

# APPLICATION FOR FUNDING

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

Deadline: Round 1 - Monday, 11th April 2022 by 5pm and  
Round 2 - Monday, 5<sup>th</sup> September 2022 by 5pm  
by Email to [leisureandcommunities@westoxon.gov.uk](mailto:leisureandcommunities@westoxon.gov.uk)



### HOW TO FILL IN THIS FORM

Please read the Information for Applicants (pages 11-13) before completing this application form. Complete all sections of this form. Submitted forms and supporting documentation which are incomplete will not be considered and will be returned to the applicant.

#### FOR OFFICIAL USE ONLY

Ref No: CFG-2022-23- \_\_\_\_\_

Case Officer: \_\_\_\_\_

#### 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)	

## 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		
Exempt 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?	
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?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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?	
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		
	Monday	Your use (please give times)	Use by others (please give times)
	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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is your Parish or Town Council officially aware of your project?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Councillor: Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is/are your District Councillor/s aware of your project?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Councillor(s) name(s)			
	Application number:		



#### 4. Meeting the aims of West Oxfordshire District Council

Please describe how your project will contribute to the District Council's priorities below. It is important that your application clearly links to at least one of the themes emerging in the Council Plan 2020-24. The Council Plan is available on the website:

<https://www.westoxon.gov.uk/media/vtnnfcjj/westoxoncouncilplan.pdf>

<p><b><u>Climate Action</u></b> - Leading the way in protecting and enhancing the environment by taking action locally on climate change and biodiversity. *</p> <p><b><u>Healthy Towns and Villages</u></b> - Facilitating healthy lifestyles and better wellbeing for everyone.</p> <p><b><u>A Vibrant District Economy</u></b> - Securing future economic success through supporting existing local businesses and attracting new businesses to deliver the economic ambitions of the Oxfordshire Local Industrial Strategy.</p> <p><b><u>Strong Local Communities</u></b> - Supporting and building prosperous and inclusive local communities.</p> <p><b><u>Meeting the Housing Needs of our Changing Population</u></b> - Securing the provision of market and affordable housing of a high quality for the wide range of householders making their home in West Oxfordshire.</p> <p><b><u>Modern Council Services and Sustainable Finance</u></b> - Delivering excellent modern services whilst ensuring the financial sustainability of the Council.</p>	
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\* [Applicants should refer to the [Climate Change Strategy 2021-2025](#) and [Sustainability Standards Checklist](#) as a way of demonstrating alignment of your application with this Council priority where applicable.]

## 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 2022/23?	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) <b>WODC Grant(A)</b>	£

### Other income

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

### Details of costs

Expenditure details	£
<b>Total costs (C)</b>	

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

<input type="checkbox"/>	Signed constitution including a dissolution clause specifying that any assets will be distributed to voluntary organisations with similar objectives
<input type="checkbox"/>	Last two years audited/verified accounts. If you do not 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.
<input type="checkbox"/>	Public Liability Insurance document
<input type="checkbox"/>	Buildings and Contents Insurance (where applicable)
<input type="checkbox"/>	Three written quotes or estimates
<input type="checkbox"/>	Evidence of security of tenure
<input type="checkbox"/>	Documentation stating land and / or building will remain accessible to the public for at least 15 years
<input type="checkbox"/>	Proof of landowners consent (where applicable)
<input type="checkbox"/>	Evidence of need for the project (town / village appraisal, reports or surveys, research, letters of support etc.)
<input type="checkbox"/>	Evidence of investigating other sources of funding (including application forms and offer/rejection letters)
<input type="checkbox"/>	Site location plan
<input type="checkbox"/>	Business plan/development plan (where applicable)
<input type="checkbox"/>	Current and proposed hire charges/membership fees/entry fees (where applicable)
<input type="checkbox"/>	Lettings policy (where applicable)
<input type="checkbox"/>	Detailed plans for construction work (where applicable)
<input type="checkbox"/>	Planning permission documentation (where applicable)
<input type="checkbox"/>	Building regulations documentation (where applicable)
<input type="checkbox"/>	Design and access statement (where applicable)

## 8. Declaration

I 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.

The facilities will remain accessible for a minimum term of 15 years.

We understand the Terms and Conditions of funding as set out on page 12 and agree to comply with them.

I confirm that I have read the information for applicants in this form and that this application is authorised for submission on behalf of the applicant organisation.

I certify that the information given is true and that the enclosures are current, accurate and adopted or approved by my organisation.

Signed / E-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.

## 9. Returning your form

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

[leisureandcommunities@westoxon.gov.uk](mailto:leisureandcommunities@westoxon.gov.uk)

If you have any queries about the application form or application process please contact us using the email address noted above.

**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 meet 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. Exempt charities
  - f. Community Interest Companies (CICs)
6. Commercial organisations are not eligible to apply for funding.
7. Applicants must have at least three unrelated people on the management committee / board. (This will be assessed on a case by case basis; you may be requested to supply details of an independent referee).
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 financial year for grants over £10,000 (eg if a grant of £8,000 was awarded in 2019/20 then the organisation could not apply for another grant until 2021/22; if a grant of £25,000 was awarded in 2019/20 then the organisation could not apply for another grant until 2022/23).
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 all supporting documentation as required.
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:

	<b>Deadline</b>	<b>Expected Decision Date</b>
<b>Round 1</b>	Monday, 11 <sup>th</sup> April 5pm	Monday, 4 <sup>th</sup> July
<b>Round 2</b>	Monday, 5 <sup>th</sup> September 5pm	Monday, 28 <sup>th</sup> 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 3<sup>rd</sup> 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. For play area projects a satisfactory post installation inspection report carried out by a RPII (Register of Play Inspectors International) qualified independent inspector is also required. For projects awarded more than £7,500 staged payments can be arranged.
2. Payment requests may take up to 30 days to be processed following approval.
3. Grants will only be paid to the applicant organisation or the Town / Parish council.
4. West Oxfordshire District Council will not fund recoverable VAT.
5. 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 re-apply.
6. 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.
7. 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.
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. 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.

10. The land / building which the Council has grant-aided must remain accessible to the public for a minimum term of 15 years.
11. The support of West Oxfordshire District Council through this grant scheme must be acknowledged. (See information below).

## **How to acknowledge West Oxfordshire District Council's support**

Marketing and Communications are an important part of the ongoing success of the Grants scheme. Please do / say / publish etc.

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 of the above publicity materials, see example below.
3. A number of alternative formats are available from the Publicity Office telephone 01993 861000. They can help advise you with regard to format and colour.

Example: Grant aided by



4. 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.
5. Please do not use the words 'sponsored by' when referring to support from grant aid – instead use the words 'grant aided by'.
6. Grant recipients are expected to acknowledge the Council on their website and make a link to – [www.westoxon.gov.uk](http://www.westoxon.gov.uk)