UNIVERSITY OF OXFORD: SMALL COMMUNITY GRANTS SCHEME FOR GROUPS AND ACTIVITIES IN OXFORD

CRITERIA AND GUIDELINES FOR APPLICANTS 2020/21

The Scheme
The Small Community Grants Scheme provides a total of £50,000 in funding for community projects, events and activities in the city of Oxford that promote and support Oxford's culture and heritage, provide educational opportunities for young people, benefit the city's many communities and help to build links between the University and its neighbours.

Eligibility
Applicants must be community groups or organisations external to the University that wholly, or largely, draw their membership or participants from the Oxford City area, as defined by the Oxford City Council boundaries. Student groups will not normally qualify for a grant unless the activity is deemed to be mainly of benefit to the community. Previously successful and unsuccessful applicants may reapply in 2020/21. However, grants will not normally be allocated to a project which has received funding in the previous twelve months.

A project will be eligible for a grant if its application demonstrates the ability to achieve all or a substantial part of the following:

- promote and celebrate Oxford's heritage, whether physical or cultural
- promote educational development among the under-18 age group in the Oxford City area
- benefit communities in the Oxford City area
- increase engagement between the University and the community

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

Each year we receive a large number of applications. Prospective applicants are advised that they are unlikely to receive a grant unless they can demonstrate that they have a strong case in at least two or three of the above criteria.

Projects that will not be funded
Funding will not ordinarily be provided for:

- capital projects or to cover day-to-day running costs e.g. staff costs, rent or building maintenance and subsistence
- subscriptions or memberships to external bodies
- marketing or advertising
- purposes for which other financial support exists within the University
- school fundraising projects
- projects which are limited to small sections of the community where there are no other qualifying needs will not normally be considered

The grants
The Community Fund Management Board will endeavour to provide a grant to as many of the qualifying applicants as possible. Given the demand on the Scheme, individual grants are unlikely to exceed the maximum of £2,000. In many cases it will only be possible to make a partial contribution to a project.

If funding is awarded, the University will require an evaluation form to be completed and returned. Receipts for expenditure must also be submitted at the end of the financial year.

How to apply
Please apply by completing a grant application form. These can be found on the Small Community Grant Scheme website: https://www.ox.ac.uk/local-community/small-community-grants?wssl=1. All applications should be submitted to community.grants@admin.ox.ac.uk by the deadline specified on the form.

Applications will be accepted in two rounds, the first in Michaelmas term 2020 and the second in Hilary term 2021. The first round will open in November 2020, with the Board meeting to review applications and award grants in December. This process will be repeated in February and March 2021.

Applications will be considered on a gathered field basis by the Board. The Board's Chair will write to all successful and unsuccessful applicants to notify them of their decision.

Further information
Please contact Laurence Garfield via email at laurence.garfield@admin.ox.ac.uk for further information and advice.