**Revenue Grant Scheme**

**2025-2027**

**Application Checklist**

**August 2024**

Please remember that you can request a minimum grant of £10,000 and a maximum of £125,000 per annum, over the two-year period. Any grant award will be limited to a **maximum of one-third (33.33 per cent)** of an organisation’s total operating costs in the most recent financial year (2023/24). If your service covers a wider area (i.e., Oxfordshire) or the organisation is not locally-based, the costs will need to be pro-rata to South Oxfordshire.

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| **Item** | **Details** | **Check** |
| **Please note:** All required documentation will need to be uploaded onto the online application form **before** submission.  If mandatory information is requested and not provided by a specified deadline, the application is at risk of being rejected. | | |
| Have you obtained authorisation from the lead organisation to make the application on its behalf? | Evidence of your authority to apply, could be a letter from at least one other person in the organisation, or minutes from a meeting or similar.  The email address and phone number that you register with will be used to contact you with the outcome of the award and for reporting purposes. |  |
| Have you checked your organisation is eligible to apply? | Please review the [Revenue grants policy](https://www.southandvale.gov.uk/app/uploads/sites/2/2024/09/South_Revenue_Grant_Scheme_Policy_2025_2027.pdf) to make sure. |  |
| Have you seen our scoring criteria?  It will help you understand how we are assessing applications this year. | The [scoring matrix](https://www.southandvale.gov.uk/app/uploads/sites/2/2024/09/South_Revenue_Grant_Scheme_Policy_2025_2027.pdf) can be found at the back of the Revenue Grants Policy document. |  |
| Have you got your organisation’s constitution/memorandum and articles of association or equivalent governing rules? | We are checking that the document is in the name of your organisation (this should match exactly with the organisation name you have entered on the online application) and that you operate on a not-for-profit basis. |  |
| Can you provide evidence of named officers (such as chairman, treasurer, secretary, etc) on a management committee/board for your organisation? | This can be a list of officers registered with the charity commission, or minutes from an AGM when officers were elected. |  |
| If you have **not received funding from us before**, are you able to provide two external references from other funding agencies? | A reference template will be available to download from the online application to obtain the two references required. |  |
| Are you ready to agree to our grant ‘standard conditions’? | We ask that all organisations sign-up to our standard conditions which are available to download on the first page of the online application form. Please check these and ensure you have two authorised signatories ready to sign, who can legally bind your organisation, should you be awarded a grant. |  |
| Can you upload the latest statement for the bank account you hold in the name of the organisation applying? | Your bank statement needs to match the name of the organisation, as identified in the application and on your constitution. It must be no more than **two months old**. |  |
| Are your full audited financial accounts for the last three years 2021/22, 2022/23 and 2023/24, or a detailed worked budget and financial plan for new organisations ready to upload?  Have you got a copy of your reserves policy? | Please indicate if your accounts are not yet audited or attach a working budget for that period or upload unaudited accounts. |  |
| Have you checked all the costs on the application are revenue expenditure? | Please check the [funding guidance](https://www.southandvale.gov.uk/app/uploads/sites/2/2024/09/South_Revenue_Grant_Scheme_Policy_2025_2027.pdf) of if you are unsure, please contact the team at [grants@southandvale.gov.uk](mailto:grants@southandvale.gov.uk) or 01235 422405. |  |
| Are you able to provide details of the estimated costs/budget to provide services/activities you are requesting funding towards for the next two years, 2025/26 and 2026/27? | A costs/budget funding template is available to download, complete and upload onto the online application.  Please ensure that you only list revenue costs. |  |
| Have you uploaded a two-year funding plan for the revenue grant period (2025/26 and 2026/27). | A two-year funding template is available to download, complete and upload onto the online application.  It should include all income and expenditure for the organisation, and a breakdown of your income streams, specifying how much funding you have in reserves/savings and what proportion of this is unrestricted.  We advise that a thorough fundraising plan with contingencies should be in place. |  |
| Have you uploaded evidence of community need, e.g., reports, strategies, consultations, data? | These will help us to assess your application under the ‘Community need’ section of the scoring matrix. |  |
| Have you uploaded any evidence to demonstrate consultation and/or engagement with service users and other stakeholders/partners, where appropriate? |  |
| Have you got a copy of your organisation’s Equalities Policy/statement ready to upload? |  |
| Have you uploaded your organisation’s Climate and Nature Policy/statement or action plan if you have one? | We are keen to understand where organisations are on their climate/nature recovery journey.  **Please note:** If you do not have a Climate and Nature Policy, this will not affect your application or impact on scoring. |  |
| Do you have your completed ‘Target submission’ form for each year of the grant period (2025/26 and 2026/27) ready to upload? | A ’Target submission’ form is available to download, complete and upload on your online grant application.  It should set out individual outcomes and targets to achieve these for each year of the grant period.  We have included some generic outcomes and targets we would expect successful organisations to deliver against. |  |

Please get in touch at [grant@southandvale.gov.uk](mailto:grant@southandvale.gov.uk) or call 01235 422405 if you have any questions about the scheme, we are here and happy to help.