

APPLICATION FOR FUNDING

Community Facilities Grant Grants up to a maximum of £50,000

Deadline – 13 April and 14 September 2018. 5pm Woodgreen Council Offices



WEST OXFORDSHIRE
DISTRICT COUNCIL

HOW TO FILL IN THIS FORM

Please read the Information for Applicants (pages 10-12) before completing this application form. Complete all sections of this form using block capitals.

FOR OFFICIAL USE ONLY

Ref No: _____ Case Officer: _____
Amount Awarded: £ _____
Notes:

I. Your details

Name of organisation	
Project name (if different from above)	
Type of project – please tick	Village Hall / Community Centre <input type="checkbox"/> Outdoor Play <input type="checkbox"/> Sports <input type="checkbox"/> 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		(give registration number & date of registration)
Constituted voluntary group		
Town or parish council		
Excepted charity		
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 you are planning

Please describe your project in detail	
Which part of your project are you requesting funding from West Oxfordshire District Council for?	
Why is your project needed and what evidence do you have to show that your project is needed?	

What consultation have you undertaken in developing your project and who has this involved?			
Please detail your projects expected outcomes			
How will the community benefit from the project?			
Is there a similar facility in the village/town (e.g. another hall for hire or another sports facility)? If yes, how does what the facilities offer differ?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Who and how many people will benefit from your project?			
Please indicate how you have engaged disabled people and those with mobility issues in the consultation process and how this has influenced the planning of your project			
Please give details of when your facility is available for community use	Days of the week	Your use (please give times)	Use by others (please give times)
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Saturday		
	Sunday		

Please give details of your current and proposed charges to use the facility	
Please state the start and end date of the project	
How will you make the community aware of the project before, during and after completion?	
How will you ensure that the support of West Oxfordshire District Council is acknowledged?	
Is your Parish or Town Council officially aware of your project?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is/are your District Councillor/s aware of your project? Councillor(s) name(s)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your project require planning permission? Have you checked this with the planning department? If you have permission in place or are currently applying for it please provide the Application number	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Application number _____
If required, has planning permission been given for: <ul style="list-style-type: none"> • The proposed use of the site • The detailed development proposed Is it subject to any conditions? If yes, please submit details	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your project require Building Regulation approval?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If required, has Building Regulation approval been given?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please indicate, as appropriate, details of the security of tenure of the land/building to which this application relates	Freehold (please state which organisation/individual owns the freehold) Leasehold (please state the parties named on the lease and the expiry date of the lease)
Please state which organisation is responsible for maintaining/managing the site following completion of the project	

4. Meeting the aims of West Oxfordshire District Council

Please describe how your project will contribute to the District Council's priorities below. To assist, link to the [West Oxfordshire Council Plan 2016](#).

<p>Protect the environment whilst supporting the local economy</p> <ul style="list-style-type: none"> • Protect the natural and built environment • Reduce waste and increase recycling • Secure economic growth appropriate for the District <p>Working with communities to meet the current and future needs and aspirations of residents</p> <ul style="list-style-type: none"> • Secure the infrastructure to support the quality of life and well-being of communities now and in the future • Ensure appropriate infrastructure is provided for new housing developments • Enable communities to provide services themselves <p>Provide efficient and value for money services, whilst delivering quality front line services</p> <ul style="list-style-type: none"> • provide easy access to services that meet residents', businesses' and customers' expectations 	
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5. Financial details of your organisation

Please give bank account name	
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Is your organisation registered for?

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)

Have you received any funding from West Oxfordshire District Council in the past?	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 2018/19?	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?	

6. Financial details of the project

Will you be reclaiming VAT on this project? West Oxfordshire District Council will not fund recoverable VAT. If your answer is:- Yes - insert Total Project Cost EXCLUDING VAT in box marked * below No – insert Total Project Cost INCLUDING VAT in box marked * below	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Total Project Cost	*	£
Amount of grant sought from West Oxfordshire District Council (max 25% of the Total Project Cost)	WODC Grant (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	£
Total costs (C)	

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

Contributions in kind

Please provide details of any contributions in kind offered towards the project	Monetary Value £

7. Supporting documentation

	Signed constitution including a dissolution clause specifying that any assets will be distributed to voluntary organisations with similar objectives
	Last two years audited/verified accounts. If you don't have formal accounts please let us have copies of bank statement summaries for the last two years. New organisations must provide proof of a bank account in their name.
	Public Liability Insurance document
	Buildings and Contents Insurance (where applicable)
	Three written quotes or estimates
	Evidence of security of tenure
	Documentation stating land and/or building will remain accessible to the public for at least 15 years
	Proof of landowners consent (where applicable)
	Evidence of need for the project (town/village appraisal, reports or surveys, research, letters of support etc.)
	Evidence of investigating other sources of funding (including application forms and offer/rejection letters)
	Site location plan
	Business plan/development plan (where applicable)
	Current and proposed hire charges/membership fees/entry fees (where applicable)
	Lettings policy (where applicable)
	Detailed plans for construction work (where applicable)
	Planning permission documentation (where applicable)
	Building regulations documentation (where applicable)
	Design and access statement (where applicable)

8. Declaration

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

- There are at least three unrelated people on the management committee/board.
- We have a bank account in the organisation's name with at least two unrelated signatories.
- The facilities will be open to all and that no public access to the facilities 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.

9. Returning your form

Please send your signed application form and supporting documentation by email to:-

Email: leisureandcommunities@westoxon.gov.uk

Alternatively, please send your completed application form and supporting documentation to:

Leisure and Communities
West Oxfordshire District Council
Woodgreen
Witney
Oxon
OX28 1NB

If you have any queries about the application form or need a copy in larger print or another format please contact us using the email address above, or by Telephone on **01993 861000**.

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

Community Facilities Grant – Information for Applicants

Aim

To provide financial support for community led capital projects for the improvement/enhancement of existing community facilities and the procurement of new facilities/equipment.

Criteria

1. Applicants must demonstrate that their project will achieve one or more of the priorities of West Oxfordshire District Council.
2. The maximum grant available is £50,000.
3. Organisations can apply for no more than 25% of the total project cost.
4. Only capital projects associated with village halls/community centres, outdoor play, sports, arts and heritage are eligible.
5. Applications will only be accepted from organisations as listed:
 - a. Constituted voluntary organisations
 - b. Town and parish councils
 - c. Registered charities
 - d. Excepted charities
 - e. Community Interest Companies (CICs)
6. Commercial organisations and exempt charities are not eligible to apply for funding.
7. Applicants must have at least three unrelated people on the management committee/board.
8. Applications relating to projects on school or church sites are permitted where they provide the only community facility of that type in the village/town, or complement existing provision.
9. Applicants must evidence that they have sought funding from their town/parish council.
10. Partnership funding is required from town and parish councils where an application concerns a facility which is their responsibility.
11. Projects must take place within West Oxfordshire.
12. Community facilities must be made widely available for community use. A dual use agreement may be drawn up, at West Oxfordshire District Council's discretion, between the organisation and the District Council in order to secure community use. Grants will only be awarded towards play area, skate park and Multi-Use Games Area projects where there is free public access to the site.
13. Applicants must demonstrate community benefit (i.e. to residents of and visitors to West Oxfordshire).
14. Recent consultation, to demonstrate need, must have been undertaken in developing the project.

15. Applicants must demonstrate that they have taken into account the needs of the wider community including disabled people and those with mobility issues, when planning their project.
16. Applicants must have a bank account in the name of the organisation with at least two unrelated signatories.
17. Only one grant can be allocated per project.
18. Previously awarded grants (unless subsequently withdrawn) determine when organisations can apply: not until the second financial year after grants of £10,000 or less; and until the third for grants over £10,000 (eg if a grant of £8,000 was awarded in 2016/17 then the organisation could not apply for another grant until 2018/19; if a grant of £25,000 was awarded in 2015/16 then the organisation could not apply for another grant until 2019/20).
19. Only projects of a capital nature will be eligible for a grant. Feasibility studies, running costs and routine maintenance will not be supported.
20. 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.
21. Applicants must demonstrate a financial need for grant funding from West Oxfordshire District Council.
22. Applicants must provide copies of supporting documentation as specified.
23. Applicants must check if their project requires planning permission and/or building regulations approval. The applicant is expected to communicate directly with the appropriate planning department or building control body.

Specifications

1. There will be two application rounds in each financial year. Deadlines for applications are as follows:

	Deadline	Expected Decision Date
Round 1	Friday 13 April 5pm	Monday 25 June
Round 2	Friday 14 September 5pm	Monday 26 November
2. All applications will be subject to a compliance check and review. Recommendations will then be reported to West Oxfordshire District Council Cabinet for consideration.
3. Financial information may be reviewed by West Oxfordshire District Council finance officers, or 3rd Party financial verification bodies as appropriate.
4. If an application meets the criteria it does not guarantee that an award will be granted. Each application will be assessed against the following:
 - a. council priorities
 - b. local need
 - c. community benefit
 - d. community use
 - e. value for money
 - f. previous grants
5. Partnership funding from the town/parish council will be an advantage.

Terms and Conditions

1. Grants will be released on proof of expenditure at the end of the project. A satisfactory post installation inspection report carried out by a RPII (Register of Play Inspectors International) qualified independent inspector is also required for play area projects. For projects awarded more than £5,000 staged payments can be arranged.
2. Grants will only be paid to the applicant organisation or the town/parish council.
3. West Oxfordshire District Council will not fund recoverable VAT.
4. Projects must commence within 12 months of notification of the grant being made. If this cannot be achieved applicants can apply in writing for a six month extension clearly stating the reasons for the delay and giving a new start date. Should the project fail to meet a revised deadline or the extension not be granted the offer of grant funding will be withdrawn and the applicant must reapply.
5. All grants are a maximum award. If the funding strategy or scale/scope of the project changes West Oxfordshire District Council reserves the right to reduce, or refuse, the awarded grant sum.
6. The grant shall be used for the purposes given on the application form and will be subject to any conditions sent in writing when notifying the applicant of their award. If the project 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.
7. West Oxfordshire District Council must be acknowledged for their support on all publicity.
8. Confirmation of the funding contribution of the town/parish council and other funding partners, where applicable, must be submitted prior to the commencement of the project.
9. Any sports or arts organisation that receives funding from West Oxfordshire District Council 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 organisation's details on a database, and to promote it through the Leisure Directory on the West Oxfordshire District Council website. This must be completed and returned before any monies awarded are released.
10. For play area projects the organisation will commit themselves to maintaining the play area in line with the current standards and will complete regular inspections as well as an annual inspection undertaken by a RPII (Register of Play Inspectors International) qualified independent inspector. All records will be completed and stored appropriately for inspection and monitoring. Any organisation that is deemed to have not complied with this condition may be requested to repay the original grant to West Oxfordshire District Council.
11. The land/building which the Council has grant-aided must remain accessible to the public for a minimum term of 15 years.

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 861000. 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, provided by WODC, which should be prominently positioned at the site.