

# South Oxfordshire District Council

## 2022/24 South Revenue Grant Scheme

### Funding Checklist



October 2021

Item	Details	Check
Have you got the full permission of the lead organisation to make the application on its behalf?	The email address and phone number that you register with will be used to contact you with the outcome of the award and for reporting purposes.	
Have you checked your organisation is eligible to apply?	Click <a href="#">here</a> to find out.	
Have you checked your service/activities and costs are eligible?	Click <a href="#">here</a> to be sure. Remember, we offer a <b>minimum</b> grant of £10,000 and a <b>maximum</b> grant of £125,000 per annum over the two-year period.  Remember, we will limit awards to a <b>maximum of one-third (33.33 per cent)</b> of an organisation's total annual running costs in any financial year.	
If requested can you supply two references from other funding agencies?	This only applies to organisations the council has not worked with previously.	
Do you have all the required documents to hand?	<ul style="list-style-type: none"> <li>A signed constitution, articles of association or equivalent governing rules, or if it is not signed, evidence of the document's adoption (this could be minutes from a meeting where it was adopted).</li> </ul>	
	<ul style="list-style-type: none"> <li>A recent bank/ building society statement in the name of the organisation (no more than 2 months old).</li> </ul>	
	<ul style="list-style-type: none"> <li>Full accounts for the last three years 2018/19–2020/21 (or a detailed working budget and financial plan for new organisations)</li> </ul>	

	<ul style="list-style-type: none"> <li>• Details of the estimated costs to provide the activity or service each year (over the two-year period) and how you will fund the rest of these costs.</li> </ul>	
	<ul style="list-style-type: none"> <li>• A three-year financial forecast for 2022/23, 2023/2024 and 2024/25 (including income and expenditure, and a breakdown of fundraising/ income streams).</li> </ul>	
Can you provide...	Evidence that there is a need for such an activity or service, that it benefits residents of South Oxfordshire with clear outcomes, including local strategies, official reports and similar?	
Can you demonstrate...	How your service users and other stakeholders, where appropriate, are consulted and involved in service planning and delivery?	
Can you confirm...	Your organisation has named officers, members or trustees on a management committee/board?	
	Your organisation has insurance safeguarding, H&S, equalities, data protection and other relevant policies in place?	
	Your organisation has <u>NOT</u> received funding subject to domestic or International Subsidy Control Commitments in the last three fiscal years and that any paid is below 325,000kSDR or otherwise as updated pursuant to the Chapter 3 UK-EU TCA or domestic law?	

## CONTACT US

Please drop us an email at [grants@southandvale.gov.uk](mailto:grants@southandvale.gov.uk) if you have any questions about the scheme. We are here and happy to help.

## GOOD LUCK!