

West Oxfordshire District Council
2022 Jubilee Community Activities Fund



**WEST OXFORDSHIRE
DISTRICT COUNCIL**

APPLICATION FORM

Fund Aims:

The 2022 Jubilee Community Activities Fund is looking to fund events and activities which bring individuals together to celebrate the Queen's Platinum Jubilee, and encourage strong links between members of local communities.

The fund is keen to encourage partnership and collaborative working between community groups and individuals to avoid duplication, and ensure that the fund reaches as many communities, and individuals within those communities, as possible.

Sources of help and support along with criteria used to assess applications can be found at the end of the application. Please submit your completed application by email to:

community.wellbeing@westoxon.gov.uk by **12noon on 25th April 2022 (closing date)**

Organisation/Group name	
Name and title of the person who will be the main point of contact	
Position within organisation	
Email address	
Telephone number	
Address of organisation	
Brief description of organisation	
Do you have a Constitution/set of rules – please attach these to your application, or include other suitable documentation that validates your organisation.	
Tell us about the activity or project for which you want to apply for funding: <ul style="list-style-type: none">● What does the project or activity involve?● When and where will it take place.● How do you plan to promote- fliers, posters, social media.● In what ways will you be promoting it as a Jubilee celebration before, and on the day (flags, bunting etc)	

<ul style="list-style-type: none"> ● Is it aimed at including all members of the community, or is it aimed at a particular group(s) eg children and/or families ● Who will be involved in making it happen? ● Will you be working with any other local groups to make it happen 	
What is the cost of your activity?	
Please provide a breakdown of your activity costs.	
Have you secured any funding from any other sources to help meet these costs.	
How much money do you need as a grant towards your activity from West Oxfordshire District Council? (Maximum £250)	
Please describe how you will conduct a risk assessment for your activity. Remember to include in this how you will consider safeguarding in your plans where children and/or vulnerable adults may participate. Get in touch if you need assistance.	
Is there any other information you consider relevant to your application?	
<p>Declaration</p> <p>I authorise this application and confirm that these funds will be spent only on the project/activity outlined above. The information contained in the answers to the above are correct to the best of my knowledge.</p>	
Name	
Signature (Electronic signature will be accepted)	
Position in organisation	
Date	
<p>GDPR statement: <i>The Council will use the information provided in this form for the purpose of processing the grant application. The information on this form contains your personal data. We will record, process and hold your data in accordance with the General Data Protection Regulation and the Data Protection Act 2018. We are subject to the Freedom of Information Act 2000 and other obligations under law which require us to act transparently and which grant certain rights of access to the public to information held by us.</i></p>	

Bank Details/Payment Arrangements

If a grant is approved payment will be made direct to the bank account specified below. The account must be in the name of the organisation applying. There must be two unrelated signatories to the account and it should be a requirement that all cheques drawn from the account require two signatories for it to be validated.

I/We authorise you to make payments by direct credit to the bank account detailed below:

Organisation name	
VAT registration number	
Charitable/company number if relevant	
Full address for remittances to be posted to, including postcode	
Email address for remittances	
Bank/Building Society name and address	
Name of account (this must be the organisation name you have given on your application form). Please attach a recent copy bank statement for your organisation's bank account with your application.	
Account number (8 digits)	
Sort code (6 digits)	
Building Society Reference (if applicable)	

Help and support available

West Oxfordshire District Council has a dedicated page to help you think through the things you need to do if you are organising a street party or other public event. This covers Risk assessments, COVID considerations, Food safety, Road Closures and whether you need a Temporary Events Notice(TEN) : <https://www.westoxon.gov.uk/business-and-licensing/apply-or-renew-licences-and-permits/organising-public-events/platinum-jubilee-street-parties-2-to-5-june-2022>

You will need to conduct a risk assessment for the activity/project you are running. This will consider your audience, the space and equipment you are using, and the activity you will be running. A simple risk assessment from the HSE can be found on the link above. We also request applicants pay particular attention in the risk assessment to safeguarding if their activity involves children or vulnerable adults

Grant Assessment Criteria

- The maximum amount available per application will be £250.
- Applicants will need to demonstrate how their proposals contribute to the Council aims of:
Strong Local Communities: Supporting and building prosperous and inclusive local communities
Healthy Towns and Villages: Facilitating healthy lifestyles and better wellbeing for everyone.
- Groups applying will need to be constituted or have a lead partner who is, for example, a Town or Parish Council or other constituted body.
- Jubilee funding can be used to support inclusive community events and activity which brings residents together
- Grant funding is available primarily for activity with some support for materials where essential for the activity. This funding cannot be used for capital work, purchase of capital items or ongoing maintenance costs
- Commercial activity will not be supported
- Activity must take place in West Oxfordshire and benefit residents of West Oxfordshire.
- Applicants must demonstrate that the project or activity is accessible to the wider community.
- Activity must be delivered between May and August 2022.
- Applicants must demonstrate that they have a Risk Assessment in place and those undertaking activities involving children and young people or vulnerable adults must furthermore demonstrate how they are considering safeguarding.
- Applicants must have a bank account in the name of the organisation with at least two unrelated signatories.
- Only one grant can be allocated per project.
- 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
- Applicants must demonstrate a financial need for grant funding from West Oxfordshire District Council
- Applicants must provide copies of supporting documentation as specified.

Fund closing date and notifications

The fund will close to applications at **12 noon on 25th April 2022**. Please submit applications electronically to community.wellbeing@westoxon.gov.uk
Decisions will be made in early May with applicants being notified within a week of the decision. If you are unable to access online information about the Jubilee Fund please call 01993 861571