



Oadby & Wigston

BOROUGH COUNCIL

SMALL FUNDING AWARD GUIDELINES

For funding up to the sum of £500

Criteria for applying for a small grant award.

1. The small funding award is open to residents, local community groups and voluntary organisations based within the borough.
2. The funding can be used to help with the cost of equipment or costs associated with the setting up of a new project.
3. Awards must be made on a written application form.

Applications for funding awards should demonstrate how the proposed project will meet at least **1** of the Council's **5 Corporate Priorities**. **These priorities are:**

- **An Inclusive and Engaged Borough**
- **Effective Service Provision**
- **Balanced Economic Development**
- **Green and Safe Places and**
- **Wellbeing for All.**
- **And the Council's Vision "A Stronger Borough Together".**

Successful applicants may only re-apply for further funding-annually, providing funding requested is for a new project. Provide **1 quote** to support the application.

How to apply:

- Complete the attached application form and return it to the Community Engagement Officer by email, or post (**address below**).
- Confirm how much you are applying for, with supporting documentation.
- For monitoring purposes the completion of an official evaluation and monitoring form will be required once your project has finished.
- In any publicity associated with your project please make reference to the project being financially supported by Oadby and Wigston Borough Council.
- Should your project not be delivered, due to unforeseen circumstances, funding received must be returned to Oadby and Wigston Borough Council.



Oadby & Wigston

BOROUGH COUNCIL

Small Funding Award Application Form
For funding up to the sum of £500

1.	Name of the Person, Organisation / Club	
2	Contact name	
3	Contact address	
4	Contact telephone number	
5	Email address	
6	Aims and Objectives of the Group/Organisation?	
7	Are you receiving or are you to receive any other funding for this project? If yes, who from and how much?	£ £ £
8	Please provide a brief description for what the funding will be used for.	
9	Please provide the following details about your project:	
	a. Start date of project	
	b. Finish date of project	

	<p>c. Venue for project</p> <p>d. Total funding amount requested</p> <p>e. Please show break-down of the total cost of your project</p>	£
9	How will the Community benefit from the proposed project?	
10	How will this project meet at least 1 of the 5 Corporate Priorities and Vision of the Council? (see criteria)	

11

Please print name:

Position held in Organisation/Group:Date:.....

Signature:

Declaration:

To the best of my knowledge all information provided in this application form and any attachments are true and accurate.

Office Use	✓ / x	Comments
Project Proposal Plan Received By:		
Date:		
Financial Information Provided:		
Appropriate quote provided as applicable:		