South Oxfordshire District Council
2024/25 Councillor Community Grant Scheme Urgent/ Time Critical Projects Guidance

July 2024

We will assess grant applications for the 2024/2025 Councillor Community Grant Scheme once the scheme closes on 29 November 2024. We aim to issue offer letters to successful applicants twelve weeks after the scheme closes.

Scheme Timeline:

Scheme Opens	14 August 2024
Scheme Closes	29 November 2024 (Midday)
Likely Grant Award Outcome*	21 February 2025
Applicant Projects to Start**	March 2025 onwards, or as soon as you receive your offer letter

*Please note the Grant Award Outcome date is subject to change and may be delayed if we require additional information from the applicant post submission.

** We cannot award retrospective funding for work/projects that will complete before our decision is made (we can fund projects that have started; however, we will not be able to fund any retrospective costs).

If your project does not fit within the proposed scheme timeline above, you can submit your application as an urgent/ time critical application for earlier consideration. The steps for submitting an urgent/ time critical application are detailed below.

Please note that submitting your application as an urgent/ time critical application does not guarantee your application will be successful however we will aim to provide an outcome to your application within four weeks, subject to it passing eligibility. Any grant funding is not guaranteed until an offer letter is issued.

Making an Urgent/ Time Critical Application

Step 1

Read the Councillor Community Grant Scheme Funding Guidelines and Checklist (via the [scheme webpage](#)) to ensure you meet the criteria to apply to the scheme and that you have everything required in place.

Step 2

Contact your Ward Councillor(s) to discuss your project and explain why the project is urgent/ time sensitive. Information that you should provide to the Councillor includes:

- Overview of organisation
- Overview of project
- Timelines for the project and why it is urgent/ time critical
- Who and how many people within the ward it will benefit
- Total project cost
- Total amount of funding you will be requesting through the scheme

You can find out the ward councillor(s) for your area here.

Step 3

Get confirmation via e-mail from the relevant ward Councillor(s) that they would be happy to support your project as an urgent/ time critical application subject to the relevant eligibility checks.

Step 4

Complete your online application form, uploading a copy or screenshot of the e-mail correspondence with the relevant ward Councillor(s) on page four of your application.

Step 5

Submit your application and follow up with an e-mail to the Community Enablement team (grants@southandvale.gov.uk) to notify us that you have submitted an urgent/ time critical application.

After Submission

The Community Enablement team will undertake eligibility checks on your application, if your application is eligible, it will be passed on to the relevant ward Councillor(s) to make a final decision on funding. We will aim to notify you on the outcome of your application within four weeks subject to the completion of eligibility checks.

If we need to contact you for additional information post submission this will delay the decision on your application.

Additional Information:

Due to the complexities, the following applications cannot be considered as urgent/ time critical applications and will be awarded when the scheme closes as they require a slightly different approval process:

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- If the ward councillor(s) making the funding decision is also a member of the organisation making the application e.g., a trustee, committee member, or a beneficiary.
- If the ward councillor(s) is also a town or parish councillor for the town or parish council making the application.

We are also unable to consider multi-ward applications as urgent/ time critical. If your multi-ward application is urgent/ time critical please contact the Community Enablement Team to discuss your application.

Contact Us

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