

South Oxfordshire District Council

2024/25 Councillor Community Grant Scheme

Application Checklist



July 2024

Item	Details	Check
Have you spoken to your relevant councillor about your project prior to applying?	You can find out the ward councillor(s) for your area here .	
Will your project start after the grant award date?	Grant awards are likely to be made around 12 weeks after the scheme closes on 29 November 2024. If your project takes place before the grant award date, please read the Urgent/ Time Critical Projects Guidance document.	
Will your project complete within 12 months of the grant award date?	All projects should be complete within 12 months of the award date.	
Have you checked your organisation is eligible to apply?	Click here to find out	
Have you checked your project and costs are eligible?	Click here to find out Remember, the total project cost of applications for capital projects must be £15,000 or less, (eligible revenue projects have no such maximum).	
Are you able to submit a full breakdown of the project budget?	A full cost breakdown should detail the individual goods/services required.	
Have you used the correct contact details on your online application form?	You must have 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.	
If you haven't received a community grant from us before, do you have all the required documents?	<ul style="list-style-type: none"> A copy of a recent bank statement in the name of the organisation applying (no more than two months old) 	

	<ul style="list-style-type: none"> • a copy of your governing document (like a constitution, set of rules, articles of association etc) that demonstrates you are 'not for profit organisation' and the project you are applying for matches the organisation objectives • a copy of your organisation's detailed financial records e.g. income/expenditure/reserves for the most recent complete financial year – or projections for new organisations 	
If you have previously received a community grant from us and the project has finished, have you completed the monitoring form?	<p>Please complete any outstanding monitoring reports for previously awarded grants where the project has now finished.</p> <p>You can complete the monitoring reports via our Flexigrant system or contact the Community Enablement Team to check whether you have any outstanding monitoring.</p>	
If your organisation received any Minimal Financial Assistance (MFA) in the elapsed part of the current Financial Year and in the two Financial Years immediately preceding the current Financial Year are you able to provide the relevant information?	<p>If you have been awarded MFA within this financial year or the previous 2 financial years you will need provide the following information for each MFA awards:</p> <ul style="list-style-type: none"> • Amount • Date received • Organisation providing the assistance • Nature of the assistance 	
Can you confirm...	Your organisation has named officers, members or trustees on a management committee/board?	
Do you have all the necessary licenses/permissions?	Applicants must make sure they have all necessary permissions in place before applying for funding including planning, listed building, licensing, landlords etc.	

CONTACT US

If you have any questions, please contact the Community Enablement Team via <mailto:grants@southandvale.gov.uk>.