

2021/23 Councillor Priority Fund Guidance Notes

May 2021

Background

In February 2021, Council agreed to set aside £945,000 for a Councillor Priority Fund. There is a budget of £15,000 per councillor to award during 2021/22 and 2022/23.

This is part of our commitment to supporting local communities across Oxfordshire, building on last year's Communities Fund and the successes and lessons learnt of administering that fund.

Our Approach

The purpose of this Councillor Priority Fund is to support councillor priorities in their areas. It is for each councillor to decide how their allocation should be spent; with each area of Oxfordshire being different it's important that county councillors have the flexibility to allocate the money in the best way.

You should discuss your proposal at an early stage with your county councillor and seek their support for your proposal.

You can use the postcode search on www.writetothem.com to find your local councillor. Further information about contacting your local councillor is available on the Council's [website](#).

If your project impacts a wider area, you can put through a joint bid supported by multiple councillors.

Please read carefully the guidance notes below to make sure your organisation and project meet the grant scheme's eligibility criteria.

What do we fund?

Organisations:

To be deemed eligible for funding, applying organisations must have a committee and a constitution or appropriate rules setting out aims and objectives and how the group will operate.

- Registered charities
- Companies limited by guarantee
- Community associations
- Parent Teacher associations
- Cooperatives
- Friendly societies
- Youth clubs
- Schools
- Town and parish councils

Projects:

- All projects must address recognised needs of local communities of Oxfordshire.
- All projects must have the support of at least one county councillor.
- We will only fund specific projects with clearly defined costs and timescales.
- Projects must benefit Oxfordshire communities, be inclusive and provide good value for money.
- Types of activities we fund include: village hall refurbishment, purchasing of equipment, community activities open to all, play equipment for playgrounds.

What don't we fund?

Organisations:

- Individuals or sole traders
- Profit-making organisations
- Organisations not established in the UK
- Organisations that give funds to other charities, individuals or other organisations

Projects:

- Projects that duplicate an already existing service
- Activities which a statutory body is responsible for
- Activities with a religious or political purpose
- Holidays, trips or overseas travel
- Activities that contradict or act against any of the Council's agreed policies such as [Equalities](#) and [Safer Recruitment](#), or fail to comply with all the other relevant statutory requirements, such as health and safety legislation

How to apply

Application process:

- 1) Discuss your proposal with your local county councillor
- 2) Submit your application to your local county councillor
- 3) Your local councillor will sign the application and send to councillorpriorityfund@oxfordshire.gov.uk
- 4) Applications will be assessed against the schemes requirements
- 5) Applicants will be notified of the decision along with their local councillor
- 6) Monitoring of projects

Getting Started

Discuss your project proposal with your local county councillor(s).

You should discuss your project proposal with your county councillor(s) and seek their support for your proposal.

You can use the postcode search on www.writetothem.com to find your local councillor. Further information about contacting your local councillor is available on the Council's [website](#).

If your project impacts a wider area, you can submit a single application form for support by multiple councillors.

Completing your application

The Councillor Priority Fund form can be downloaded from our website: www.oxfordshire.gov.uk/councillorpriorityfund. If you require an email copy of the form, please contact us by email: councillorpriorityfund@oxfordshire.gov.uk. Please note that due to the COVID 19 crisis we are unable to send hard copies.

Please ensure you complete all the fields of the application form, otherwise this could cause delays with your application. You may also attach additional documents in support of your project.

Before submitting to your local county councillor(s) please ensure you have signed the application form. Due to the COVID 19 crisis this can be signed via an e-signature.

The completed application form should be passed to your local county councillor(s) for approval.

Submit your application

If your local councillor(s) decides to support your application, they will sign the last page of the application form and send it to the Policy Team at the Council.

The deadline for submission of applications is 31 January 2023 with all payments requiring to be made prior to the end of the financial year as at 31 March 2023. Funding is awarded on a rolling basis, so early applications are strongly encouraged.

Next Steps

We will assess your application within 28 days to make sure your project proposal meets the scheme's requirements and contact you if we require further information about the proposal.

Incomplete applications lead to delays in processing the funding request, so please make sure to include all requested information in your application form.

Awarding Grant

If your funding request is successful, we will notify you by email. Unsuccessful applicants will be offered feedback on their proposal and, where possible, we will work with organisations to help them identify alternative funding opportunities.

For all bids you will be required to sign as agreement to the terms and conditions as stated in the application form.

If your funding request is for £5,000 or more, we will need to have a separate grant agreement in place before any payment can be awarded. We will send this out once the application form has been received and approved by the relevant county councillor(s).

Monitoring

Successful applicants are expected to comply fully with any monitoring requests from the Council and must agree to this when signing the funding request form.

All successful applicants need to be prepared for a review of their project.

This may include:

- Receipts recording how the money was spent
- Reports on the activity funded
- Feedback from individuals impacted
- Any other record of the activity funded (e.g. promotional flyers and posters)

Successful applicants will be strongly encouraged to keep us informed about the progress of their projects. Any setbacks to the implementation of the projects should be reported to the Policy Team. Delivery of the projects will be monitored as per milestones identified in the business case/ project proposal.

Any unspent grant funding will be recovered by the county council.

Contact us

Email: councillorpriorityfund@oxfordshire.gov.uk

Last Updated: May 2021