



Oadby & Wigston

BOROUGH COUNCIL

Community Grant Scheme 'Project Funding'

The Oadby and Wigston Borough Council **Community Grant scheme** aims to provide financial assistance to local groups, youth groups and individuals in order to fund one-off projects.

The funding can be used to assist with travel, equipment or costs associated with the setting up of a new project, but will not support 'every day' expenditure such as rent or room hire.

Grants cannot be awarded retrospectively. All applications must be submitted in sufficient time to be assessed by a Panel prior to the project start date. The scheme is unable to accept applications from educational establishments or commercial organisations.

Criteria

1. The scheme is open to voluntary groups and clubs that are based and active within the Oadby, Wigston or South Wigston area. Applications from individuals will be considered; however the applicant must be resident within the borough.
2. Applications for funding should demonstrate how the proposed project will improve the health and wellbeing of local residents.
3. Successful applicants may only re-apply for further funding bi-annually, providing funding requested is for a new project.
4. Funding will only be granted if membership arrangements of the group do not exclude any categories, unless for example in the case of football whose National Governing Body states mixed football is not permitted.
5. Groups or organisations working with young people / vulnerable adults should provide evidence of their Safeguarding / DBS Policy.
6. All groups/clubs applying for funding must attach a copy of their club's financial accounts with the application form.

To apply:

- Please complete the enclosed application form and return to Veronika Quintyne (address below).
- Confirm how much you are applying for, with supporting documentation.
- Please attach a copy of Club's financial accounts (preferably in the form of audited accounts), and if applicable a copy of your organisation's Safeguarding/CRB policy.

Return to:

Veronika Quintyne
Community Engagement Officer
Oadby & Wigston Borough Council
Station Road
Wigston
LE18 2DR

Your application will be assessed by the Community Grants panel at their next meeting (assessment dates listed below). Each application form will be assessed on its merits. The amount that may be awarded will depend on the amount of funds available, the number of applicants and the needs of the groups. Please note this is a 'small grants' scheme.

Grant scheme closing dates:

- Tuesday 05 November 2019
- Tuesday 18 February 2020

Terms and conditions for successfully funded projects:

- Oadby and Wigston Borough Council cannot be held responsible for matters legal or otherwise associated with your project.
- Sole responsibility for your project rests with you/your group.
- Any relevant legislation that may be associated with your project including health and safety and vulnerable adult or child protection, is implemented by your group.
- Your group must ensure all relevant insurance cover associated with the project is in place.
- For monitoring purposes the completion of an official evaluation 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.



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Community Grant Scheme 'Project Funding application form'

1.	Name of Organisation / Club	
2	Contact name	
3	Contact address	
4	Contact telephone number	
5	Email address	
6	Name and address of Club's regular meeting venue?	
7	Name and address of Club Officers:	
	a. Chairman	
	b. Secretary	
	c. Treasurer	
8	Aims and Objectives of the Club?	
	Please tick age category of participants in your club / group / or individual.	Youth <input type="checkbox"/> (under 25) Adult <input type="checkbox"/> Both <input type="checkbox"/>
9	Date Club was formed?	
10	Number of Club members?	
11	Subscription rates:	
	a. Annual	£
	b. Monthly	£
	c. Weekly	£

12	How do you promote your club/ how can people become a club member?	
13	Please provide a brief description of your project.	
14	<p>Please provide the following details about your project:</p> <p>a. Start date of project</p> <p>b. Finish date of project</p> <p>c. Venue for project</p> <p>d. Funding amount requested</p> <p>e. Please show break-down of the total cost of your project</p>	<p></p> <p></p> <p></p> <p>£</p> <p></p>
15	How will your Club benefit from the proposed project?	
16	How many people will be taking part/attending the project from your Club?	
17	<p>Is your project 'Open to All'? (<i>projects must be 'open to all' to receive funding</i>).</p> <p>Please confirm how people can join in with your project?</p>	

18	How will this project meet the Corporate Priorities/ collective vision, (see below document).	
19	<p>Have you applied for any other funding in the last 12 months?</p> <p>If yes, please state name of funding organisation?</p> <p>How much was granted?</p> <p>How was this funding used?</p>	<p><i>(Please tick)</i></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <hr/> <p>£</p> <hr/>
20	Any other comments :in support of your application.	

(Please attach a copy of your Organisation/Club accounts)

Declaration:

To the best of my knowledge all information provided in this application form and any attachment documentation is true and accurate.

<p>20</p> <p>Signature:</p> <p>Please print name:</p>

Please return completed application form, copy of Club accounts and any relevant supporting documentation (e.g. Safeguarding Policy) to:
 Veronika Quintyne
 Community Engagement Officer, Oadby & Wigston Borough Council, Station Road, Wigston, LE18 2DR.



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BOROUGH COUNCIL

OUR CORPORATE PRIORITIES

By working together through our chosen VALUES, we will focus on the below CORPORATE PRIORITIES to help meet our collective VISION.

We will deliver: **An Inclusive and Engaged Borough**

We will deliver: **Effective Service Provision**

We will deliver: **Balanced Economic Development**

We will deliver: **Green and Safe Places**

We will Deliver: **Wellbeing for All**

OUR VISION

Oadby & Wigston Borough Council's over-arching VISION is to deliver:

A STRONGER BOROUGH TOGETHER