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# Section 1 – General Information

## 1. Application deadlines

We evaluate community grant requests of £500 - £5,000 twice a year or once per year if all funds are allocated in the first round.

This year the first round will be open on Friday 28 January 2011 and close at 17:00 on Wednesday 2 March 2011. The second round will be open on Monday 1 August 2011 and close at 17:00 on 30 September 2011.

Decisions will be made within ten weeks after the closing date of each round.

## 2. What can be applied for?

The council seeks to support community initiatives. You can apply for funding towards a wide variety of different community projects or services through the Vale's community grants scheme.

Voluntary and community groups can apply for both capital and revenue expenditure. For example spending on buildings, extensions, equipment, one-off events, activities.

Please note: town and parish council's can only apply for capital funding. For example: building works, new heating systems or equipment.

We will not normally fund retrospective projects.

## 3. Who can apply?

Any community-based organisation, including parish and town councils, may apply. Businesses and individuals are not eligible to apply for a grant.

## 4. How much can we apply for?

Applicants can apply for grants for a minimum of £500 up to a maximum of £5,000.

The council's grant funding is limited. The council is a last resort for funding. This means the council should only be approached for funding after all other possible ways of funding a project, event or service have been fully investigated. To help you identify other possible funding sources the council provides a community funding advice service delivered by OCVA (Oxfordshire Community and Voluntary Action). Please contact Hilary Burr at OCVA on 01865 251946 or by e-mail at [funding@ocva.org.uk](mailto:funding@ocva.org.uk) for funding advice.

Priority is given to grant applications that will use council funding to draw in money from other sources. Financial support from other sources indicates that there is widespread support for the benefits of a project or service.

## **5. Can we reclaim the VAT on the project?**

You need to ask HMRC for advice if you are not sure whether you can reclaim the VAT costs of your project. We will not offer a grant to cover VAT costs if your organisation can later reclaim the VAT element. A guidance note produced by Oxfordshire Rural Community Council (ORCC) is available on request particularly for village halls.

## **6. What are the chances of success?**

The grant scheme is competitive, just like other grant schemes. The amount of funding that applicants seek always exceeds the amount of money available. For the best chance of success, it is important to spend time and thought in filling out the application form. The grants team are available to offer advice on your particular project or to help you complete your application.

## **7. What happens once I have submitted my application, and who makes the decisions?**

Once you have submitted your online application form you will receive an automated email informing you that your application has successfully been received. In addition the grants officer may contact you within 14 days of the closing date if we require any further supporting documentation.

Officers will then check to confirm that the group and its project meet the eligibility criteria. Eligible applications will then be assessed by officers so that a recommendation on the amount of grant that should be awarded can be made. The assessment will be made using a scoring system. The benefit of a scoring system to the council is that it ensures there is a consistent approach when prioritising applications for a share of limited funds. It is also transparent and fair to applicants.

All applications for grants of more than £1,000 are decided by the council's executive (if the application is for a Vale wide project) or one of its area committees (west, north east, south east and Abingdon). These committees are made up of elected district councillors.

Applicants, should they wish to, can attend the committee meeting so, at the beginning of the meeting, they can make a statement in support of their application. Applicants who would like to make a statement must notify one of the council's democratic service officers (tel: 01235 520202) before 10.00am on the day of the meeting.

## **8. If a grant is awarded what happens next?**

Any awarded grant must be spent within one year of the award. You must complete a progress report when claiming your grant. This form will be supplied with the formal grant award offer.

The grant can be claimed once the work has been completed to the council's satisfaction. Evidence of all receipts and invoices must be supplied along with confirmation that all planning and building regulation conditions and any other statutory requirements have been met (if applicable). The grants officer may make a site visit if needed. In some instances the grant can be released in stages.

We will specify a number of standard terms and conditions that apply to the grant award. These are:

- you should start the project within one year of the date of the grant being awarded
- the grant can only be claimed once the work has been completed to the council's satisfaction
- you will allow council staff to enter and inspect the work being carried out, at any time, subject to them abiding by any necessary health and safety requirements
- you will acknowledge the council's support in any publicity concerning your project or service
- your project or service must comply with all relevant statutory regulations and consents.

The council may also specify conditions that are particular to the service or project that you require funding for.

## 9. Sharing Information

The council may share the information submitted with other grant giving or relevant bodies. If you have any reason why any information should not be shared please inform the grants officer.

## 10. Equalities

The council is committed to promoting equality and diversity and welcomes applications from all sectors of the community, regardless of race, gender, disability, sexual orientation, age, status, religion or belief.

We encourage applications from minority groups. Should you need advice or assistance to complete an application, please contact Ed Nieburg on 01491 823614.

## 11. Contact us

If you have any queries about the application form or would like further advice on applying for a grant please contact the grants department:

Grants Officer  
Corporate Strategy  
Vale of White Horse District Council  
Abbey House  
Abingdon  
OX14 3JE

**tel:** 01491 823614     **email:** [grants@southandvale.gov.uk](mailto:grants@southandvale.gov.uk)

## Section 2 – Step-by-Step Guide

(This information is in addition to the help shown on the online form)

<h3>Are you able to apply?</h3> <p>To enable us to determine if your project is eligible to apply for community grant, you will need to complete the following checklist. If you do not meet our criteria you will not be able to proceed to the application. If your project has met our criteria you will be asked to begin your application.</p>		
<b>1</b>	Does your project contribute to the Vale's sustainable community strategy?	Grants can only be awarded to applicants who are able to demonstrate that their project or service supports at least one of the priorities in the Vale's sustainable community strategy.
<b>2</b>	Does your organisation have a constitution or articles of agreement?	Applications will only be considered from town or parish councils and voluntary or community organisations that are properly constituted and non profit making.
<b>3</b>	Can you provide your organisations last two years audited accounts?	Applicants will need to supply their last two years audited accounts. If your organisation is new we will still consider your application but you will need to provide up-to-date accounts and recent bank statements.
<b>4</b>	Can you provide cost estimates for your project?	Applications will need to provide at least two up to date quotations for all aspects of capital costs or a detailed breakdown of income/expenditure for all aspects of revenue costs. Your application will not be accepted without these.
<b>5</b>	If required, has your project obtained planning permission?	<p>If your project requires planning permission you will need to supply a copy of the planning consent for the project. This permission must be in place before applying.</p> <p>If your project does not require planning permission please tick the not required field.</p>
<b>6</b>	Has your project started?	Retrospective applications will not be considered.
<b>7</b>	Do you have support from your town or parish council?	<p>Applicants should provide a letter of support from their town council, parish council or parish meetings. In the case of Vale wide applications, applicants should provide evidence that they are also seeking support from the parish and town council's in the Vale.</p> <p>Applications will also have to show some financial contribution from other sources, for example your own funds or support from other funding organisations. In-Kind contributions will also be considered.</p>

<b>A Contact Details</b>		
<b>A1</b>	Name of organisation	Give the full name of the body applying for funding. This name must also be shown on all quotations. Any grant award would be made payable to this organisation and cannot be changed at a later date.
<b>A2</b>	Name of project	The project name, should be a brief description of your project that you need funding towards.
<b>A3</b>	Organisations address	Full address details of the organisation applying for the grant.
<b>A4</b>	Main contact for this application	The main contact person for this application. This must be someone from your organisation that knows about the project and can be contacted during office hours.
<b>A5</b>	Address for main contact	The full address of the contact person.
<b>A6</b>	Telephone number	Daytime telephone number for the contact.
<b>A7</b>	Mobile number	Mobile telephone number for the contact.
<b>A8</b>	Email address	Email address for the contact. If completed, all correspondence will be sent via email.
<b>B Project Details</b>		
<b>B1</b>	Give a brief description of the project	The project is everything included in the project costs. Be very specific and only describe the work that you require to be funded.
<b>B2</b>	Are you applying for:	<p>Applicants can apply to the council's community grants scheme for grants from £500 up to a maximum of £5,000</p> <p>You can apply for capital and revenue funding towards a wide variety of different community projects or services through the scheme.</p> <p>Voluntary and community groups can apply for both capital and revenue expenditure. For example spending on buildings, extensions, equipment, one-off events or activities,</p> <p>Please note: town and parish council's can only apply for capital funding. For example building works, new heating systems or equipment.</p>

<b>B3</b>	Do you own or lease the land/building?	<p>If you are applying for a capital grant your organisation must either own or have a valid lease on the land/building to apply for a grant, and be able to provide evidence. If leased evidence of the lessors permission must be supplied.</p> <p>If you are applying for revenue expenditure only you will not need to provide evidence of ownership. In this case please complete the question as not applicable.</p>
<b>B4</b>	Which area does your project fall within?	Please select the area in which your project will mainly be delivered. If your project will be delivered across the district please select all.
<b>B5</b>	What type of organisation is applying?	Please specify what type of organisation is applying for a grant.
<b>B6</b>	Charity number (if applicable)	Please specify the organisations charity number only if applicable.
<b>C Project Information</b>		
<b>C1</b>	Which priority of the Vale community strategy does your project support?	Up to 60 points is available dependent on how well your project or service contributes to at least one of the priorities in the Vale's sustainable community strategy. Please refer to the Vale's community strategy for more information about each priority by visiting <a href="http://www.whitehorsedc.gov.uk/grants">www.whitehorsedc.gov.uk/grants</a> .
<b>C2</b>	How does your project meet this priority?	Applicants will need to explain how they meet at least one of the Vale's community strategy priorities. Please refer to the strategy on our website.
<b>C3</b>	Does your project meet any other priorities of the Vale community strategy?	Please detail if your project meets more than one priority of the Vale's community strategy. Please detail each additional priority and explain how your project meets each priority you have listed.
<b>C4</b>	Which priority of the council does your project support?	<p>Up to 40 points is available dependent on how well your project or service contributes to one of the council's priorities. Please refer to the council's corporate plan for more information about each priority.</p> <p>Please detail the priority that your project best meets.</p>

<b>C5</b>	How does your project meet this priority?	Please detail if your project meets more than one council priority. Please detail each additional priority and explain how your project meets each priority you have listed.
<b>C6</b>	Does your project meet any other council priorities?	Please detail if your project meets more than one council priority. Please detail each additional priority and explain how your project meets each priority you have listed.
<b>C7</b>	How did you consult with the local community?	Up to 20 points is available dependent on how well you have consulted with your current users and the wider community. To score highly you will need to provide evidence that the relevant users and local community has been consulted with, along with being involved in putting the proposal together. The score will take into account that the relevant community will vary in size dependant on the project/service being proposed.
<b>C8</b>	How do you know that the community need this project?	Up to 20 points is available dependant on the local need for the project. Need and demand are different and to score well in this section your proposal should address a proven lack or something in the community. You should be able to show this based on your community consultation evidence. Consultation evidence should show the reasons for the project and this evidence should help you answer this question.  For example: describe the results of your consultation and provide examples of why the project is needed. Describe how residents support your proposal and will use the new facilities.
<b>C9</b>	Who will benefit from this project?	Up to 20 points is available dependent on how well your project benefits the local community. Your project should include details of who is going to benefit, particularly if any minority groups, such as how people with disabilities are going to use your facility.

<b>D Financial Details</b>		
<b>D1</b>	How much are you applying for?	Applicants can apply for grants from £500 up to a maximum of £5,000.
<b>D2</b>	What is the total cost of your project? (including VAT if applicable)	The total project costs including VAT if applicable.



<b>D3</b>	Is your organisation VAT registered?	Please detail if the organisation applying for a grant is VAT registered and if the organisation is able to reclaim VAT.
<b>D4</b>	How will you fund the remaining balance of the project, using the provided table on the online form?	Please list all sources of funding that you already have or will be applying for, including your own. Please inform us if this information changes as it may alter our scoring of the application.  You must have financial support from your town or parish council or at the very least applied for funding.
<b>D5</b>	Please detail all costs for your project using the provided table on the online form..	Please complete the table listing each type of expenditure, and who will be the provider/supplier. Applications will need to provide at least two up to date quotations for all aspects of capital costs or a detailed breakdown of income/expenditure for all aspects of revenue costs.

## **E Submission of documents**

You will need to provide the following documents before you can apply for a community grant:

- constitution
- last two years audited accounts
- quotations or cost estimates
- planning consent (if required)
- additional documents (for example consultation, project plan).

This section gives you the option to attach your supporting information to your online application form. To attach a document firstly browse for the document within your computer files by clicking 'browse'. Once you have found the document then click 'open'. Finally click the attach button below. The text above the browse button should then say 'uploaded'.

You can also attach any additional documents on the last attachment field. If you have more than one additional document please combine in one folder, create a zip file and then attach the zipped file to your online application form.

Alternatively you can also send your supporting documents by post to:

Grants Department  
Corporate Strategy  
Vale of White Horse District Council  
Abbey House  
Abingdon  
OX14 3JE

Please note: all supporting documents should reach us within five working days of submitting your application.