



## Community Activity Grant – additional information

**Purpose:** To support community led action which increases connectivity between residents in West Oxfordshire.

Grants awarded will be £500 - £1,000.

The process map, which can be found at the end of this document, provides a clear, step-by-step overview of what to expect after submitting your Community Activity Grant application.

Please submit your [online application form](#). If you would like to request a paper version of the application form, please contact [wodc.grants@westoxon.gov.uk](mailto:wodc.grants@westoxon.gov.uk)

*Please be advised that West Oxfordshire District Council will not accept deliberate manipulation and fraud and any business/individual caught falsifying their statements or evidence to gain grant money may face prosecution, and any funding issued will be subject to claw back, as may any grants paid in error.*

**Application window:** Opens: 1 July 2025

Closes: 12 August 2025

## Supporting information for applicants

### What difference do we want the funding to make?

- Increased community action led by local people to foster connectivity between residents.
- Residents feel less isolated because they have the opportunity to socialise with others in their immediate area.
- A vibrant and active community with a range of cultural and recreational activities that are focussed on creating a sense of pride of place.
- A more inclusive community where people feel part of something bigger.
- More local opportunities and services are available to help people affected by the cost of living crisis.

### What principles and criteria will we use to guide decisions?

- The number of residents of West Oxfordshire who will benefit from the activity and whether the size of grant sought is proportionate with those benefitting.
- Whether the activity of the grant will meet the needs of residents in West Oxfordshire and if it will compliment activity that is already underway.
- The degree of which the activity is a collaborative endeavour. We want to encourage stronger partnerships between groups and organisations across the locality, to make the best use of resources to achieve common goals.
- The capacity of the project to have ongoing impact.
- The degree to which those who benefit are considered vulnerable and hard to reach through other services, organisations or activity.
- How the grant will help meet needs appearing as a result of the financial barriers.

### Who can apply?



We will consider applications from:

- Voluntary sector groups including community action groups, charitable groups and village hall committees.
- New informal groups (only when partnering with a formal group who will be the named applicant) directly serving communities in West Oxfordshire.
- Non-profit constituted or charitable groups based in and serving the communities of West Oxfordshire including sports clubs.

## General

1. Applicants will need to demonstrate how the activity for which funding is required supports one or more of the [Councils Priorities](#):
  - Putting Residents First
  - Enabling a Good Quality of Life for All
  - Creating a Better Environment for People and Wildlife
  - Responding to the Climate and Ecological Emergency
  - Working Together for West Oxfordshire
2. Activity undertaken in West Oxfordshire only will be eligible.
3. Previously successful applicants can reapply only if an evaluation report covering any previous award has been submitted.
4. You will be required to monitor your activity and provide a written report once it has finished or by 15<sup>th</sup> April 2026. We will provide a template report.
5. Activity for which funding is received must be complete by 31<sup>st</sup> March 2026.
6. Only one application is permitted per organisation.

## What will be excluded?

- Applications which create an ongoing funding commitment from West Oxfordshire District Council.
- Applications towards a project which has previously received Council funding or for activity which is simultaneously fundraising on the Westhive platform.
- Applications from:
  - Parish and Town Councils
  - Schools and Colleges
  - Groups based outside West Oxfordshire
  - Faith groups where any element of the activity delivered has a religious component or element of worship, or access to the activity is limited or denied on the basis of a difference in religious belief.
- Applications from commercial businesses or individuals.
- Costs covered elsewhere.
- General charitable fundraising.
- Applications for activity which does not take place in and benefit residents of West Oxfordshire.

## What documents will need to be supplied?

Once you have submitted your [online application form](#) you will need to send the following documents to [wodc.grants@westoxon.gov.uk](mailto:wodc.grants@westoxon.gov.uk) or post to the Community Wellbeing Team, Council Offices, Woodgreen, Witney, OX28 1NB.

- Constitution or set of rules
- Recent copy of a bank statement for your organisation's bank account



- Safeguarding policy details (where applicable)

### **How will you keep your participants, staff and volunteers safe?**

You are asked to submit details of your safeguarding approach as part of your application where you are likely to be working with children and/or individuals who are at risk or vulnerable. A safeguarding policy will set out your safeguarding approach and the protocol that would be followed if you need to escalate a safeguarding concern. Your approach should be proportionate to the activities you plan to deliver. Where there is lots of direct work with vulnerable people then it's more likely that more detail is required and a policy more appropriate.

**Contact us:** [wodc.grants@westoxon.gov.uk](mailto:wodc.grants@westoxon.gov.uk) or (01993) 861189

Community Wellbeing Team, Council Offices, Woodgreen, Witney, OX28 1NB



## Community Activity Grant Application Process

We want to make the application process as smooth as possible. The process map below gives you a step-by-step overview of what happens once you apply for the Community Activity Grant, so you know exactly what to expect along the way.

