

Cherwell District Covid-19 Councillor Priority Fund 2020/21

Guidance Notes

PLEASE NOTE THAT ALL APPLICATIONS AND SUPPORTING DOCUMENTS MUST BE SUBMITTED ELECTRONICALLY TO grants@cherwell-dc.gov.uk

April 2020

Background

In response to the Covid-19 outbreak, Cherwell District Council (CDC) agreed to set aside £2,000 per Councillor in 2020/21 for a Councillor Priority Fund.

This is part of our commitment to supporting local communities across the District through the Covid-19 response and recovery.

Our Approach

The purpose of this CDC Covid-19 Councillor Priority Fund is to support the priorities for councillors in their areas around the Covid-19 response and recovery. It is for each councillor to decide how their allocation should be spent; with each area of Cherwell District being different it is important that councillors have the flexibility to allocate the money in the best way.

Larger projects can put through a joint bid if it is supported by multiple councillors. Whilst the maximum sum one councillor can award is £2,000, please note that your Councillor may divide their fund if there are (or are likely to be) other applications that are worthy of support.

Organisations looking to apply should discuss their proposal at an early stage with the relevant District councillor(s).

You can use the postcode search on www.writetothem.com or look on www.cherwell.gov.uk/ to find your local councillor.

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

What can we fund?

This scheme is only open to voluntary, community and not-for-profit groups.

Not-for-profit describes a type of organisation that does not distribute profits for its owners. All of the money earned by or donated to a not-for-profit organisation is used in pursuing the organisation's objectives and keeping it running. Typically, not-for-profit organisations are charities or other types of public service 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. This document must be appended to your application form.

- 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 Cherwell District in the response or recovery of Covid-19, with defined costs. This may include:
 - Supporting the delivery of food, supplies and medicines to shielded residents
 - Supporting the delivery of food, supplies and medicines to vulnerable and isolating residents
 - Organisations providing services to residents whose circumstances make them additionally vulnerable to isolated circumstances (for example the homeless or those suffering from domestic abuse)
 - Organisations supporting the physical or mental wellbeing of residents
- All projects must have the support of at least one local District Councillor.
- Projects must benefit Cherwell communities, be inclusive and provide good value for money.

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 any other relevant statutory requirements, such as health and safety legislation

Proposal, application, decision and award

Process summary:

- 1) Discuss your proposal with your district councillor.
- 2) Submit your application to Cherwell District Council by email only to grants@cherwell-dc.gov.uk (hard copies will not be accepted).
- 3) Cherwell District Council's Community Funding Officer will check your application for eligibility.
- 4) If your project and application are eligible your application form will be sent to the District Councillor(s) named on your application.
- 5) Where you are making an application to both Cherwell District Council AND Oxfordshire County Council, Cherwell District Council will send on to Oxfordshire County Council for their review and they will respond to you independently of Cherwell District Council.
- 6) Applications will be assessed against the fund requirements and local priorities
- 7) Applicants will be notified of the decision by email, usually within 28 days of receipt of the application.
- 8) Reporting of projects. You will be provided with a monitoring report template to provide evidence of the outcome of the project.

IF YOU ARE ALSO APPLYING TO THE OXFORDSHIRE COUNTY COUNCIL COUNCILLOR PRIORITY FUND, FOR THE SAME PROJECT/FUNDING, PLEASE NOTE:

1. To save you time filling in two applications, we will forward your application to Oxfordshire County Council who will process that element of the funding request in accordance with the OCC scheme. We will process the CDC element.
2. When submitting your application, you will need to state the amount requested and itemise the project costs for each council. There are separate boxes on the application form to enable this.
3. By signing the application form you will consent to Oxfordshire County Council and Cherwell District Council sharing application information, including bank details and contact details.

Getting Started

You should discuss your project proposal with your District Councillor(s). At this stage your councillor will not be able to give a firm indication of support, as they will need to take advice from council officers and there may be other proposals to consider.

If your project impacts a wider area, or will have a large impact on one ward you can submit a single application form for support by multiple councillors. You will however need to identify the amount you are seeking from each individual councillor and what it is for on your application form.

Completing your application

The Cherwell District Councillor Covid-19 Priority Fund application form can be downloaded from our website at:

www.cherwell-dc.gov.uk/coronavirus-grant

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

Before submitting, please ensure you have signed the application form. For this scheme electronic or typed signatures will be accepted.

Submitting your application

The completed application form should be emailed to grants@cherwell-dc.gov.uk .

If applying for the Oxfordshire County Council Councillor Priority Fund for the same project, please remember to indicate this when applying describing the activities and associated funding requested.

The final deadline for submission of applications is 31 January 2021. Funding is awarded on a rolling basis, so early applications are strongly encouraged as there will be a finite budget for this scheme.

Next Steps

We will check your application to make sure your organisation and project proposal meet the scheme's requirements. We will contact you if we require further information.

We will forward your application to the relevant Councillor(s). The Councillor(s) will assess the application and inform the council's Community Funding Officer of their decision(s).

Notification of decision and acceptance of grant

We will notify you of the outcome by email within 28 days of receipt of the application.

Unsuccessful applicants will be offered feedback on their proposal and, where possible, we will work with organisations to help them identify alternative funding opportunities.

If your application is successful you will be emailed an offer letter. You will be required to sign and return an acceptance form detailing the terms and conditions of the grant.

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, which 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 grants@cherwell-dc.gov.uk. Delivery of the projects will be monitored as per the description in the project proposal.

Any unspent grant funding will be recovered by the Council.

Contact us

Team contact details

Email: grants@cherwell-dc.gov.uk

Or Sarah Burns, Community Funding Officer on 01295 221538,
sarah.burns@cherwell-dc.gov.uk

Last Updated: 03 April 2020