

## COUNCILLOR PRIORITY FUND 2021/23 Funding Request Form

### The Scheme and Guidance

All county councillors in Oxfordshire have a £15,000 priority fund for 2021/23 to support the projects that matter most to their local communities.

The scheme reflects Oxfordshire County Council's (the "Council's") commitment to Thriving Communities and the principle that councillors are best placed to recognise and meet the needs of their local communities.

Prospective applicants should contact their local councillor to check the feasibility of their proposal before submitting an application. Use the postcode search on [www.writetothem.com](http://www.writetothem.com) to find your local councillor.

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

### The Application Process

#### **Submission to local councillor(s)**

Eligible organisations can apply for funding by completing this form and passing it to their local councillor(s). The local councillor(s) will decide whether to support the application. If they do support the application, they will sign the final page of the form or provide e-mail confirmation to the Policy Team. If the councillor(s) decides not to support the application, they will contact the applicant to explain. Applications will not be paid until it has been approved by the relevant county councillor(s).

Once an application is submitted to the Policy Team, we will review your project proposal and contact you if we require any further information about your project. Applicants can expect to be contacted about their application within 28 days of their form being submitted to the Policy Team.

#### **APPLICATIONS MUST BE SUBMITTED TO THE RELEVANT COUNCILLOR(S) FOR APPROVAL BY 31 JANUARY 2023.**

Funding is awarded on a rolling basis, so early applications are strongly encouraged.

### Contacting Us

Email: [councillorpriorityfund@Oxfordshire.gov.uk](mailto:councillorpriorityfund@Oxfordshire.gov.uk)

**TO BE FILLED IN BY APPLICANT**

**Name of your organisation:**

**Description of your organisation:**

*If you are a school, please state whether you are part of an academy trust or an OCC maintained school.*

**Organisation Address:**

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

**Contact Name**

**Telephone No.**

**Email**

**Payment Details**

Please provide your organisation's payment details (note: payments will not be made to an individual's bank account).

<b>Account Name</b>	
<b>Bank or Building Society Name</b>	
<b>Account number</b>	
<b>Sort code</b>	

## PROJECT DESCRIPTION

### 1. Name of county councillor(s) supporting the application

### 2. Activity Name

### 3. Activity Summary

*Please describe the activity you wish to fund.*

### 4. Activity Dates

*Please state when you would spend the funding. Please include start and end date for the project and major milestones, if any.*

**PLEASE NOTE: ALL PROJECT FUNDS MUST BE SPENT (OR AT LEAST COMMITTED) BY 31 JANUARY 2023.**

### 5. Analysis of Needs

*Please explain how the activity will address a recognised need in your community.*

**6. Outcomes**

*Please state the outcomes that you expect to achieve by the end of your project.*

**7. Beneficiaries**

*What are the key beneficiary groups you will target with this funding?*

**8. Success Measures**

*How will you monitor progress towards the achievement of your outcomes?*

**9. Costs**

<b>Description</b>	<b>Total Project Costs</b>
<i>Please provide us with a breakdown of costs of your proposed activity. E.g. Volunteer Training, Transport, Information &amp; Promotion, Equipment &amp; Materials, Refurbishment etc.</i>	
<b>A. TOTAL COST OF PROJECT:</b>	

<b>B. TOTAL GRANT REQUESTED:</b>	
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**10. Other funding received**

*If the total grant requested (box B) is lower than the total cost of the project (box A), please detail of how the shortfall will be met, including any grant funding awarded in relation to this project.*

## 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).
- For all projects £5,000 and over, or if requested, 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.
- Funding awarded will not be spent on activity that does not comply the abovementioned policies of the Council.
- Details of the project will be listed on the Council's website and may be communicated to a wider audience (e.g. via the local press).
- The 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.

### We hereby agree to these terms:

<p><b>Name:</b></p> <p><b>Signed:</b></p> <p><b>Date:</b></p> <p><b>On behalf of (organisation):</b></p>
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**Please ensure that you have signed the application form** before submission to your councillor. Please note that we can accept scanned signatures or typed signatures if you do not have the means to do scanning.

**TO BE FILLED IN BY THE RELEVANT COUNTY COUNCILLOR(S)**

**I hereby approve this request for funding for:**

<b>The total sum requested:</b>	<i>(Please mark with an 'X')</i>
<b>A partial award of:</b>	<i>(Please detail the amount)</i>

**I hereby approve this request for funding and in doing so undertake that:**

- To the best of my knowledge, I have no pecuniary interest in the organisation or activity for which the funding is intended (in accordance with the Council's official member code of conduct).
- To the best of my knowledge, the organisation intends to spend any funding that they are awarded in accordance with the details provided above (particularly in the 'About your project' section).
- In the event of a suspected misuse of funds, I will alert the appropriate Council officer/s as soon as possible.

<b>Cllr Name:</b>
<b>Cllr Signature:</b>
<b>Date:</b>

**Submit councillor approved funding requests to:**

[councillorpriorityfund@Oxfordshire.gov.uk](mailto:councillorpriorityfund@Oxfordshire.gov.uk)