**University of Oxford Community Fund**

**APPLICATION FORM**

The closing date for this round of applications is 2pm 17th October and the award committee is meeting on the 2nd November 2017

*Please answer the questions as appropriate to your circumstances. Feel free to expand the boxes as required, but overall the application should take no more than 4 A4 pages. Please cut and paste any additional information, such as budgets, onto this form. Please do not attach background information. If the committee require more information from you, you will be contacted.*

|  |  |
| --- | --- |
| Title of project/ initiative |  |
| Amount sought from the Community Fund |  |
| Name and address of organisation making the application  Including registered charity number (if you are not a registered charity please say so) |  |
| Contact name |  |
| Telephone & email |  |
| Projected start and end dates |  |
| Briefly describe your project, and how it fulfils the funds criteria. |  |
| Please describe briefly the activities to be carried out |  |
| Please describe in detail what any funds awarded will be used for[[1]](#footnote-1) |  |
| Do you receive any other funding or support from the University? |  |
| Briefly say how your organisation meets the criteria (see attached Criteria document) |  |
| Payments will normally be made by bank transfer, please indicate whether this would be possible in your case, |  |
| In the event of you being successful in your application a representative of the Fund will maintain a monitoring relationship while the money is being spent; and will ask that a monitoring form is completed at the project end. Please indicate that you are content with this arrangement. |  |

Name of applicant...................................................................................................... (signature not required)

*Please complete this form electronically and send it as an email attachment to the secretary of the Community Fund,* [community.grants@admin.ox.ac.uk](mailto:community.grants@admin.ox.ac.uk)

*Informal enquiries may be made before the closing date by email or phone to 01865 280673.*

1. In addition to a short description here, please attach a spreadsheet or equivalent, in the body of the application, showing how the award would be spent, including, if appropriate, details of additional funds either being sought or already in place. [↑](#footnote-ref-1)