**University of Oxford Community Fund**

**APPLICATION FORM**

The closing date for this round of applications is 21st October 2016 and the award committee is meeting on the 2nd November 2016

*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. A small amount of supporting information may be added optionally; for example, publicity material you already have, or an annual report, or equivalent, from your organisation. 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 |  |
| Contact name |  |
| Telephone & email |  |
| Projected start and end dates |  |
| Briefly describe your project, and what it will deliver for the communities of Oxford. |  |
| 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.*

CRITERIA

COMMUNITY FUND FOR Groups and Activities in Oxford: Criteria and guidelines for applications to the Fund

**Who can apply to the Fund?**

Groups or organisations external to the University, that wholly, or largely, draw their membership[[2]](#footnote-2) from the Oxford City area, as defined by the Oxford City Council boundaries. Student groups will not normally qualify for funding from this fund unless the activity is deemed to be mainly of benefit to the community.

Unsuccessful and successful applicants can reapply.

**What kind of projects will be funded?**

Priority will be given to activities which do all or some of the following:

* promote and celebrate the city of Oxford’s heritage, whether physical or cultural;
* promote educational development among the under-18 age group in the Oxford City area;
* benefit communities in Oxford City
* increase engagement between the University and the community.
* promote knowledge exchange and widening participation.

All applications will be considered on a case-by-case basis. A decision to fund a particular project does not necessarily mean that a project of that nature will automatically be supported in the future. Similarly, a decision not to fund a particular project does not mean that no such projects will ever be supported in the future.

Because of the demand on the fund, applicants are advised that they are unlikely to be supported unless they can demonstrate that they have a strong case in at least two of the criteria.

**What kind of projects will not be funded?**

Funding will not ordinarily be provided for:

* Capital projects or to cover day-to-day running costs eg staff costs, rent or building maintenance and subsistence.
* subscriptions or memberships to external bodies, which aim to provide a service to the University; and
* purposes for which other financial support exists within the University.

**Amount of funding available**

£50k of funding has been made available for the financial year 2015/16. Bids will be considered on a gathered field basis, three times a year, by the Community Fund Management Board. Individual grants are expected to be no more than 3K.

**How to apply**

Bids for funding should take the form of a written submission (no more than 2000 words) outlining:

* the level of funding requested;
* how the funding would be used;
* how the initiative fulfils the criteria outlined above;
* timescales; and
* details of any other funding secured.

If funding is awarded, the University will require an evaluation form to be filled in and receipts for expenditure at the end of the financial year.

**Further information**

Please contact Margaret Ounsley ([margaret.ounsley@admin.ox.ac.uk](mailto:margaret.ounsley@admin.ox.ac.uk)) tel: (2)80673), Head of Government and Community Relations, for further information and advice.

All grant forms should be submitted to [community.grants@admin.ox.ac.uk](mailto:community.grants@admin.ox.ac.uk) by the deadline specified.

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)
2. Which may be open to University members [↑](#footnote-ref-2)