

Big Society

ACTIVE COMMUNITIES GRANTS – CHECK LIST

0. PRE-APPLICATION CHECK LIST

Are you eligible to apply?

① Oxfordshire not-for profit community, or neighbourhood, groups can apply for one-off grants to support them in the process of:

- *engaging all sections of their community to **identify local needs and develop inclusive action plans** to address those needs*
- *bringing together towns which act as local service centres and their hinterland to **agree shared priorities and action plans***
- *undertaking **wider community consultation and involvement** to help prepare for potential local Big Society projects, like a multi-purpose community facility.*

Before you start completing the application form, make sure that you are eligible by going through this check list:

- Our proposal is inclusive and aiming to benefit a wider community / neighbourhood or communities / neighbourhoods within Oxfordshire, is focusing on more than one service or issue and does not duplicate other work
- We have a clear and realistic plan for delivering our proposal and can demonstrate that we understand how to engage all sections of our community / neighbourhood and build local capacity
- We have discussed our proposal with the county council and have the support of our county councillor(s)
- We have sought early and appropriate advice on our proposal, for example from Oxfordshire Rural Community Council (ORCC), Oxfordshire Voluntary and Community Action (OCVA) or, in Oxford, the City Council's Neighbourhood & Communities Team
- We are an Oxfordshire group or not-for-profit organisation with appropriate governance in place (e.g. terms of reference, constitution) and a bank account or an agreement with an accountable body with a bank account
- We are applying for between £500-5,000 as a one-off grant to help deliver our proposal (not as core or staff funding) and are securing additional funding and in-kind support
- Our group / organisation will take the lead in delivering the proposal and will start on this before 31 March 2012

If you are unable to tick these boxes, you will not be in a position to apply. [Advice and support](#) is available to help develop, or set up, your group / organisation and work up your proposal.

Note that applications from the council's priority areas will receive preference: Abingdon, Banbury, Bicester, Carterton, Didcot, Oxford esp. regeneration areas.

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1. ABOUT YOUR PROPOSAL

Does it meet the aims of an Active Communities Grant?

a) Name of proposing group/organisation:

① You can tell us more about others supporting your proposal later on.

b) What is the name of your proposal and how much funding are you applying for?

① A name could be 'Any-town and surrounds Community Plan' or 'Any-neighbourhood Community Facilities Development Plan'. Grants awarded will be between £500 and £5,000, depending on the make up of the community, they are one-off contributions and we expect match-funding and in-kind support to be raised (see below).

c) Does your proposal relate to one of the council's six [Closer to Communities](#) priority areas?

Please tick one:

- | | |
|--|---|
| <input type="checkbox"/> Abingdon area | <input type="checkbox"/> Banbury area |
| <input type="checkbox"/> Bicester area | <input type="checkbox"/> Carterton area |
| <input type="checkbox"/> Didcot area | <input type="checkbox"/> Oxford – Leys |
| <input type="checkbox"/> Oxford – Barton & Northway | <input type="checkbox"/> Oxford – Woodfarm |
| <input type="checkbox"/> Oxford – Rose Hill | <input type="checkbox"/> Oxford – other area: |
| <input type="checkbox"/> <u>other area</u> – please specify: | |

① Groups from all areas in Oxfordshire can apply; preference will be given to applications from priority areas.

d) Does your proposal have the support of your local county councillor(s)?

Please give details and enclose any relevant information, such as a letter of support:

① Look on our website for a [list of local councillors](#). Note that all county councillor(s) for the area will be asked to comment on applications.

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e) What do you want to achieve with your proposal? How will it contribute to the development of the Big Society in Oxfordshire, and what will be different after your work has finished?

Please provide a brief, clear statement of what your proposal is. Please include:

- Which particular community/neighbourhood or communities your proposal covers, inc. approximate numbers of residents
- The reasons that have led you to put it together
- Which outcomes it aims to achieve and how these relate to the [aims of the Active Communities Grants](#)

*① Others can help you with information about the particular make-up and needs of different areas, including the county councillors and Closer to Communities lead officers, [Oxfordshire Data Observatory](#) and [other partners](#).
You may wish to develop a proposal to help strengthen relationships within a community / neighbourhood or with neighbouring communities (inc. across borders).*

f) How will you deliver your proposal? Briefly describe the activities and outputs that will result in you meeting your aims, including:

- What is the start and end date for your work?
- What do you plan to deliver in that time, and what are your milestones?
- Importantly, how will you ensure you involve different parts of your community / neighbourhood(s) and reach those that can be harder to reach?

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- How will the work be managed? For example, will you have a steering group and working groups? Who will be involved, including any new volunteers?
- Who will be supporting you in delivering the work? Do you plan to bring in specialist support to build local capacity to deliver the proposal and future work?

① This is where you should mention the range of engagement opportunities you want to create for different parts of your community and the number of volunteers you want to involve. You can also explain which individuals and organisations will be supporting you and how - for example local councillors and professionals like council officers, local community organisations, businesses and others. We will ask you about costs for delivering this work in the next section. Remember there is plenty of [help and advice available](#) – including on how to develop this outline, on engagement and consultation techniques, and brokering local support if you need it.

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g) How much do you expect your activities will cost? Does your planned expenditure match your income, including match-funding, in-kind contributions and donations?

Use the table below to set out your expected expenses and other funding and in-kind support or donations. Please be realistic; it will help if you ask for estimates especially on any more costly items. We are looking for proposals that can be completed on time and within budget.

<i>① Adapt these headings to fit proposal; these are suggestions. You can add in more lines.</i>	£	Indicate if based on quote – please include a copy
Expenditure		
Fees / payments for specialist advice (please indicate who, what their expertise is, and the rate of payment)		
Events / engagement activities		
Community consultation and analysis		
Publicity / printing		
Equipment / materials		
Travel (e.g. to other community)		
Training		
Room / venue hire		
Other (please outline)		
Other (please outline)		
etc		
Income	£ where possible	Indicate if secured – please include evidence
Requested from Active Communities Grant		
Funding from other sources (please outline)		
etc		
Donations from other sources (please outline)		
etc		
In-kind contributions (please outline)		
etc		
Total		

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① We will not support activities that duplicate existing work or fund the whole cost of an event that would be taking place regardless of your proposal (e.g. an annual community festival). We encourage 'piggy-backing' on existing events and will fund any additional costs incurred in including a focus on your proposal or in encouraging/ensuring that special target groups attend (e.g. publicity, transport). Proposals allocating the majority of funding towards salaries will not be successful, as a main aim of the grants is to develop greater capacity across the community. Remember there is plenty of [help and advice available](#), including how to help raise match-funding or estimate in-kind contributions (like expected volunteer hours helping with local consultation and engagement, discounts on local rooms or advertisements, donations for prizes to encourage participation).

h) How will you monitor, and where required address, whether you are delivering against your plans and achieving your intended outcomes?

*① You will have to submit a final report, including a narrative and financial report, at the end of your work. Depending on the size of grant you are applying for, we may pay in two stages and require an interim report on progress against milestones to release the second payment.
We look to be involved directly in supporting your group/organisation throughout, preferably through your county councillor, so we can help on issues for which we have responsibility, for example transport or education.*

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2. ABOUT YOUR GROUP/ORGANISATION

Are you eligible to apply for an Active Communities Grant?

a) How is your group/organisation constituted?

Please tick all that apply:

- | | |
|--|---|
| <input type="checkbox"/> town/parish council | <input type="checkbox"/> registered charity |
| <input type="checkbox"/> residents' group | <input type="checkbox"/> unincorporated association |
| <input type="checkbox"/> community partnership | <input type="checkbox"/> community interest company |
| <input type="checkbox"/> community association | <input type="checkbox"/> company limited by guarantee |
| <input type="checkbox"/> other – please specify: | |

We need to see a copy of your constitution/terms of reference – please enclose one.

*① New groups and unregistered organisations can apply, as long as they have suitable terms of reference; a template for a community action planning steering group is available from [ORCC](#).
For-profit organisations or individuals, anyone outside Oxfordshire, those pursuing individual projects or wishing to focus on a small part of a wider community are not eligible to apply.*

b) More about your group/organisation – please include:

- What is the organisation's / group's membership (if any)?
- Have you got a bank account and relevant insurance, or if not, an agreement with another body to hold and administer the funds? Please enclose evidence.
- Is the group receiving other funding from the council? Please give details

① Advice and information about setting up or developing your group / organisation is available from [OCVA](#) (charities, community groups) and [ORCC](#) (community-led planning groups).

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c) Anything else you think we should know, for example other activities you have undertaken:

d) Would you be ready to receive a grant if successful?

If your project is awarded funding, you will have to:

- Have access to a bank account and relevant insurance
- Keep to the agreed proposal plan, budget and be able to provide receipts for all expenses
- Submit a final narrative and financial report at the end of your work, and if you receive a larger grant, an interim report on progress against milestones (as we will then pay your grant in two stages)
- Involve the county council throughout the process on issues for which we have responsibility

I / we agree to the above and confirm that all the information provided in this application is accurate at the time of writing:

Contact Name		Position in Organisation/ group	
Contact Address			
Daytime Contact Phone No. (inc. area code)		Contact e-mail address	
Date of completion of this form			
Signed			

① Please send your application by email (in.touch@oxfordshire.gov.uk) or by post: Policy Unit, Oxfordshire County Council, County Hall, New Road, Oxford, OX1 1ND.