

APPLICATION FOR FUNDING

Community Revenue Grant 2022/23

Deadline – 12noon on Monday 7 February 2022



HOW TO FILL IN THIS FORM

Please read the Information for Applicants (pages 11-14) before completing this application form.

FOR OFFICIAL USE ONLY

Ref No:

Case Officer:

Amount Awarded: £

Approved By:

Notes:

1. Your details

Name of organisation	
Project name (if different from above)	
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 in West Oxfordshire 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		
Excepted charity		
Community Interest Company		
Other – If other please state what type of organisation you are		

How many people are involved in running your organisation?

Management committee	
Volunteers	
Paid staff, their roles and hours	
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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If you are a **NEW applicant** please enclose a copy of your Constitution/ Articles of Association and the Organisation's Aims and Objectives.

Does your organisation own the premises or land it uses? If it is leased, give details of the lessor and rent paid (and the renewal date of lease)	
Do you pay Business Rates? If yes, please give your account number and state whether you have received or have applied for charity/ discretionary rate relief from the Council or elsewhere.	

3. About the project or activity you are planning

<p>Please describe what it is you want to do with the grant. (maximum of 250 words)</p>																
<p>Why is your project needed?</p>																
<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>What research have you done to identify similar projects to your own?</p> <p>If applicable, have you considered working with another organisation to deliver the project?</p> <p>If not, what do you consider to be the unique selling point of your project in relation to others?</p>																
<p>Will the project or activity provide specific benefits for:</p> <table border="1" data-bbox="145 1626 649 1839"> <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? <i>Please include reference to Covid related risks</i></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, please ensure that you have supplied your Safeguarding plan or policy</p>	

4. Meeting the aims of West Oxfordshire District Council

Our Council Plan 2020-24 and the related Covid-19 Recovery Plan are published at the link here:

<https://www.westoxon.gov.uk/about-the-council/plans-and-policies/council-plan-2020-to-2024/>

In summary, our Council Plan outlines the following key themes:

- **Climate Action**
- **Healthy Towns and Villages**
- **A Vibrant District Economy**
- **Strong Local Communities**
- **Meeting the Housing Needs of our Changing Population**
- **Modern Council Services and Sustainable Finance**

Please describe how your project or activity will contribute to the Council Plan key themes. It is important that your application clearly links to at least one.

Note: the project/ activity you wish to deliver must be something that is not currently provided by other agencies and/ or is not replacing or duplicating other organisations' responsibilities.

5. Monitoring and evaluation

<p>Looking back Have you previously received funding from West Oxfordshire District Council for this project/ activity?</p> <p>Please describe the key outcomes that your organisation achieved in West Oxfordshire over the last year with the funding received from the Council.</p> <p>Please enclose a management report outlining recent achievements.</p>	<table border="1"> <tr> <td data-bbox="624 271 836 311">Yes</td> <td data-bbox="836 271 948 311"></td> <td data-bbox="948 271 1139 311">No</td> <td data-bbox="1139 271 1273 311"></td> </tr> </table>	Yes		No	
Yes		No			
<p>Looking ahead Please outline some outcomes you hope to achieve, both short and long term.</p>					
<p>What measures do you plan to use to monitor your performance?</p>					
<p>How do you plan to monitor the success of the project or activity?</p> <p>(Note: a progress report will be sought from grant recipients - see Grant Award Terms and Conditions, para 9 (page 14)).</p>					
<p>How will you collect the data?</p>					
<p>What do you think are the main risks to the success of your project or activity?</p>					

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 last 3 years? (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 for 2022/23? (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) <i>If you have a reserves policy please send a copy with your application.</i>	
If your reserves are more than your annual income, what are they to be used for?	

7. Financial – costs and your request to us

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	£

Reason for any deficit or high level of surplus (if applicable).	
How do you propose to fund the deficit (if applicable).	

Value of contributions in kind

Anticipated contributions in kind (e.g. volunteer hours; or free use of room)	Status (e.g. proposed or secured)	(Monetary equivalent) £
Total		

Value for money

Would the grant (if agreed) attract funding from another funder? If so how much and from where?	
If you were awarded the grant, what will continue when the grant has ended?	
If you only received a percentage of the grant you requested tell us what you will be able to achieve based on:	
75% of the grant request	
50% of the grant request	
25% of the grant request	

8. Supporting documents

	Constitution or Articles of Association and Organisation Aims and Objectives
	Audited accounts for the last two years (or six months of bank statements for new organisations)
	A recent bank statement (no more than 3 months old)
	Equal Opportunities statement
	If you are working with children, young people or vulnerable adults, please provide a copy of your safeguarding policy and confidentiality or data protection policy
	Reserves policy (if applicable)

9. Declaration

I 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 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 personal 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.

Note: If emailing the form, a signature is not needed provided the email is sent from the person who has completed the application.

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 861077** or email: community.wellbeing@westoxon.gov.uk

We will accept application forms and supporting documentation by email.

Applications must arrive by 12noon on Monday 7 February 2022.

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

Community Revenue Grant – Information for Applicants

Aim

To fund relevant organisations that support West Oxfordshire Council Plan priority aims.

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 typically be between £1,000 (minimum) and £5,000. Higher awards are possible but only where the activity offers significant benefits across an extensive part of the District, or in cases where the activity has a strong connection with achieving the Council's ambitions for the District through partnership working with the linked Council service function.
3. There is potentially 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:
 - offer opportunities to the wider community
 - help the Council address West Oxfordshire priorities through effective partnership working
 - have a strong link to meeting assessed local need
 - offer significant local community benefits
 - can demonstrate value for money.
4. Applications will only be accepted from organisations as listed:
 - a) Constituted voluntary organisations
 - b) Registered charities
 - c) Excepted charities
 - d) Community Interest Companies (CICs)
 - e) Other – in approved cases (eg independent statutory bodies in appropriate circumstances)
5. Commercial organisations, and exempt charities, are not eligible to apply for funding. Additionally, the Community Revenue Grants scheme is not open to Town and Parish Council applications, other statutory bodies (or organisations providing a statutory service on behalf of a statutory body); unincorporated groups and associations; or education providers.
6. The Community Revenue Grants scheme will not fund service activity that is more properly the responsibility of other statutory organisations (eg social care; extended school activities; bus subsidies). The scheme will also not fund party political promotion/ activities; or religious affiliation.
7. The grant scheme can be used to co-finance voluntary and community project activity that also gains support through Town/ Parish Council(s). Indeed, where the project benefits a localised area in West Oxfordshire, there is an expectation that funding will be sought from relevant town/ parish councils.
8. Similarly, the grant scheme will allow the funding of joint partnership initiatives where the District Council is involved with other statutory agencies and where there is a significant voluntary/ community sector input. In such circumstances, it is possible to include situations where the lead

organisation role is undertaken by a statutory body that acts as host for the project activity.

9. Grant funding can contribute to meeting the day to day running costs/ salaries etc. of the project/ activity supported. Grant awards will typically be in the range of £1,000 to £5,000. Grants in excess of the range are possible but only in circumstances where the activity offers significant benefits across an extensive part of the District. In such circumstances, there would normally be strong partnership working links between the organisation seeking funding and the most closely related Council service area.
10. The grant scheme will fund up to a maximum of a third (33.3%) of an organisation's total annual running costs in any financial year. In similar terms, the Council will look to limit its funding to no more than 33.3% of the planned project/ activity costs but will extend to a maximum allowable 50% funding per project in support of strong proposals. The Council will favour applications that have significant match funding towards the cost of the project. Each case is assessed on its own merits.
11. The grant scheme will not fund the replenishment of reserves; the purchase of large items of equipment; the purchase of vehicles; new lease purchase; or extensions to premises.
12. Applicants must have at least three unrelated people on the governing body.
13. Applicants must supply a copy of a written governing document, for example a constitution or articles of association and the aims and objectives for the organisation.
14. Projects must take place within West Oxfordshire and applicants must demonstrate their project will benefit the residents of and visitors to the District. Applicants must demonstrate that the project or activity is accessible to the wider community.
15. Applicants wishing to undertake activities involving children and young people or vulnerable adults must demonstrate that an appropriate process for safeguarding is in place.
16. The organisation applying 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. 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.
19. Applicants must demonstrate a financial need for grant funding from the District Council.
20. Applicants must provide copies of supporting documentation as specified.

How decisions on grants are made

A Grants Panel appraises grant applications. Each application is firstly screened for eligibility based on the qualifying criteria for the Council's Community Revenue Grants.

Eligible applications are evaluated against criteria relating to:

- Evidence of need.
- Relevance to meeting the Council's priority aims.
- The extent of the community benefit and impact that the project/ activity will deliver.
- How the applicant organisation will monitor and evaluate the activity supported.
- The assessment of risks (financial and other) associated with the project/ activity.
- The application demonstrating a financial need for grant support.
- Whether the grant represents value for money.

A suitable commentary will be sought from the linked Council service area to which the project/ activity most closely relates and where the grant budget is held. This referral will help test the strategic fit of the project/ activity with existing provision and help identify if there are any issues to take into account eg possible duplication or displacement of activity.

In cases where a grant application is being made for project/ activity that has received support in the previous financial year, the Council will use monitoring information returned to help recommend and decide on the current application from the same organisation.

Applicants may not always receive the full grant requested and each request for funding will be compared to other funding requests granted to ensure consistency.

A Grants Panel recommendation is arrived at after considering these factors for each application. The recommendations from the Grants Panel are then taken forward for approval by the Council's Cabinet which decides the final grant allocations in the annual application round. After this application round, any further applications will be reviewed by the Grants Panel and decided under delegated authority.

Grant Awards - Terms and Conditions

1. The grant shall be used only for the purpose specified. It is possible that specific conditions may be attached to grant awards as deemed appropriate.
2. West Oxfordshire District Council shall be acknowledged for their support on all publicity.
3. Grants will only be paid to the applicant organisation.
4. West Oxfordshire District Council will not fund recoverable VAT.
5. Grants made are valid for up to 12 months from the date of the award.
6. Organisations must ensure they comply with all relevant legislation, for example: health and safety, safeguarding, equalities and human rights.
7. Organisations must consult with the District Council before making any significant changes to the service or their general organisation structure.
8. If the project or activity for which West Oxfordshire District Council offers funding is altered, reduced, 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.

9. A progress report must be completed and submitted at the end of the project or periodically in cases where the activity is ongoing. Where subsequent financial year applications are envisaged, a progress report must be submitted in support of the new financial year grant application.
10. The organisation in receipt of funding must prepare and maintain appropriate accounting records (for example: as set out in the Charity Commission reporting and accounting guidelines).
11. A funding agreement will be confirmed with provisions that are appropriate to the grant award (scale of award; and the nature of the project/ activity that is supported).
12. The District Council will confirm the timing for the release of the grant with individual organisations in its grant approval confirmation.