

Division(s):

CABINET – 16 JULY 2019

TRANSITION FUND FOR OPEN ACCESS CHILDREN'S SERVICES: UNDERSPEND BIDDING ROUND RECOMMENDATIONS

Report by the Assistant Chief Executive

RECOMMENDATION

1. **The Cabinet is RECOMMENDED to:**
 - (a) **Approve the recommendations of the cross-party panel for grant awards totalling £198,268.70 against a total available budget of £218,889 (see Appendix A for a summary of recommendations, and Annex 1 for the full rationale for panel decisions).**
 - (b) **Approve the proposal of the panel to utilise the remaining £20,620.30 to provide a training and support package to all groups delivering open access children's services, which seeks to increase the long-term sustainability of these services.**
 - (c) **Give delegated authority to the Policy & Performance Service Manager to agree training and support packages in consultation with the cross-party panel and Cabinet Member for Local Communities.**

Executive Summary

2. **The Transition Fund for Open-Access Children's Services has run for two years and is a successful example of supporting community-led service delivery across Oxfordshire.**
3. **At the start of May 2019, a final bidding round was opened for one month, inviting bids against the remaining money unallocated from the original £1m pot, with an emphasis on supporting groups as they moved towards self-sustainability. This report details the recommendations of grant awards made by the cross-party panel which met on 11 June to assess bids made to the fund's underspend.**
4. **The paper also outlines a proposal for the use of remaining, unallocated funds for supporting the long-term sustainability of all the groups delivering open access children's services. A final report is being prepared for Cabinet for approval at the 16 July meeting based on the recommendations set out here.**

Background

5. In February 2016, the council agreed to set aside £1m for creating a 'one off' fund to support the transition to a community-led model of children's services delivery across the county. The purpose of this £1m transition fund was to provide pump priming grants for sustainable community solutions for open access children's services.
6. The Transition Fund for Open Access Children's Services was launched in March 2017 running until 31 March 2020 in line with the Medium-Term Financial Plan (MTFP). Organisations were invited to submit their applications and business plans, which included accounting for future sustainability of their proposed service delivery and identification of suitable premises from which to deliver their proposed services.
7. These applications were considered by a cross-party panel of Councillors in seven rounds over the 2017/18 financial year, and 40 funding applications were allocated funding to support delivery throughout the three-year grant period (April 2017-March 2020).
8. The fund closed to new bids in March 2018. Not all funds were allocated for distribution in the seven rounds conducted over 2017/18 and Council agreed in February 2019 that the outstanding funds would continue to be used for Open Access Children's Centres.
9. There remained £173,889 unallocated within the Transition Fund for Open Access Children's Centres. There is also a further £45,000 that was originally allocated to a group where unresolved property issues have prevented delivery. This made a total underspend of £218,889 available for overall allocation in the grant period to March 2020.
10. In consultation with the cross-party panel, a further and final round of applications was agreed so that the remaining funds could be allocated on the basis of the following:
 - i. To applicants already in receipt of funds from the Transition Fund for Open Access Children's Services. This is because these applicants have previously proven there is a demand or need for services and this offers the opportunity to confirm the sustainability of those services. In addition, the fund has been closed to new applications for over a year. All previously successful applicants were written to and invited to apply.
 - ii. Sustainably enabling wider take-up and access to services beyond the term of the grant period. This was designed to give already sustainable groups an opportunity to improve or extend their offer where there is demand, to increase take-up or make services more accessible for more people. This was to ensure that services are inclusive and can be sustainable without continued grant funding from the Council beyond March 2020. Applicants have been informed that their funds need to be committed (rather than spent) by the end of the grant period.

11. A number of previously successful applicants were not able to start delivering activities as planned, due to issues such as a delay in agreeing leases on buildings. These organisations were notified that they were able to apply for the funds they would otherwise have received.
12. Applicants were asked to submit proposals against the original eligibility criteria (copies of the Guidance Notes and Application Form can be found in Appendix B and C); points b and g were emphasised as being a priority in the process:
 - a) Sustainable solution for open access children's services in the local community
 - b) Ability to self-fund in the long-term, as outlined in the proposal
 - c) Clearly defined costs and timescales for implementation
 - d) Evidence of the need for the project
 - e) Community buy-in
 - f) Engagement, partnership working and collaboration
 - g) Projects must benefit Oxfordshire communities, be inclusive and provide good value for money.
 - h) To what extent we can have confidence that the project will have a lasting impact, beyond the funding period.
13. 30 applications were received and then thoroughly assessed by the cross-party panel on the 11th of June. The Panel comprised Cllrs Gray, Fenton, Matelot, Brighthouse and Webber. The group was chaired by the portfolio holder for Local Communities, Cllr Gray.

Recommendations of Panel

14. The recommendations of the Panel are summarised in Appendix A and the rationale behind them explained in Annex 1.
15. Bids received applied for a total of £352,580 against an underspend of £218,889 available. The panel debated each bid, considered the merits of each application individually and the how the best outcomes could be delivered for the children and families of Oxfordshire, within the constraints of the funding available.
16. The Panel are recommending £198,268.70 is allocated to 23 successful bidders. In some cases, the Panel are recommending less funding than was requested, where they felt elements of the application were not consistent with the aims of the fund.
17. The Panel is not recommending funding for 7 bids for the following reasons:
 - Some bids were already self-sustaining, so were viewed as less in need of additional funding support.

- The Panel did not wish the underspend of the fund to be used for general maintenance of buildings, therefore these elements of bids were rejected.
- The Panel did not wish the underspend of the fund to be used to pay rent or utilities, as this was viewed as unsustainable, therefore these elements of bids were rejected.

Proposals for unallocated funding

18. There were several applications in this application round which identified a need for fundraising time, resources or staff. The Panel did not wish the underspend of the fund to be used to pay for fundraising activities by individual organisations, therefore these elements of bids were rejected.
19. The Panel wished to ensure groups can be supported in an equitable way, so opportunities are available to all groups delivering open access children's centres. The Panel therefore proposes that the remaining underspend funds of £20,620.30 be used to assist groups in strengthening their fundraising skills, knowledge and understanding through a training and support package.
20. It is proposed that the remaining underspend of £20,620.30 be used to achieve the following objectives to assist with long-term sustainability:
 - a) Provide all groups delivering open access children's services with training opportunities for devising, developing and delivering a funding strategy which will support them in achieving long-term financial sustainability
 - b) Provide opportunities for groups to receive training on writing successful fundraising bids.
 - c) Provide groups with support for writing their funding bids.
 - d) Provide groups with support for recruiting, supporting and retaining volunteers to assure their long-term sustainability.
2. It is proposed that the detail of the final objectives and how they will be delivered through a training and support package (including links to local voluntary sector organisations providing such support and training already), will be developed by officers in consultation with members of the cross-party panel and the Cabinet Member for Local Communities.

Financial and Staff Implications

21. The grants being recommended total £198,268.70 against a total available budget of £218,889.
22. The cross-party panel wishes to recommend that the remaining underspend of £20,620.30 is used to continue to support Open-Access Children's Services providers through capacity building and sustainability support training. The Panel requested that a proposal to do this be researched and developed to ensure all relevant groups can access support in an equitable manner. This programme would include such activities as bid-writing training and the draft objectives for this are listed above.

Risk Management

23. The underspend bidding round was only open to previously successful applicants because they have already proven a need and engagement in their communities.
24. Successful applicants will be expected to comply fully with the monitoring requests from the council. Amendments to funding agreements (which are already in place) will be viewed as acceptance of these requests.
25. Any unspent grant funding will be recovered by the county council.

Equalities Implications

26. 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.'
27. There are no specific equality and inclusion implications arising directly from this report, the protected characteristics have been considered when assessing all proposals.
28. Throughout the fund consideration has been given to equitable provision and evidence of need, geographically and demographically. The bids are all intended to benefit young children and their parents, carers and families through open access opportunities, and successful applicants are required to show that they are being inclusive in their approach.

Communications

29. Communications with organisations which have applied to the fund will be direct and with the knowledge of their county councillor.
30. We will also promote the successful applicants following Cabinet agreement in July.
31. An overall update on the distribution and impact of the fund so far, is planned for Cabinet in the autumn.

CLAIRE TAYLOR

Assistant Chief Executive

Contact Officer: Ben Threadgold, Policy & Performance Service Manager,
ben.threadgold@oxfordshire.gov.uk

July 2019

Appendix A – Summary of Cross-Party Councillor Panel Recommendations

For more detailed information on these recommendations please see Annex 1.

Ref No	Organisation	Funding Previously Awarded (£)	Bid request (£)	Funding recommended (£)
1	St Edburg's church with Kingsmere	11,200.00	13,180.00	13,180.00
2	Carterton Family Centre	30,000.00	20,666.10	20,666.10
3	Chalgrove and Watlington First Steps First	30,000.00	10,000.00	10,000.00
4	Barton Community Association	14,000.00	5,000.00	5,000.00
5	Botley Bridges	30,000.00	21,400.00	-
6	The Comfort Trust	2,729.00	3,042.00	3,042.00
7	The Sunshine Centre	18,585.00	14,500.00	7,250.00
8	Dovecote Voluntary parent Committee	12,100.00	7,100.00	7,100.00
9	Ambrosden4Children	5,964.00	24,000.00	-
10	Donnington Door-step	32,239.00	8,000.00	8,000.00
11	ACE Centre	29,983.00	5,122.00	5,122.00
12	St Nicholas Primary School	8,000.00	7,950.00	5,950.00
13	Red Kite Family Centre	30,000.00	15,185.00	-
14	Wigod Way Family Centre Wallingford	30,000.00	2,737.00	-
15	Wigod Way Family Centre Wallingford	30,000.00	4,807.00	-
16	Wigod Way Family Centre Wallingford	30,000.00	4,000.00	-
17	Berin Centre	30,000.00	60,000.00	-
18	SOFEA (King's Church Didcot collaboration)	45,000.00	45,000.00	15,000.00
19	Faringdon Town Council (The Place)	30,000.00	11,300.00	11,300.00
20	Leys Community Church	2,750.00	4,300.00	4,300.00
21	Kidlington with Hampton Poyle PCC	35,000.00	10,000.00	10,000.00
22	Cotteslowe Community Association together with Cotteslowe Primary School	30,000.00	11,750.00	10,000.00
23	The Thomas Gifford Trust- Charlbury Community Centre	10,769.00	11,415.00	4,590.00
24	Abingdon Carousel	29,000.00	7,293.00	7,293.00
25	Homestart Oxford	22,500.00	10,000.00	10,000.00
26	St Marys Church Chipping Norton	10,000.00	12,480.00	12,480.00
27	Grandpont Nursery	35,600.00	9,366.00	9,366.00
28	Bloxham Primary School	29,385.00	6,432.59	6,246.00
29	East Oxford Stay and Play	20,000.00	10,383.60	7,883.60
30	People Place and Participation 'Flo's - the place in the park'	30,000.00	20,017.00	4,500.00
TOTAL			96,426.29	198,268.70

APPENDIX B

GUIDANCE NOTES

OUTSTANDING TRANSITION FUND FOR OPEN ACCESS CHILDREN'S SERVICES

May 2019

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. This approach supports the council's commitment to delivering open access services across communities.

The Transition Fund for Open Access Children's Services was launched in March 2017 running until 31 March 2020. Organisations were invited to submit their applications and business plans, which included accounting for future sustainability of their proposed service delivery and identification of suitable premises from which to deliver their proposed services. Following the seven application and assessment rounds throughout 2017/18, there were 40 funding applications agreed throughout the three-year grant period (April 2017-March 2020). The fund closed to new bids in March 2018.

In awarding the grants, solutions have been different according to the unique circumstances in each location across the county. Proposals for funding have needed to demonstrate sustainability and the ability to self-fund in the long term. Match funding has also been strongly encouraged.

Not all monies in the original £1m fund have been allocated for distribution; there remains £178,000 to allocate. We therefore invite organisations which have previously been in receipt of Transition funding to apply to the fund for schemes to **support their long-term sustainability and which can sustainably enable wider take-up and access to services beyond the term of the grant period (31st March 2020)**. This may mean improving or extending the offer where there is demand, increasing take-up or making services more accessible for more people.

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.

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

There will be one round of applications with a deadline of the **12 noon on Monday the 3rd of June** for submission of applications.

What do we fund? (eligibility criteria)

Funding is available for sustainable community solutions for open access children's services. **Applicants must have already been in receipt of funds from the Transition Fund for Open Access Children's Services.** This is because these applicants have proven there is a demand or need for services and this offers the opportunity to support the sustainability of those services. In addition, the fund has been closed to new applications for over a year.

Projects must meet key eligibility criteria as set out below, and we require all applicants to submit a proposal that demonstrates how the criteria will be met.

If you need help developing proposals, you can contact your Community Coordinator or OCVA, who will be able to offer guidance.

To make sure you have included all the relevant information in your proposal 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

- a) Sustainable solution for open access children's services in the local community
- b) Ability to self-fund in the long-term, as outlined in the proposal
- c) Clearly defined costs and timescales for implementation
- d) Evidence of the need for the project
- e) Community buy-in
- f) Engagement, partnership working and collaboration
- g) Projects must benefit Oxfordshire communities, be inclusive and provide good value for money.
- h) 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 have grown out of a specific local need, are accessible, inclusive and open to all. Projects need to be sustainable and able to demonstrate they can continue beyond the period of the grant term (beyond March 2020).

Funding will be awarded on a one-off basis and must be committed by the 31 March 2020.

Funding can be awarded for salaries and overheads if these are part of the sustainable proposal. 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 proposal.

Who can apply:

In order to be deemed eligible for funding, applying organisations must have already been, or are currently, in receipt of funds from the Transition Fund for Open Access Children's Services.

This means those organisations that have been successful under previous funding rounds in proving need in their communities. Eligible organisations include those previously successful applicants who were not able to start delivering activities as planned, due to delays in agreeing leases on buildings, for example. These organisations will now be able to access the full three-year funding they would otherwise have received but were not paid, due to the terms of the grant needing to be spent by March 2019. Organisations this is relevant for, are asked to apply and indicate the application is to access previously allocated funding.

What DON'T we fund?

Organisations:

- Groups who have NOT previously been awarded transition fund grants.
- 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
- 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.

How to apply

Application process:

Step	Timeline
Invite existing applicants to apply for additional funds using the application form, on the basis of the criteria: <ul style="list-style-type: none"> a) Sustainable solution for open access children's services in the local community b) Ability to self-fund in the long-term, as outlined in the proposal c) Clearly defined costs and timescales for implementation d) Evidence of the need for the project e) Community buy-in f) Engagement, partnership working and collaboration g) Projects must benefit Oxfordshire communities, be inclusive and provide good value for money. h) To what extent we can have confidence that the project will have a lasting impact, beyond the funding period. 	Deadline for applications: 3 rd June 2019
Cross-Party Assessment Panel meets to assess applications for additional funding and makes recommendations to Cabinet	Week commencing 10 th June 2019
Cabinet agreement of funding for projects	16 th July 2019
Funding distribution begins	July 2019
Final deadline for distribution of funds (on the basis that sustainability would require a couple of months to achieve)	31 st Jan 2020
Funding period comes to an end. Final monitoring and reporting to Council in June 2020.	31 st March 2020

Deadlines

Applications are invited for the outstanding funds available through the Transition Fund by **12 noon on Monday the 3rd of June**.

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 Coordinators, 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 16th July 2019. 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

Community Coordinators are able to provide support in developing proposals.

Additional information and support can be found with:

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

Contact us

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

Email: localities@oxfordshire.gov.uk

APPENDIX C

GRANT APPLICATION FORM

OUTSTANDING TRANSITION FUND (MAY 2019) 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 'one off' fund to provide pump priming to support the transition to a community-led model of children's services delivery across the county. The Transition Fund for Open Access Children's Services was launched in March 2017 running until 31 March 2020. Following seven application and assessment rounds throughout 2017/18, there were 40 funding applications agreed throughout the three-year grant period (April 2017-March 2020). The fund closed to new bids in March 2018.

Not all monies in the original £1m fund have been allocated for distribution; there remains £178,000 to allocate. We therefore invite organisations which have previously been in receipt of transition funding to apply to the fund for schemes which **support their long-term sustainability and can sustainably enable wider take-up and access to services beyond the term of the grant period (31st March 2020)**. This may mean improving or extending the offer where there is demand, increasing take-up or making services more accessible for more people.

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

The Application Process

Support for developing proposals and applications would be available as previously in the original funding application rounds; through Community Coordinators and OCVA. This will ensure groups can deliver high quality, safe provision and provide links between community provision and the statutory service. In addition, Community Coordinators will continue to support organisations and play a key role in monitoring sustainability and recording the outcomes of activities.

The remaining funds will be allocated on the basis of the following:

- i. Applicants are already in receipt of funds from the Transition Fund for Open Access Children's Services. This because these applicants have proven there is a demand or need for services and this offers the opportunity to confirm the sustainability of those services. In addition, the fund has been closed to new applications for over a year.
- ii. Sustainably enabling wider take-up and access to services beyond the term of the grant period (31st March 2020). This may mean improving or extending the offer where there is demand, increasing take-up or making services more accessible for more people.

A number of previously successful applicants were not able to start delivering activities as planned, due to delays in agreeing leases on buildings for example. These organisations will now be able to access the full three-year funding they would otherwise have received but were not paid, due to the terms of the grant needing to be spent by March 2019. Organisations this is relevant for, are asked to apply and indicate the application is to access previously allocated funding.

Applicants need to set out how new proposals will meet the original eligibility criteria, through submission of a completed application form. The original eligibility criteria are shown below. To ensure we are funding sustainable and inclusive solutions, points (b) and (g) will be emphasised as a priority in this process.:

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

If groups need help developing their proposals, the Community Coordinators will offer support. In addition, OCVA (Oxfordshire Community and Voluntary Action) can offer guidance. The following areas would need to be understood for an assessment of each proposal:

- Description of the project/ activity
- Description of need
- Desired outcomes & beneficiaries
- Costs of delivery
- Proposals for self-funding and sustainability of services beyond March 2020
- Performance Measures (how results will be monitored)

Successful applicants will be required to complete regular monitoring to demonstrate both sustainability and outcomes of provision. This will continue to be supported by the Community Coordinators in Children’s Services, as for previous applicants.

The process of application, assessment, decision, award and funding availability will be as follows:

Step	Timeline
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Step	Timeline
Invite existing applicants to apply for additional funds, on the basis of the criteria: <ul style="list-style-type: none"> i) Sustainable solution for open access children's services in the local community j) Ability to self-fund in the long-term, as outlined in the proposal k) Clearly defined costs and timescales for implementation l) Evidence of the need for the project m) Community buy-in n) Engagement, partnership working and collaboration o) Projects must benefit Oxfordshire communities, be inclusive and provide good value for money. p) To what extent we can have confidence that the project will have a lasting impact, beyond the funding period. 	Deadline for applications: 3 rd of June 2019
Cross-Party Assessment Panel meets to assess applications for additional funding and makes recommendations to Cabinet	Week commencing 10 th June 2019
Cabinet agreement of funding for projects	16 th July 2019
Funding distribution begins	July 2019
Final deadline for distribution of funds (on the basis that sustainability would require a couple of months to achieve)	31 st Jan 2020
Funding period comes to an end. Final monitoring and reporting to Council in June 2020.	31 st March 2020

Deadlines

Applications are invited for the outstanding funds available through the Transition Fund by **12 noon on Monday the 3rd of June.**

Contacting Us

Policy Team
 Oxfordshire County Council
 County Hall,
 New Road,
 Oxford OX1 1ND
 Email: localities@oxfordshire.gov.uk

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).

Account Name	
Bank or Building Society Name	
Account number	
Sort code	

ACTIVITY OVERVIEW

1. Is this an application to access previously allocated funding which would otherwise need to be reclaimed:

This is relevant for previously successful applicants who were not able to start delivering activities as planned, due to delays (e.g. in agreeing leases on buildings). These organisations are now able to access the full three-year funding they would otherwise have received but had to give back under the terms of the grant needing to be spent by March 2019.

Yes/No (please delete)

2. Name

3. Summary

Please describe the activity you wish to fund.

4. Activity Dates

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

PLEASE NOTE: ALL FUNDING MUST BE COMMITTED BY MARCH 2020 (or as per the milestones identified in the business case).

5. Analysis of Needs

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

6. Success Measures

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

7. Sustainability

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

8. 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		

9. 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 at Localities@oxfordshire.gov.uk Please note that while we can accept scanned signatures, **we cannot accept typed signatures.**