families, reflecting local need and priorities.

It is entirely up to each community to decide what the new arrangements might look like. In order to be eligible for transition funding, projects must meet a number of key eligibility criteria, and we require all applicants to submit a fully developed business case that demonstrates how the criteria will be met.

If you need help developing the business case, you can contact OCVA, who will be able to offer guidance, or you can consult the government's advice on writing a business plan at: [www.gov.uk/write-business-plan](http://www.gov.uk/write-business-plan).

To make sure you have included all the relevant information in your business case we have put together a suggested checklist:

- Description of the project/ activity
- Needs analysis
- Desired outcomes & beneficiaries
- Costs
- Sources of funding & long-term sustainability
- Performance Measures (how results will be monitored)
- Governance

### **Grant criteria**

- Sustainable solution for open access children's services in the local community
- Ability to self-fund in the long-term, as outlined in the business case
- Clearly defined costs and timescales for implementation
- Evidence of the need for the project
- Community buy-in
- Engagement, partnership working and collaboration
- Projects must benefit Oxfordshire communities, be inclusive and provide good value for money.
- To what extent we can have confidence that the project will have a lasting impact, beyond the funding period.

We want to see projects which are rooted in their communities and which have grown out of a specific local need. All applicants must work closely with their local community to ensure their project is properly connected locally, responds to recognised need and does not duplicate other provision. We would also ask to see evidence of a strong buy-in from the local community, and any successful initiative would need to be accessible, inclusive and open to all.

Funding will only be awarded on a one-off basis and must be spent within a maximum of 2 years or 31 March 2020 whichever is sooner (*depending on your business plan, it could be by end of financial year; set number of years or as per the milestones identified in the business case*).

Funding can be awarded for salaries and overheads if these were part of the sustainable business plan. It is important to emphasise though that the grant will be a one-off payment so organisations need to take this into account when building their business case.

### **Who can apply:**

**In order to be deemed eligible for funding, applying organisations must have a committee and/or a constitution or appropriate rules setting out aims and objectives and how the group will operate, and a bank account<sup>1</sup>.**

- Not-for-profit community groups
- Town and parish councils
- Schools
- Social enterprises
- Charity organisations
- Community associations
- Companies limited by guarantee
- Parent teacher associations
- Cooperatives
- Friendly societies
- Youth Clubs

### **What don't we fund?**

#### **Organisations:**

- Previous recipients of transition fund grants would not be eligible to apply again.
- Groups that have previously received Transition Funding
- Individuals or sole traders
- Profit-making organisations
- Organisations not established in the UK
- Organisations that give funds to other charities, individuals or other organisations

#### **Projects:**

- Projects that duplicate an already existing service
- Activities which a statutory body is responsible for
- Activities with a religious or political purpose

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<sup>1</sup> Please note we will not make any payments into individuals' bank accounts, so it is very important that your group has a bank account.

- Activities that contradict or act against any of the Council's agreed policies such as [Equalities](#) and [Safer Recruitment](#), or fail to comply with all the other relevant statutory requirements, such as health and safety legislation

Please note that this is not an exhaustive list and if you are not sure whether you are eligible for funding you should get in touch with us at: [localities@oxfordshire.gov.uk](mailto:localities@oxfordshire.gov.uk).

## How to apply

### Application process:

- 1) Application form & business case
- 2) Review of bid by transition fund cross party group with recommendations to Cabinet
- 3) Assessment of bid by Cabinet
- 4) Decision
- 5) Notification to bidders

### Deadlines

There are four applications round, with deadline dates of:

- 1) TBC October 2017
- 2) TBC December 2017
- 3) TBC February 2018
- 4) TBC March 2018

We encourage applicants to contact us early with their expressions of interest or any questions they might have, to avoid any delays in the council assessing the bids and making a decision. There is a limited amount left in this budget and early applications are encouraged to avoid disappointment.

## How will applications be assessed?

We will assess your application against the key criteria set out above and we may also seek feedback from community stakeholders and the local county councillors.

A cross party panel will review all applications and then make recommendations to Cabinet. The final decisions will be made by Cabinet meeting in public on 28 November 2017 (first round), 23 January 2018 (second round), 20 March 2018 (third round), 17 April 2018 (fourth round). The Cabinet will judge each application on its own merits, giving due regard to local circumstances and need.

Cabinet decisions can be called-in by the Performance Scrutiny Committee, which can decide to approve the decision, ask Cabinet to reconsider, refer it to full council for further debate, or require further information of further work to be done.

## Awarding the grant

Applicants, along with their local county councillor, will be notified by email of the Cabinet's decision within a week of the decision being made.

Successful applicants will be asked to sign a legal agreement with the council (for any grants over £5,000). Once the legal agreement is signed, we will then transfer the funding into the organisation's bank account.

For larger grants/ where appropriate, funding might be phased depending on the outcomes achieved following the first stage of delivery.

Unsuccessful applicants will be offered feedback on their proposal and, where possible, we will work with organisations to help them identify alternative funding opportunities.

## **Monitoring**

Successful applicants are expected to comply fully with any monitoring requests from the Council and must agree to this when signing the funding request form.

All successful applicants need to be prepared for a review of their project.

This may include:

- Receipts recording how the money was spent
- Reports on the activity funded
- Feedback from individuals impacted
- Any other record of the activity funded (e.g. promotional flyers and posters)

Successful applicants will be strongly encouraged to keep us informed about the progress of their projects. Any setbacks to the implementation of the projects should be reported to the Transition Fund Team. Delivery of the projects will be monitored as per milestones identified in the business case/ project proposal.

Any unspent grant funding will be recovered by the county council.

## **Other sources of support and funding available**

- Oxfordshire Community and Voluntary Action (OCVA)
- Oxfordshire Community Foundation
- Community First Oxfordshire

## **Contact us**

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

**Email:** [localities@oxfordshire.gov.uk](mailto:localities@oxfordshire.gov.uk)

**Telephone:** 07554 103437



# GRANT APPLICATION FORM

## TRANSITION FUND COMMUNITY INITIATIVES FOR OPEN ACCESS CHILDREN'S SERVICES

### The Scheme and Guidance

In February 2016 the council agreed to set aside £1m for creating a transition fund to provide pump-priming grants for establishing universal provision of children's services in communities across Oxfordshire.

In awarding the grants, our approach will be flexible, recognising the different needs across the county. We will work with community groups on an individual basis to develop individual solutions, so if you would like to apply for a grant you are advised to contact us at an early stage. To get in touch with us, please email us at: [localities@oxfordshire.gov.uk](mailto:localities@oxfordshire.gov.uk).

Any proposals for funding will need to demonstrate sustainability and the ability to self-fund in the long term. This will be a key criterion for assessing all applications. In addition match funding is strongly encouraged, and we will be asking all applicants to put together a robust business case showing how the activity will self-fund in the long-term.

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

- 6) Application form & business case
- 7) Review of bid by transition fund group with recommendations to Cabinet
- 8) Assessment of bid by Cabinet
- 9) Decision
- 10) Notification to bidders

#### Deadlines

There are four applications round, with deadline dates of:

- 5) 25 October 2017
- 6) 7 December 2017
- 7) 14 February 2018
- 8) 16 March 2018

### Contacting Us

Sarah Jelley, Policy Team  
Oxfordshire County Council  
County Hall,  
New Road,  
Oxford OX1 1ND  
Email: [localities@oxfordshire.gov.uk](mailto:localities@oxfordshire.gov.uk)

Telephone: 07554 103437

**TO BE FILLED IN BY APPLICANT**

**Name of your organisation:**

**Type of organisation:**

**Organisation Address:**

**If a registered Charity, please specify number**

**Contact Name**

**Telephone**

**Email**

**Payment Details**

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

<b>Account Name</b>	
<b>Bank or Building Society Name</b>	
<b>Account number</b>	
<b>Sort code</b>	

## ACTIVITY OVERVIEW

### 1. Name

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### 2. 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 activity and major milestones, if any.*

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**PLEASE NOTE: ALL FUNDING MUST BE SPENT WITHIN A MAXIMUM OF 2 YEARS** *(depending on your business plan, it could be by end of financial year; set number of years or as per the milestones identified in the business case).*

### 4. Analysis of Needs

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

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**5. Success Measures**

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

**6. Sustainability**

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

**7. Costs**

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

<b>TOTAL</b>		

**8. Other funding received**

*Please include details of any other grant funding you have received, including any awarded by Oxfordshire County Council or any funding that has been committed to the activity in principle.*

## **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.
- For all bids £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.
- Funding awarded will not be spent on activity that does not comply the abovementioned policies of the Council.
- Details of the activity 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 activity 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.**