

Capital Grant Scheme FAQs



Listening Learning Leading

June 2024

The council has a budget of £320,000 to fund capital projects that support the council's Corporate Plan priorities. This is a very competitive grant scheme, so we strongly encourage applicants to read the [Capital Grants Policy](#) before submitting an application.

Please note the Capital grants policy has been updated this year and there will only be one round of scoring and funding, although eligible organisations will have the opportunity to attend the Community Grants Panel.

When does the grant scheme open and close?

The scheme will open on 8 July 2024 and close for applications at midday 2 September 2024.

How can I apply?

You can apply online at <https://www.southoxon.gov.uk/south-oxfordshire-district-council/community-support/grants/capital-grants/>

How much funding can I apply for?

You can apply for a minimum of £5,000 and a maximum of £75,000 but no more than 50 per cent of your total project cost. Your project must cost at least £10,000 but there is no maximum project cost set.

How do I know if my organisation is eligible to apply?

You must be a not for profit organisation, charity, charitable incorporated organisation, community interest company or a Town and Parish Council and be able to provide your formal governing document and bank statement with your application. Please read the [Capital Grants Policy](#) for all information on eligibility criteria.

My project does not take place in South Oxfordshire, so am I still able to apply?

Your project must take place within the district or be within a three-mile radius of the district boundary and benefit South Oxfordshire residents.

How do I know if my project is a capital project?

Please refer to our guide to [Identifying capital expenditure](#) and you can also [view the list of projects we have previously funded](#) under this scheme. We can fund things such as buying, building, replacing or making improvements to long-term assets such as buildings, play areas and equipment.

What do you mean by a long-term asset?

For grants up to £25,000 the asset must have a life of at least five years and remain in the property of your organisation during this period. It is ten years for grants over £25,000.

My project has already started so can I still apply for funding?

We may consider projects that have already started, but we will not pay any costs incurred before a formal grant offer is issued. Please contact grants@southandvale.gov.uk to discuss this.

Can I apply for a project that you have already given me a grant for?

You cannot apply for the same project we have already funded under this capital grant scheme. Funds received from our other grant schemes can be used to contribute towards your project.

Can I apply for more than one project?

No, you can only apply for one project.

What documents do I need to prepare for my application?

Depending on the type of project and value of the grant you are requesting, you may be asked to submit **some or all** of the following documents as part of your application:

- Latest bank statement.
- Governing document e.g. constitution.
- Evidence of named officers and authority to apply.
- Two quotes for all project costs and a full project cost breakdown.
- Details of any minimal financial assistance received.
- Fundraising plan.
- Evidence of funding secured e.g. letter from another grant funder.
- Project plan.
- Annual financial accounts.
- Planning permission decision letter.
- Evidence of property ownership/lease.
- Evidence of permissions e.g. landlord/listed building consent, Diocese faculty.
- Land registry title register and title plan no more than three months old.
- Designs/plans.
- Access audit.
- Evidence of community consultation.

Please read the [Capital Grants Policy](#) and [Capital Grant Scheme Application Checklist](#) for further information.

We ask you to submit a significant amount of evidence up front as it gives us the information we require to accurately assess your application.

What happens if some documents are missing from my application?

Your application is at risk of being rejected, so please contact us at grants@southandvale.gov.uk before you submit an application, as you may not be eligible to apply.

How do I know if I need planning permission?

Our planning team can provide pre-application planning advice <https://www.southoxon.gov.uk/south-oxfordshire-district-council/planning-and-development/planning-permission-how-it-works/pre-application-planning-advice/>. Please note this is a chargeable service, but this needs to be confirmed before you submit your application.

I have applied for planning permission, but I won't have a decision before the scheme closes so can I still apply?

No, unfortunately you must have planning permission in place **before** applying to this grant scheme.

What other permissions may be required?

Please read the [Capital Grants Policy](#) as depending on the value and type of the grant requested, different permissions are required.

What date could I start my project if I am awarded a grant?

The earliest start date would be March 2025, but this would not be confirmed until a grant offer letter is sent.

How long will I have to complete my project?

You have 12 months to complete projects that are awarded up to £25,000 and 24 months to complete projects that are awarded over £25,000.

Why do I need to provide two quotes for the project, and can I include VAT?

To ensure best value for money. You can only include VAT if you can't off set it due to being VAT registered. The quotes must be addressed to your organisation. If you are purchasing online items, please add items to a basket and take a screenshot as evidence (you still need to provide two sets of prices). Please indicate on your application if you have a preferred supplier.

What does a project cost breakdown mean?

We need to see a list of all costs for the entire project with corresponding quotes. Any items without a quote will be removed.

Why do I need to provide a fundraising plan?

This is a very competitive grant scheme which is often oversubscribed, so it is likely that not all projects will receive funding, or the value of the grant requested. We will only fund up to 50 per cent of your project costs, so it is imperative that you have a fundraising plan in place to demonstrate how the project will be fully funded.

How do I create a strong application?

Read our [Capital Grants Policy](#) carefully, paying particular attention to the **scoring and award matrix** (Appendix 1). Understanding how we will assess and score each application is essential for improving your chances of securing funding.

Can I amend my application once it has been submitted?

No, this year we will not accept any other material changes once your application form has been submitted. If additional funding has been secured, you should notify us immediately at grants@southandvale.gov.uk.

How will my application be assessed?

The Community Enablement Team will check the eligibility of every application before scoring it in accordance with the [scoring matrix](#) and suggesting scores to the Community Grants Panel. Please note there is only one round of scoring. The Community Grants Panel considers each application and makes recommendations to Cabinet for awards. Eligible applicants will be invited to attend the Community Grants Panel.

How will I know if my application has been successful?

If your application is successful, you will receive a grant offer letter by email. The letter will ask you to sign a grant acceptance form and terms and conditions and return it to us before we can start to make payment arrangements. All unsuccessful applicants will be informed in writing.

Will I receive my grant payment in one lump sum or is there a payment schedule?

We will pay grants up to £10,000 upfront. If the grant is over £10,000, 75 per cent will be paid upfront and the remaining balance will be paid once the project is complete, and a claim form with evidence of expenditure has been submitted. If additional conditions form part of your grant award, these may need to be met before your payment is raised.

What will happen if I don't submit my application by the deadline?

Unfortunately, we cannot accept late applications. If you are having issues submitting your application, please contact grants@southandvale.gov.uk before the deadline.

I am still unsure if my project is eligible, so can you provide further help?

We would welcome the opportunity to hold a meeting to discuss your project and provide further guidance, so please contact us at grants@southandvale.gov.uk or call 01235 422405.