GUIDANCE FOR APPLICATIONS

INTRODUCTION
Oxford City Council recognises the valuable contribution community and voluntary groups make to their communities and an important way we support groups in their work is through grant funding.

Through the annual open bidding grants programme we will award on average 21 grants and the amount awarded can range from between £2,000 to £10,000. The average amount awarded is £5,000.

On the 21st November 2017 the City Executive Board approved a three year grant programme for community and voluntary organisations commencing from 1st April 2018 to 31st March 2021.

For the first time we are offering financial support for up to three years to support community and voluntary groups whose aims include promoting community cohesion, protecting the natural environment or tackling social inequality.

The budget for the annual open bidding grants programme over this three year period is £345,000 and constituted community and voluntary groups can apply for up to £10,000 per annum to contribute towards ongoing running costs.

If you are applying for funding for a one off activity then please complete the one year funding application form.

Areas where the grants programme has made a significant impact and where we want impact to continue include:-

- Developing and expanding volunteer delivery of a wide range of key community services including support for isolated older people, teaching English to asylum seekers, food banks for clients unable to access benefits, children’s activities in deprived localities, ensuring residents in regeneration areas access information and news about their locality, cultural and family events.
- Making a real difference to local communities, improving the quality of people’s lives and their life chances by funding the advice centres to support people out of debt and look at ways to increase their income.
- Funding organisations working with homeless people and rough sleepers to help them make life changing choices, improve their accommodation, learn new skills and get into employment

What Oxford City Council Will Fund:

We will consider applications that:

- Meet the needs of the community in Oxford City.
- Meet the basic requirements outlined below and are from organisations with a good track record in terms of service delivery, management and compliance with basic quality standards, or from new organisations that can demonstrate the ability to meet the standards required.

- Can demonstrate that they are financially sustainable and will not rely on Oxford City Council as their only source of income

- Can show that they have a commitment to ensuring that their activities support the sustainability of local communities and the environment.

The funding priorities that Oxford City Council has chosen are based on those published in Oxford City Council's Corporate Plan for 2016-2020 and are:

- Meeting Housing Need
- Strong and Active Communities
- Vibrant, Sustainable Economy
- Cleaner, Greener City

Eligible costs might include volunteer training sessions, room hire, reasonable core cost recovery, volunteer expenses, materials to run your project or activity etc. Please contact the grants officer if you have any questions on what eligible costs can include.

What Oxford City Council Will NOT Fund:

- Anything political (includes promotion or activities)
- Worship or activities that promote the views of a religious organisation or group. (Although religious groups may apply for non-religious activities. Please note you will need to demonstrate in your application that the project or activity you are applying for funding for does not promote a religious view in any way)
- Activities that fall outside of the financial year for which the current programme is running, contact the grants team if unsure (grants@oxford.gov.uk).
- Retrospective funding. Project or activity costs will not be funded if the activity/event or project has taken place or commenced prior to the closing date of the funding programme and/or prior to the approval of any funding
- Individuals, unless it is through the Culture Fund: contact the Culture Team for more information (cultureteam@oxford.gov.uk) or the Youth Ambition programme: contact the Councils Youth Engagement Officer for information (jbarrett2@oxford.gov.uk)
- Park hire charges for events
- Projects where there is a commercial gain
- Capital items or tangible “things”, such as goods or equipment
- Projects that do not primarily benefit Oxford City residents (e.g. projects that are Oxfordshire county-wide and do not show specifically how they benefit residents of the city)
- Statutory bodies and activities where a more appropriate funding source exists or which are functions that are the responsibility of other public agencies, for example:
- Extended school activities (unless it’s through the commissioning process, Active Communities (Youth Ambition), or Sports Development Team).
- Projects and activities taking place in schools that target children & young people attending the school where the project is to take place (unless it’s through the Youth Ambition grants programme, or Sports Development Team).
- Childcare, unless it is part of a larger project
- Play and activities targeting over 13s, unless they contribute to reducing antisocial behaviour and crime (unless it’s through the commissioning process, Youth Ambition grants programme or Sports Development Team)
- Social care

- Projects requesting funding to purchase food or clothing (unless it’s through the commissioning process)

**BASIC REQUIREMENTS & STANDARDS**

To safeguard Oxford City Council’s investment in your project, ensure that all Oxford City Council funded organisations are well managed and provide good quality services, to be eligible to apply for funding organisations must achieve the following baseline standards:

**Legal Structure**
A legal structure that is appropriate to the size and nature of the organisation, and is set out in a constitution or memorandum & articles of association that clearly outlines the aims and rules governing the organisation.

**Accounts**
All applicants must prepare and maintain accounting records. Based on simplified Charity Commission guidelines, accounts appropriate to the size and nature of the organisation are required as detailed.

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<th>Organisations whose annual gross income or total expenditure is less than £10k</th>
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Financial Management
Preparation of regular budget for the overall organisation and any associated projects. Have in place procedures that enable the trustees to undertake their legal obligation to monitor income and expenditure on a regular basis (i.e. quarterly financial reporting as a minimum).

Equal Opportunities

Employment
Comply with all employment law including legislation on stakeholder pensions (if appropriate). Demonstrate good practice in personnel matters by having clear policies and procedures.

Insurance
Ensure that appropriate insurance certification and licences are in place. For example, public liability, professional indemnity (where appropriate) and employer’s liability.

Confidentiality
All organisations are expected to comply with the Data Protection Act 1998 and where personal records are kept, personal services, advice & counselling are being provided, organisations will be expected to have a written policy of confidentiality.

Monitoring & Evaluation
A commitment from organisations to collate appropriate qualitative and quantitative information for the purpose of monitoring and evaluating funded organisations performance and equalities impact in line with Oxford City Council requirements.

For those organisations that are funded and fail to return monitoring information they will need to return any funding paid to them and they will not be eligible to apply for funding for one year.

Management Committee
Ensure that management committee members are aware of and are capable of carrying out their legal responsibilities. Make stringent efforts to ensure the make up of trustees reflects all sections of the community being served, and specifically involves where possible representation from service users.

Health & Safety
Organisations who receive financial investment, or in-kind support must meet legal requirements under current Health and Safety regulations. In particular statutory obligations covering employees, volunteers and members of the public and buildings. For example, carrying out risk assessments and having fire certificates where appropriate.

**Child Protection**
Organisations which provide services that involve access to, or having contact with, children up to the age of 18 years to meet the statutory requirements under the Protection of Children Act 1978 and 1990.

Also ensure that it has in place protection and prevention of abuse and child protection policies consistent with the Oxfordshire Safeguarding Children Board procedure manual as amended from time to time and will ensure compliance with these policies.

Where applicable the organisation will ensure staff are recruited and employed in line with Safer Recruitment Practices and receive appropriate training in safeguarding, including allegation management, in line with Oxfordshire Safeguarding Children Board guidance (see [www.oscb.org.uk](http://www.oscb.org.uk) – guidance under professionals section for advice)

**Vulnerable Adults**
Organisations are to be aware of their responsibilities towards vulnerable adults within their service provision and to have a policy and guidelines for the protection of vulnerable adults.

Where applicable the organisation shall have policies and procedures in place that comply with Oxfordshire Safeguarding Adults Boards recommendations as amended from time to time.
**HOW TO APPLY**

To apply for a grant you will need to complete an application form. The application form is available as a word document and can be downloaded from our website [www.oxford.gov.uk/grants](http://www.oxford.gov.uk/grants).

**Supporting documentation you need to provide**

- Provide a copy of your organisations constitution and equal opportunities statement.
- If your application is working with children, young people or vulnerable adults then please provide a copy of your safeguarding policy, confidentiality or data protection policy.
- Provide a copy of recent bank statements of all accounts held
- Provide a copy of latest audited accounts and annual report
- Provide a copy of your reserves policy (if applicable)

**Evaluation of applications / bids**

Applications will be submitted to an evaluation process. The grants panel consists of the Grant Officer, Officer(s) from relevant service areas, and Locality Officers. Applications will be assessed against the published criteria.

The evaluation panel makes provisional allocations/recommendations. These recommendations will form the basis of a report that will go to the Board Member who has a responsibility for grants and Head of Service for approval.

All decisions reached are final.

**NOTES ON COMPLETING YOUR APPLICATION FORM**

If this is the first time you are applying for a grant from Oxford City Council, please contact the Grants Officer on 01865 252685 before completing the application form

Please note: completion of all information requested on the application form is mandatory.

**SECTION 1. YOUR DETAILS**

Please provide the name of your organisation and contact details. It is helpful if you can provide a daytime telephone number so that the grant officer can contact you to discuss the application if there is a query.

Also on the front page, we require you to tell us where the project or activity will be delivered, how much are the total costs of your project and how much grant you are requesting from Oxford City Council.

Please provide the name of someone who can act as an independent referee and knows about the work of your organisation. The referee must not be one of your management committee members or a Council officer.
It is recommended that your referee reads your application in full before you submit your application for consideration.

SECTION 2. ORGANISATION DETAILS
Please provide details about your organisation.

SECTION 3. ABOUT THE PROJECT OR ACTIVITIES YOU ARE PLANNING
This section of the form asks you to describe in detail what you want to do with the grant. Be as specific as possible about what it is you are hoping to achieve or change with the grant.

For example, if you are applying for a grant to pay the rent of premises where your project is based, then tell us how by having the rent paid it will help you deliver the project and what your project will achieve.

Please avoid using general terms such as ‘to pay running costs’ or ‘to pay the rent’.

To help us understand how your project has been developed please tell us how you established that there is a local need for this work with details of the evidence collected which identifies that need.

What do we mean by local need?
Identifying the need is the first step in establishing if your project or activity is needed.

To identify the extent of local need for the work you are planning to do you may, for example, have carried out a survey or some consultation with local residents. The information you collect will identify the local need. Please tell us about the information you collected, when it was collected and provide a summary of your results.

This information will help us understand how you know there is a local need for your project.

At times we have received applications from groups requesting to deliver similar projects. It would be helpful to know what steps you have taken to identify similar or alternative projects other than your own. Please tell us if you have considered working with the other organisations to deliver the project? if not why not?

Tell us how many people will benefit from your project, are you targeting any particular area of the city or planning to work with a particular group of residents such as older people or the unemployed.

If you want to run workshops, tell us how many and what each will be about, what do you hope the workshops will achieve?

If you need help to establish the name(s) of the area / ward where you will be delivering your project or activity, please contact the grant officer.

grants@oxford.gov.uk
Targets and Outcomes
We want to know about what outcomes you think will happen because of your funded project. Outcomes are the changes that your project can make over time when addressing the demand(s) and/or need you have identified earlier in your application.

If you are applying for three year funding you will need to provide some targets and outcomes you will be aiming to achieve during this period.

For example, a community project targets young people at risk of being involved with crime, here is a suggested target and outcome:

- **Target:** the project will engage with 10 young people excluded from school and identified as at risk of being involved with crime.
- **Outcome:** 50% back in school and agree they can now see a more positive future for themselves

We would like to know about any relevant risks that maybe associated to your project and what you have done to address them.

If you are applying to help with the costs of an event it is important that you have all the relevant insurance cover in place. Contact the Councils events officer who will be able to advise you, email the cultureteam@oxford.gov.uk

**SECTION 4. MEETING THE AIMS OF THE COUNCIL**
This section asks you to describe how your project or actions will match up with Oxford City Councils funding priorities/themes.

You are asked to choose the funding priority/theme that your project or activity will primarily fit with. It is acknowledged that your project may cut across more than one priority/theme but **please only choose ONE priority/theme that fits with the primary focus of your project.**

Tell us about the things that are going to happen as a result of your project to achieve all or part of the priority you have chosen.

Please note - It is important that your application clearly links to ONE theme/priority or it will not progress any further.

Contact the grant officer (grants@oxford.gov.uk) if you are unsure about this question and wish to discuss it before submitting your application.

**SECTION 5. MONITORING & EVALUATION**
This section of the form asks you to explain how you will monitor the success of your project.

If you have answered yes to the question that you have previously received funding from Oxford City Council for your project, please tell us how, through your monitoring of your project, the funding has helped and what (if any) progress or changes you may have made.
Then for your current application please describe how you are going to measure the effect of what your project does. What indicators will you be setting to know how effective your project is being?

Describe what data you will collect, for example, if you are organising an event how will you know how many people attend? Tell us how you will achieve this.

Tell us who you will report this information to; will it be to the members of your steering group, management committee or funders? Who else?

Please try to link your monitoring back to the funding priority/theme that you have chosen for the project.

SECTION 6. FINANCIAL DETAILS OR YOUR ORGANISATION
This section of the form asks you to provide information about your finances.

The first question is asking you to tell us about other help that your project or activity may have had from Oxford City Council within the last 3 years. Also about any help you are expecting to receive from Oxford City Council such as reduced rent or business rates from 1st April 2018 to 31st March 2019.

Next you are asked to provide the information from your latest set of accounts. This section must be completed, please do not just write a statement referring the assessment panel to your accounts.

Please tell us about your reserves, how much you have in reserves and what they are for. Please remember to provide a copy of your reserves policy, if applicable.

SECTION 7 – FINANCIAL DETAILS OF THE PROJECT
This section of the form asks you to provide information about the costs of your project or activity.

Firstly tell us how much you are requesting from the council.

Income sources / Match funding
Oxford City Council will look more favourably on your application if you have match funding towards the cost of your project and are not applying for 100% of your project costs

Please list all of the sources of income your organisation is seeking towards the cost of the activity or project you are applying to the Council to fund. Tell us the name of the other funding body you have applied to and when you expect a decision for the other bids for funding you have made for this project.

Details of Costs
When telling us what the costs of your project or activity will be please do not lump it all into one figure. Please give a detailed breakdown of the anticipated expenditure for example what will the individual cost be for staffing, rent, materials, volunteer training or promotion. The costs of your project should
total the same amount as for the income sources you have already provided above.

If you are applying for three years of funding please provide a breakdown of expenditure for all years.

**Please note**
It is unlikely that we would agree to fund activities with a predicted deficit unless there are good reasons for doing so.

**Value of Contributions in Kind (c-i-k)**
Please insert the estimated value of contributions in kind e.g. volunteer time or free rent etc.

To calculate volunteer staffing costs, we have taken hourly rates from the Office of National Statistics to help you calculate these costs:

- Manager / Trustee board member £20.91 per hour
- Co-ordinator / researcher / adviser £18.93 per hour
- Administrator £11.33 per hour

If you need further guidance on how to calculate contributions in kind please contact the grants team (grants@oxford.gov.uk).

**SECTION 8. VALUE FOR MONEY**
This section of the form asks you to describe how the grant (if agreed) will attract additional support from other sources.

The form also asks you to explain how you will ensure that the project is sustainable in the future and how your organisation will improve efficiency in delivering the activity over time.

The final question asks you to specify what you would be able to achieve if only a proportion of the funds requested were available. If the project would not be viable with only a proportion of the grant please indicate this.

**SECTION 9. DECLARATION & ADDITIONAL DOCUMENTS TO ENCLOSE**
Please complete the declaration by ticking the box and by providing your name, position in the organisation and date.

Make sure that you have the following documents to send with your application:-

- **Your Constitution or Articles of Association**
  If you are a new organisation applying for the first time you must enclose your constitution or Articles of Association. If you do not enclose them your application will automatically be declined.

  You do not need to enclose these if you have already sent them in previous years, but if they have changed since the last time you applied please send in a new copy.
• **The last year's authorised accounts**
The accounts must be as described in the table on page two of these guidance notes.

So for example if your organisation's annual gross income or total expenditure is over £10,000 but less than £100,000 you need to enclose signed annual receipts and payments accounts (income and expenditure and statement of assets and liabilities at end of the year) and these must have been scrutinised by a person external to your organisation (or audited if required by your constitution).

The accounts should be for the period 2016/17, unless your financial year makes this impossible to comply with. Draft accounts may be acceptable, please contact the grants team to discuss if you do not have final accounts available.

• **Recent bank statement**
Provide a recent (i.e. no older than 2 months at date of submission) bank statement for every account you hold in your organisation's name. These can be photocopies.

• **Equal opportunities statement**
Please ensure you have enclosed a copy of your organisation’s equal opportunities statement. If you have already submitted this then you do not need to send it again unless it has changed since your last application. If your equal opportunities statement is integral to your constitution please indicate this on the form.

• **Confidentiality or Data Protection Policy**
If you are working with children, young people or vulnerable adults please ensure you have enclosed a copy of your organisation’s confidentiality policy. If you have already submitted this on a previous occasion then you do not need to send it again unless it has changed.

• **Safeguarding Policies and Procedures**
If you are working with children, young people or vulnerable adults please ensure you have enclosed a copy of your organisation’s safeguarding policies and procedures. If you have already submitted this on a previous occasion then you do not need to send it again unless it has changed.

• **Reserves Policy**
If applicable, please provide a copy of your organisation's reserves policy

**SECTION 10. PERMISSIONS**
From time to time we may want to share information with other grant giving and other relevant bodies, please tick this box to show you understand and agree to this.

**SECTION 11. CONTACT DETAILS**
If you have any queries about the application form, please contact the grants officer:-
Tel. 01865 252685
Email: grants@oxford.gov.uk

Please return your application on or before 8th February 2018