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**APPLICATION FORM**

**University of Oxford Small Community Grants Scheme**

Closing date for the next round of applications: Wednesday 26 February 2020

Date of the next Community Fund Management Board meeting: Wednesday 4 March 2020

*Please complete the form below keeping within 5 x A4 pages.*

*Supporting information may be added including publicity material and an annual report summary.*

|  |  |
| --- | --- |
| **Full name of organisation requesting funding:** |  |
| **Project/initiative title:** |  |
| **Amount requested:** **(usual maximum £2k)** |  |

**Organisation details:**

|  |  |
| --- | --- |
| Organisation’s registered address: |  |
| Is the organisation a registered charity or registered with an official body?If YES please provide full details: | YES/NO |
| Main contact name: |  |
| Main contact telephone:  |  |
| Main contact email: |  |
| Organisation’s bank details: We will only transfer funding into an organisation’s official bank account  |  |

**Project/initiative details:**

|  |  |
| --- | --- |
| Title:  |  |
| Projected start and end dates:  |  |
| Description – including planned activities: |  |
| Anticipated impact and long-term benefits:  |  |
| Detailed breakdown of how the funding would be spent:if appropriate, please add details of additional funds being sought or already in place |  |
| How did you become aware of the Community Grants scheme? |  |
| Has this project received previous University funding? If YES, please add date(s) and amount(s) awarded  | YES/NO |

**Other University support:**

|  |  |
| --- | --- |
| In some circumstances, it may be possible for the University to provide alternative or additional, non-monetary, support for a project.Please add details of any support you would feel that the University may be able to provide (eg volunteers, space, publicity): |  |

**Please explain how the project/initiative meets the criteria:**

|  |  |
| --- | --- |
| 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: |  |
| Please add any further information you think would be of use to those considering the application: |  |

**Successful applications:**

|  |  |
| --- | --- |
| Funds for successful applications are paid directly into the organisation’s bank account and cannot be paid to individuals. Please advise if this presents any issues: |  |
| We request that a representative from all organisations in receipt of a grant maintains a monitoring relationship with the University, submits receipts to evidence how the grant is spent and completes a form at project end. Please indicate that you are content with this arrangement and name your representative | We consent: YES/NOOur representative is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Would you be happy for us to create a case study on your project to feature on our website? | YES/NO |

Name: .................................................................................................................................

(a signature is not required)

*Please complete this form electronically and send it as an email attachment to* *community.grants@admin.ox.ac.uk**. Informal enquiries may also be sent to this email.*