

Cottsway Community Fund

APPLICATION FORM:

Community project or event



Cottsway
Community Fund

INTERNAL USE ONLY:

Application no:

Date received:

YOUR DETAILS

Name:

Address:

Telephone:

Email:

COMMUNITY GROUP DETAILS (if applicable)

Name of group:

Type of organisation:

Address:
(If different to above)

Telephone:

Email:

Web address:

Social media:

Registered charity no:

*Annual group income:

*Annual group expenditure:

Account period:

From:

To:

* Please enclose copy of recent accounts if available.

YOUR PROJECT / EVENT

Project name:

Total project cost:

Amount raised so far:

Any other funding
requested?

No

Yes. Please give name of organisation(s) contacted and amount requested:

FUNDING DETAILS

Project ambition and funding aims:
(Tick all that apply)

To provide services and activities:

- For young people and / or older people
- Addressing rural issues and tackling rural exclusion and social isolation
- To benefit the environment
- To prevent debt, provide financial advice and reduce poverty
- Help getting people online / reducing digital exclusion
- Encouraging an inclusive and active community

Answering the following questions, please give as much detail / evidence as possible (maximum of 300 words each). Continue on a separate sheet if needed.

How does your project match our funding aims above?

What activities will you carry out to meet these actions?

What do you expect to come out of your project and how will you measure your success?

How have you consulted with the local community and / or Cottsway residents about your proposed project?

How will you ensure your project is promoted to Cottsway residents?

How do you propose to monitor and evaluate the success of your project?

Payment will be by BACS to your organisation's bank account. Please provide your organisation's bank details below and also **attach a copy of your bank details on headed paper.**

(Note: we do not pay grants into personal bank accounts)

If you have received a Cottsway Community Fund grant previously, please give the project name, funding awarded and date received.

How did you hear about the Cottsway Community Fund?

DECLARATION

Please tell us if you have any relationship, association or interests with any Cottsway staff or are involved in any other projects or business with the organisation.

Equality and diversity

Everyone has a contribution to make to our society and a right to be treated equally.

We aim to ensure that no individual or group involved with our organisation will be discriminated against on the grounds of age, disability, gender, gender re-assignment, marriage or civil partnership, pregnancy and maternity, race or ethnic origin, religion or sexual orientation.

Data protection

Any personal data in this form is being collected to allow Cottsway to assess your application and to contact you regarding the outcome.

In accordance with data protection laws, we need a "lawful basis" for collecting and using information about you, the lawful basis for processing the information in this form is your consent.

By signing this form, you are giving your consent for Cottsway to use this information to administer and assess your application.

To read our full privacy notice, visit: www.cottsway.co.uk/privacy

- I confirm, to the best of my knowledge and belief that the information in this application is true and correct.
- I understand that you may ask for additional information at any stage of the application process.
- I confirm that my group is committed to equal opportunities.
- I understand that I am giving my consent to Cottsway to use my personal data to administer and assess my application.

Signed:

(Signature of main applicant)

Dated:

Completed applications can be returned via:

- Email: communities@cottsway.co.uk
- By post: Cottsway, Cottsway House, Avenue Two, Heynes Place, Witney OX28 4YG

If you have any queries, please contact our Communities Team on 01993 890000.

Cottsway Community Fund - GUIDELINES

Our annual Community Fund (£30,000) supports community and environmental projects which benefit our customers in West Oxfordshire, Gloucestershire, Wiltshire and Worcestershire.

There are four categories of grant available:

- 1. Independent learning and skills development grant – up to £250**
For Cottsway customers - and their immediate family who live with them - to support learning and skills development to increase an individual's employment prospects.
- 2. Individual application for community projects – up to £500**
For individuals to fund a particular project or activity which will be of community benefit.
- 3. Group application for community projects - up to £2,500**
- 4. Environmental projects - up to £5,000**
For projects that will directly benefit Cottsway customers and property.

Please note:

- Funding £500+ will only be awarded to constituted projects/groups who hold a bank account.
- We will not award more than one grant in a 12-month period to the same group or individual.
- In some circumstances you may be offered less than the amount you applied for.

Who we fund

- New groups / projects starting up.
- Existing groups to start up projects and / or expand their services.
- Groups / projects that:
 - are led or managed by local people.
 - encourage local people to get involved.
 - are working with 'hard to reach' groups.
- Individuals looking to gain skills and / or improve employment prospects.

We can help fund:

- Items of equipment
- Local events and one-off projects
- Training to improve your group / project's effectiveness, eg. management, budgeting etc
- Printing and publicity
- Environmental projects and improvements
- Activity costs, books, equipment and travel costs to said course / activity.

What we do not support:

- Activities that do not deliver at least one of our funding aims.
- Work that will overlap with or repeat what others are already doing in your community.

We cannot help with:

- Political or religious groups or activities.
- Constructing or buying buildings.
- Freehold or leasehold rights over land.
- Activities carried out outside of the UK.
- Interest charges.
- Service charges arising on finance leases, hire purchase and credit arrangements not related to the grant funded project.
- Any costs resulting from not making payments to creditors on time.
- Payments for unfair dismissal, private pension schemes or unfunded pensions.
- Redundancy payments.
- Compensation for loss of office.
- Bad debts arising from loans to trustees, proprietors, partners, employees, directors, shareholders or guarantors of the programme manager, or a person connected with any of these.
- Gifts.
- Travel and living costs that would lead to a taxable benefit if a person is responsible for the cost but does not pay it.
- VAT that your group can claim back during the period the group benefits from grant funding.
- Other tax.
- Fines and penalties you must pay by law.
- Criminal fines and damages.
- Any costs that are not a direct result of work carried out for the Cottsway Community Fund programme.
- The cost of work or activities that any other organisation or person must carry out by law.

Your application

We will acknowledge receipt of your application and will let you know when your application will be assessed. Applications are currently assessed by Cottsway customers who are members of our closed Facebook group. All Cottsway customers are welcome to join this group, please search for 'Communities@Cottsway'

We will contact you to let you know if your application was successful or not and, if requested, will provide feedback that will help you with any future applications.

For more information and guidance please call our Communities Team on 01993 890000.

Cottsway Community Fund – TERMS & CONDITIONS

- Any amount awarded must be used solely for the purpose outlined in the application. The amount awarded is final and will not be increased if the individual/group/project overspends.
- Only one member of a family can be a signatory for a group or project.
- If you do not spend the whole amount, any unspent funds must be reported to Cottsway.
- For audit purposes, you must provide receipts for any money spent, balance of money in your group / project's bank account and, if asked, any planned spending.
- Cottsway is not responsible for any money spent by you/your group/project prior to you receiving confirmation that you have been awarded funding.
- Once funding has been given, there is no ongoing commitment from Cottsway to issue further funding to you/your group/project.
- You agree to acknowledge Cottsway's support in all subsequent positive publicity relating to your grant, training or the group / project. You will contact Cottsway to check whether we wish to be included in such publicity before it goes out - call 01993 890000 or email communities@cottsway.co.uk
- You agree to allow Cottsway representatives to visit your group/project and talk to participants.
- Cottsway will withhold payment/part payment if:
 - It becomes apparent that the application form contained incorrect information.
 - You withdraw from your course / training.
 - Your group/project ceases to exist, closes or the purpose of your group/project changes in any way that is not in line with the grant given.
- Cottsway reserves the right to inform media organisations of support it has given to you/your group/project.
- The information you provide will be stored securely on Cottsway's computer systems and will be processed in accordance with UK data protection legislation. If your application is successful, the information will be kept for 6 years before being deleted. If your application is not successful, the information will be kept for 12 months before being deleted. Only relevant members of staff will access the information you provide to us, and all staff are subject to duties of confidentiality.
- For more information on how we process personal data, see our privacy notice: www.cottsway.co.uk/privacy
- If you would like to withdraw your consent and your application at any time, or if you have any issues regarding the processing of your personal data, please contact us using the details below:
 - Write to: Cottsway Housing, Heynes Place, Avenue Two, Witney OX28 4YG
 - Email: contact@cottsway.co.uk
 - Call: 01993 890000