

APPLICATION FOR FUNDING



WEST OXFORDSHIRE
DISTRICT COUNCIL

Community Activities Grant Grants up to a maximum of £500

Deadline – 15 April 2017 5pm Woodgreen Council Offices

HOW TO FILL IN THIS FORM

Please read the Information for Applicants (pages 8-10) before completing this application form. Complete all sections of this form using block capitals.

FOR OFFICIAL USE ONLY

Ref No: _____ Case Officer: _____

Amount Awarded: £ _____ Approved By: _____

Notes:

I. Your details

Name of organisation	
Project name (if different from above)	
Type of project – please tick	Arts <input type="checkbox"/> Heritage <input type="checkbox"/>
Organisation website address	
Organisation address	Postcode
Contact name (for this particular application)	
Position held	
Contact address (if different from organisation address)	Postcode
Contact tel no. (day)	
Contact email address	
Where will the project take place? (if different from organisation address)	Postcode

2. Organisation details

What type of organisation are you? (please tick)

Registered charity		(please give registration number & date of registration)
Constituted voluntary group		
Registered museum		(please give registration number)
Excepted charity		
Town or parish council		
Community Interest Company		

How many people are involved in running your organisation?

Management committee		Paid staff	
Volunteer		Other (please specify)	

Has your organisation ever been known by any other name?	Yes <input type="checkbox"/> No <input type="checkbox"/>	(If yes, please give details)
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3. About the project or activity you are planning

Please describe your project or activity in detail	
Which part of your project or activity are you requesting funding from West Oxfordshire District Council for?	
Why is your project needed?	

<p>What evidence do you have to show that your project is needed?</p>																
<p>How will the community benefit from the project or activity?</p>																
<p>How many people will benefit from your project or activity?</p>																
<p>Will the project or activity provide specific benefits for:</p> <table border="1" data-bbox="150 819 646 999"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Rural Communities</td> <td></td> <td></td> </tr> <tr> <td>Older People</td> <td></td> <td></td> </tr> <tr> <td>Young People (11 – 25)</td> <td></td> <td></td> </tr> <tr> <td>Disabled People</td> <td></td> <td></td> </tr> </tbody> </table> <p>If yes, please provide details</p>		Yes	No	Rural Communities			Older People			Young People (11 – 25)			Disabled People			
	Yes	No														
Rural Communities																
Older People																
Young People (11 – 25)																
Disabled People																
<p>Please state the start and end date of the project or activity</p>																
<p>How will you make the community aware of the project or activity?</p>																
<p>What do you perceive to be the main risks to the success of the project or activity?</p> <p>How do you propose to deal with these risks?</p> <p>If your project or activity is working with children and young people or vulnerable adults, how will they be kept safe?</p>																
<p>How will you ensure that the support of West Oxfordshire District Council is acknowledged?</p>																
<p>Is/are your district councillor/s aware of your project or activity?</p> <p>Councillor(s) name(s)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>															

4. Meeting the aims of West Oxfordshire District Council

Please describe how your project or activity will contribute to any of the District Council's priorities below.

<p>Protect and enhance environment</p> <ul style="list-style-type: none"> • provide activities which build a better understanding between people <p>Vibrant, healthy towns and villages</p> <ul style="list-style-type: none"> • increase the value of tourism • offer activities which have health benefits • create more activities for children and young people • understand the local need and act upon it • work in partnership with others in the community • protect local services • support activities which include older people <p>Efficient, value for money services</p> <ul style="list-style-type: none"> • provide activities which are good value and accessible 	
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5. Monitoring and evaluation

How do you plan to monitor the success of the project or activity?	
How will you collect the data?	

6. Financial details of your organisation

Please give bank account name	
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Is your organisation registered for? (please tick)

Rate relief	Yes <input type="checkbox"/> No <input type="checkbox"/>	(If yes, please specify percentage and amount)
VAT	Yes <input type="checkbox"/> No <input type="checkbox"/>	(If yes, please give VAT registration number)

Please tell us if you have received any funding or subsidy from West Oxfordshire District Council in the past? (please tick)	Yes <input type="checkbox"/> No <input type="checkbox"/>	(If yes, please give details)
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Are you expecting to apply for/receive any other funding from West Oxfordshire District Council during 2017/18? (please tick)	Yes <input type="checkbox"/> No <input type="checkbox"/>	(If yes, please give details)
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Please provide the following details from your most recent annual accounts:
Please input data below. DO NOT refer to any attached documents

Account year ending (Day / Month / Year)	
Total (gross) income	
Total expenditure	
Balance at year end	
Savings (reserves, cash, investments)	
If your savings are more than your organisation's operating costs for 3 months, what are they for?	

7. Financial details of the project / activity

Will you be reclaiming VAT on this project / activity? (Please note West Oxfordshire District Council will not fund recoverable VAT)	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Total project / activity cost	£
Does the total project / activity figure above include VAT?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Amount of grant sought from West Oxfordshire District Council (A)	£

Other income

Income / Funding source	Status (definite or estimated)	Expected decision date	£
Applicant organisation			
Town/parish council (please name)			
Total other income (B)			

Details of costs

Expenditure details (e.g. room hire charges, fees, volunteer training)	£
Total costs (C)	

Please make sure that your total income (A + B) matches your total costs (C).

Value of contributions in kind

Anticipated contributions in kind	Status	(Monetary equivalent) £
Total		

8. Supporting documentation

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Signed constitution including a dissolution clause specifying that any assets will be distributed to voluntary organisations with similar objectives (if not previously supplied or if amended) |
| <input type="checkbox"/> | The last two year's signed annual accounts or proof of bank account if new organisation |
| <input type="checkbox"/> | Public Liability Insurance document |
| <input type="checkbox"/> | 3 written quotes or estimates (if buying equipment/promotional material etc) |
| <input type="checkbox"/> | Examples of recent publicity (where applicable) |

9. Declaration

I hereby declare on behalf of the applicant organisation that: (please tick)

- There are at least three unrelated people on the governing body.
- We have a bank account in the organisation's name with at least two unrelated signatories.
- Public Access will be open to all and that no Public Access will be refused on the grounds of an individual's disability, race, gender, age, ethnicity, sexual orientation, pregnancy or maternity, political/religious beliefs or gender re-assignment.
- If any request for Public Access is refused, the organisation will be prepared to state reasons for refusal in writing.
- We understand the terms and conditions of funding from West Oxfordshire District Council and agree to comply with them.
- The information contained in this application is correct to the best of my knowledge and belief.

Signed _____ Printed _____

Position _____ Date _____

The information on this form contains your personal data. We will record, process and hold your personal data in accordance with the Data Protection Act 1998. West Oxfordshire District Council may share information provided to it with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud under Section 6 of the Audit Commission Act 1998. We may from time to time contact you regarding other events and activities which we believe will be of interest to you. If you do not wish to receive such communications please tick here.

10. Returning your form

Please send your completed application form and supporting documentation to:

**Leisure and Communities, West Oxfordshire District Council, Woodgreen, Witney,
Oxon OX28 1NB** Tel: **01993 861080** or email: leisureandcommunities@westoxon.gov.uk

We will accept signed application forms and supporting documentation by email.

If you have any queries about the application form or need a copy in larger print or another format please contact us using the above details.

PLEASE KEEP A COPY OF YOUR APPLICATION FORM FOR YOUR OWN RECORDS

Community Activities Grant – Information for Applicants

Aim

To support community groups wishing to develop heritage or arts opportunities in West Oxfordshire.

Criteria

1. Applicants must demonstrate that their project will achieve one or more of the priorities of West Oxfordshire District Council.
2. Grants awarded will be between £100 and £500.
3. Applications will only be accepted from organisations as listed:
 - a. Constituted voluntary organisations
 - b. Town and parish councils
 - c. Registered charities
 - d. Exempt charities
 - e. Registered museums
 - f. Community Interest Companies (CICs)
4. Commercial organisations and exempt charities are not eligible to apply for funding.
5. Applicants must have at least three unrelated people on the governing body.
6. Applicants which are not statutory or regulated will need to supply a copy of a written governing document, for example a signed constitution, set of rules or trust deed.
7. Only organisations and groups undertaking heritage or arts projects are eligible.
8. Museums applying for a grant must be Registered or be able to demonstrate a commitment to gaining Accreditation.
9. Projects must take place within West Oxfordshire.
10. Applicants must demonstrate their project will benefit the residents of and visitors to West Oxfordshire.
11. Partnership funding is required from town and parish councils where they are the applicant.
12. Applicants must demonstrate that the project or activity is accessible and open to the wider community. An Access Checklist called 'Act to Include' is provided.
13. Applicants wishing to undertake activities involving children and young people or vulnerable adults must demonstrate that an appropriate process for safeguarding is in place.
14. Applicants must have a bank account in the name of the organisation with at least two unrelated signatories.
15. Only one grant can be allocated per project.
16. Grants will not be made retrospectively and purchases must not be made, or work commenced, before an offer of a grant has been received in writing.

17. Applicants must demonstrate a financial need for grant funding from West Oxfordshire District Council.
18. Applicants must provide copies of supporting documentation as specified.

Specifications

1. Applications must arrive by 5pm on 15 April 2017 at the Woodgreen Council offices.
2. Applications received after this date will not be considered.
3. There is a high demand for this grant. This means that if an application meets the criteria it does not guarantee that an award will be granted. Priority is therefore given to applications which:
 - a) offer opportunities to the wider community
 - b) are from new applicants
 - c) have wider artistic or historical significance
 - d) are innovative
 - e) can demonstrate value for money
4. Applicants should demonstrate that support from their parish/town council has been sought.
5. The size of previous grants will be a consideration in determining subsequent awards to the same organisation.

Terms and Conditions

1. The grant shall be used only for the purpose specified.
2. West Oxfordshire District Council shall be acknowledged for their support on all publicity. Evidence that this has happened must be supplied as part of the report submitted after the project is completed.
3. The funding shall be returned to West Oxfordshire District Council if the applicant does not achieve either of the above requirements.
4. Grants will only be paid to the applicant organisation.
5. West Oxfordshire District Council will not fund recoverable VAT.
6. Grants made are valid for up to 12 months from the date of the award.
7. If the event, project or activity for which West Oxfordshire District Council offers funding is altered, curtailed, postponed or cancelled in whole or in part the recipients shall notify West Oxfordshire District Council immediately in writing and the grant may be reconsidered, reduced or recalled at West Oxfordshire District Council's discretion.
8. Any group or organisation that receives funding from West Oxfordshire District Council for arts activities must be included in the Leisure Directory. Those not already included will be sent a form to complete giving the information required and a disclaimer giving consent for West Oxfordshire District Council to hold the group or organisations details on a database, and to promote it through the Leisure Directory on the West Oxfordshire District Council website and related partnership sites. This must be completed and returned before any monies awarded are released.

9. A report form must be completed and submitted after the end of the project or at the latest by 15 April 2018. Subsequent applications cannot be made until this has been received.
10. Accounts for this scheme shall be submitted with a report and no later than 15 April 2018.

How to acknowledge West Oxfordshire District Council's support

1. The Council expects each grant recipient to acknowledge its support on all publicity materials distributed by an organisation or individual - e.g. posters, leaflets, programmes of events, exhibitions and fixtures, club handbooks, newsletters, press releases and flyers.
2. Grant recipients must use the words 'Grant aided by' followed by our logo, on all the above publicity materials, see example below. A number of alternative formats are available from the Publicity Office, contact publicity@westoxon.gov.uk or telephone 01993 861616. They can help advise you with regard to format and colour.

Example: Grant aided by



3. If you are unable to use the Council's logo please use the words 'Grant aided by West Oxfordshire District Council' in full – do not use an abbreviation when referring to the Council – i.e. W.O.D.C. or West Oxon.
4. Please do not use the words 'sponsored by' when referring to support from grant aid – instead use the words 'grant aided by'.
5. Grant recipients are expected to acknowledge the Council on their website and make a link to – www.westoxon.gov.uk
6. If the Council has supported a building project the grant recipient is expected to acknowledge the Council's support by way of a permanent plaque, prominently positioned at the site.

Act to Include

Leisure and Communities

West Oxfordshire District Council



We believe certain people miss out more than others. Have you thought about who your group currently involves? Are there some people who are missing out? Do you need to **Act to Include**?

Making sure your group welcomes everyone means thinking about things like **how** and **where** you publicise your activities, **who** you involve and the **space** you run your activities in.

The answers to these questions will help you decide who you are missing....

Your group's activities

Question 1 What is your group for and who do you want to involve?

Your people

Question 2 Who are the people that lead or assist your group's activities?

Your publicity

Question 3 How do you tell people about your group and its activities?

Is the way or method you are using missing people out?

Your space

Question 4 Where does your group meet?

Is it easy to get to and easy to get into?

Why **Act to Include**?

Making sure people don't miss out on what your group has to offer brings benefits such as:

- More members - widening the access of your group will not only bring more members, but members' friends, carers and family as further members, volunteers or supporters.
- Positive publicity - an inclusive approach increases the possibility of the local press featuring your group in upbeat news stories. Positive publicity will raise the profile of your group within the whole community.
- Funding - an inclusive group will have a better chance of receiving funding from a number of organisations.
- Greater links & experience - your group will gain a better understanding and positive view of those who are usually left out which could lead to new links and opportunities for everyone involved.

Next steps

Having considered the questions above, your group may need further support or advice in the following areas:

- An introduction to Disability Equality
- Developing audiences and/or participants
- Planning ahead
- Reaching new members
- Getting your message across
- Recruitment – leaders/officials/board
- Access to funding for training courses

We can help. Please contact us - leisureandcommunities@westoxon.gov.uk or 01993 861080.

Other sources of help and advice:

RNIB - Royal National Institute of Blind People - www.rnib.org.uk

Action on Hearing Loss (formerly The Royal National Institute for Deaf People) - www.actionhearingloss.org.uk

Mencap - is the leading UK charity for people with a learning disability and their families - www.mencap.org.uk

Age UK Oxfordshire - www.ageuk.org.uk/oxfordshire

Voluntary Arts Network Briefing Paper 111 (Sept 07) - How inclusive are you? A checklist for voluntary arts groups (Sept 2007) - www.voluntaryarts.org

Arts Council England - www.artscouncil.org.uk

English Federation of Disability Sport - www.efds.co.uk

Sport England - www.sportengland.org

Oxfordshire Sport and Physical Activity - www.oxspa.co.uk

Organisations which provide guidance on the laws surrounding unfair discrimination:

- Equality and Human Rights Commission - www.equalityhumanrights.com – 0808 800 0082
- Age UK (formerly Age Concern and Help the Aged) - www.ageuk.org.uk - 0800 169 6565