**CHERWELL dISTRICT Councillor**

**COVID-19 Priority FUND 2020/21**

**Application for Funding Request Form**

**PLEASE NOTE THAT ALL APPLICATIONS AND SUPPORTING DOCUMENTATION MUST BE SENT BY EMAIL ONLY TO**

[**grants@cherwell-dc.gov.uk**](mailto:grants@cherwell-dc.gov.uk)**. HARD COPIES WILL NOT BE ACCEPTED.**

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| **The Scheme and Guidance** |

Each Cherwell District Councillor has a £2,000 fund for 2020/21 to support projects in the district delivering the COVID-19 response.

Prospective applicants should contact their local councillor to discuss their proposal before submitting an application. Use the postcode search on [www.writetothem.com](http://www.writetothem.com/) or look on [www.cherwell.gov.uk/](http://www.cherwell.gov.uk/) to find your local councillor.

Please read carefully the **guidance notes** available on the Council’s websiteto check whether your organisation or the activity you wish to fund is eligible for funding under the scheme’s criteria.

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| **Eligibility Criteria** |

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

The scheme is NOT open to the following:

• Individuals

• Private businesses

• Statutory bodies (except for parish or town councils)

• Religious bodies where the money will be used primarily for religious purposes or facilities

• Political parties

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| **The Application Process** |

Eligible organisations can apply for funding by completing this form and emailing it to [grants@cherwell-dc.gov.uk](mailto:grants@cherwell-dc.gov.uk) Applicants are recommended to discuss proposals with their councillor(s) before submission.

Once an application is received, the council’s Community Funding Officer will review the project proposal and contact the applicant if any further information is required. It will then be forwarded to the relevant councillor(s). The councillor(s) may contact you to discuss the application. If the councillor supports the application, he/she will provide e-mail confirmation to the Community Funding Officer.

Applicants can expect to be notified of the outcome of their application within 28 days of their form being submitted.

**THE FINAL DEADLINE DATE for receipt of applications is 31 JANUARY 2021.**

Funding is awarded on a rolling basis and there is a finite budget, so early applications are strongly encouraged.

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| **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, you only need to complete and submit this form. We will forward a copy to Oxfordshire County Council. 2. You must indicate that you are also submitting for the Oxfordshire County Council, Councillor Priority Fund and complete all the relevant sections of the form. 3. By signing this form you will be consenting to Oxfordshire County Council and Cherwell District Council sharing the application information, including contact details and bank details. 4. You will need to complete the amount of funding you are seeking from Oxfordshire County Council in Section 4.2. |

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| **Contacting Us** |

Email [grants@cherwell-dc.gov.uk](mailto:grants@cherwell-dc.gov.uk)

Phone 01295 221538

**SECTION A: ORGANISATION INFORMATION**

1. **Name of your organisation:**

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1. **Description of your organisation:**

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| *(e.g. Charity, Parish Council etc.)* |

1. **Organisation Address:**

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1. **If a registered Charity, please specify number**

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1. **You must have a written constitution or set of rules. Please confirm that you have appended to your application**

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1. **Contact Name**

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1. **Telephone No.**

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1. **Email**

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**Payment Details**

If a grant is awarded, payment will be made direct into your organisation’s bank account by BACs. Please provide your organisation’s payment details (note: payments will not be made to an individual’s bank account).

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| **Account Name** |  |
| **Bank or Building Society Name** |  |
| **Account number** |  |
| **Sort code** |  |

**SECTION B: PROJECT INFORMATION**

**1a. Name of Cherwell District councillor(s) requested to support the application**

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| *For each one, state the amount requested and indicate whether the project has already been discussed with the councillor.* |

**1b. Is funding for this project also being requested from the Oxfordshire County Council Councillor Priority Fund?**

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| **Yes / No**  *If yes, please state the OCC Councillor(s) to whom this should be referred. For each one, state the amount requested and whether the project has already been discussed with the councillor.* |

**2. Activity or Project Name**

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1. **Activity Summary & Analysis of Need**

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| *Briefly describe the activity you wish to fund. This must be an activity that responds to the covid-19 crisis. Include the key beneficiaries of the project and the area(s) of Cherwell district that will be affected.* |

1. **Project Costs**

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| * 1. *FOR CHERWELL DISTRICT COUNCIL FUNDING REQUESTS ONLY*   *Please provide details of costs for the main elements of your proposal and state the total project cost.* |

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| * 1. *FOR OXFORDSHIRE COUNTY COUNCIL FUNDING REQUESTS ONLY*   *Please provide details of costs for the main elements of your proposal and state the total project cost.* |

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| **TOTAL GRANT REQUESTED**  **(The total of 4.1 and, where relevant, 4.2)** | **£** |

**Applicant Agreement**

**The organisation undertakes that:**

* The information provided on this form is true and accurate.
* Any funds awarded will be spent in accordance with the details provided above (particularly in the ‘About your project’ section).
* Any funds awarded will not be used to pay for any activities that have already been carried out.
* It will provide details of how funding has been spent and cooperate fully with any other monitoring process undertaken by the Council to ensure the proper use of funds.
* It will advise the Council of any potential difficulties in complying with this agreement as soon as possible so that mutually acceptable solutions can be found e.g. if funds cannot be spent in year.
* Any funds awarded will not be spent on activity that does not comply with the policies of the Council.
* Any funds awarded will be reimbursed to the Council if the organisation is in breach of these terms.
* The project will be carried out in compliance with all relevant laws and regulations.

**The organisation consents to:**

* Oxfordshire County Council and Cherwell District Council sharing the information on their respective Councillor Priority Fund/Councillor COVID-19 Fund forms, for funding requests for the same or associated projects.
* Details of the project being listed on the Council’s website and being communicated to a wider audience (e.g. via social media and local press).

**We hereby agree to these terms:**

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| **Name of authorised signatory:**  **Signed:**  **Date:**  **On behalf of (organisation):** |