

# Cottsway Community Fund

## APPLICATION FORM:

### Individual learning and skills



**Cottsway**  
Community Fund

INTERNAL USE ONLY:

Application no:

Date received:

#### 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](http://www.cottsway.co.uk/privacy)

#### YOUR DETAILS

|  |  |
|--|--|
| Full name:                             |  |
| Address:                               |  |
| Preferred telephone no:                |  |
| Email:                                 |  |
| Date of birth:                         |  |
| Why are you applying for this funding? |  |

Your parent or guardian will also need to sign this form if you are under 18.

#### COURSE DETAILS - please complete relevant section only

##### SECTION 1: EDUCATIONAL COURSE

|  |  |
|--|--|
| College / course provider name:              |  |
| Name of course:                              |  |
| Course duration:                             | <input type="checkbox"/> Full time <input type="checkbox"/> Other. Please specify:<br><input type="checkbox"/> Part-time |
| Will you achieve a recognised qualification? | <input type="checkbox"/> Yes. Please specify:<br><input type="checkbox"/> No   |

##### SECTION 2: SKILL / HOBBY / SPORT (This includes items such as transport costs)

|  |  |
|--|--|
| Details of skill/hobby/sport/costs:        |  |
| How will taking part be of benefit to you? |  |

#### ESTIMATED COURSE OR SKILL COSTS

|                        |  |
|------------------------|--|
| Course or skill:       |  |
| Books:                 |  |
| Equipment:             |  |
| Other. Please specify: |  |

| FUNDING DETAILS  |  |
|--|--|
| Amount requested (£):  |  |
| What will you use our funding for?   |  |
| Bank details that you would like the funds transferred in to:  |  |
| How did you hear about the Cottsway Community Fund?  |  |
| <b>IMPORTANT:</b> <ul style="list-style-type: none"> <li>• Please send receipts / invoices for items purchased to Cottsway.</li> <li>• We can pay funding direct to the provider if preferred (eg college, club fees etc)</li> <li>• If your household is in arrears, we reserve the right to purchase the items required on your behalf.</li> <li>• If you are <b>under 18</b>, we will either transfer funds to a parent/ guardian or provider on your behalf.</li> </ul>  |  |
| COLLEGE / COURSE / CLUB CONTACT DETAILS  |  |
| Contact name:  |  |
| Job title (if applicable):   |  |
| Telephone:   |  |
| Email:   |  |
| DECLARATION  |  |
| Do you have any relationship, association or interests with any Cottsway staff or are you involved in any other projects or business with the organisation?  | <input type="checkbox"/> No<br><input type="checkbox"/> Yes. Please specify: |
| <ul style="list-style-type: none"> <li>• I authorise that Cottsway can contact my college / activity provider about the funding I am applying for.</li> <li>• I will provide Cottsway with a copy of all receipts for payments – courses, equipment etc.</li> <li>• I confirm I have lived in a Cottsway property for at least the past 9 months.</li> <li>• To the best of my knowledge and belief that the information in this application is true and correct.</li> <li>• I understand that you may ask for additional information at any stage of the application process.</li> <li>• I understand that I am giving my consent to Cottsway to use my personal data to administer and assess my application.</li> </ul> |  |
| Applicant signature:   |  |
| Parent / guardian signature:   | <i>Needed if applicant is under 18.</i>                                      |
| Parent / guardian telephone no:  | <i>Needed if applicant is under 18.</i>                                      |
| Dated:   |  |
| <b>EQUALITY AND DIVERSITY:</b><br>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.  |  |

### Completed applications can be returned via:

- Email: [communities@cottsway.co.uk](mailto: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:**

- 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](mailto: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](http://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](mailto:contact@cottsway.co.uk)
  - Call: 01993 890000