

# Revenue Grant Scheme

## FAQs

### August 2024

The council has a provisional budget of £667,992 to allocate to organisations over the two-year period (£333,996 per year), subject to annual approval by the council when setting its budget. This is to provide core revenue funding to organisations who deliver services/activities that will directly benefit and meet a clearly identified need for South Oxfordshire residents. They must also contribute towards at least one of the council's externally focussed emerging Corporate Plan priorities, listed in the policy.

This is a very competitive grant scheme, so we strongly encourage applicants to read the [Revenue Grant Policy](#), before submitting an application.

Please note there is one round of funding, and applications will be scored once, although all eligible applicants will have the opportunity to attend the Community Grants Panel.

#### When does the grant scheme open and close?

The scheme will open on 2 September 2024 and close for applications at midday Friday 1 November 2024.

#### How can I apply?

You can apply online via our [website](#).

**Please note:** if you have not applied to the council before for a community grant, you will need to [register](#) on our Flexigrant® system to apply.

#### How do I know if my organisation is eligible to apply?

You must be a constituted voluntary or community organisation and be able to provide your formal constitution/governing document and bank statement with your application.

Please read the [Revenue Grant Policy](#) for more information on eligibility criteria and who is not eligible to apply.

#### My organisation is not locally based in the South Oxfordshire district, so am I still able to apply?

Yes, but only if the core revenue costs you are applying for relate to services/activities that demonstrate direct benefits and meet a clearly identified need for South Oxfordshire residents. Any award would be made pro-rata.

Further information will need to be provided in your application, about the number of South Oxfordshire beneficiaries and a supporting statement to show how you have determined those numbers.

**Please note:** Nationwide organisations must have a local hub/branch to apply.

### **Can an organisation submit more than one application?**

No, only one will be allowed per organisation.

### **How many years can I apply for funding?**

You can apply for two years of revenue funding for 2025/26 and 2026/27.

### **How much funding can I apply for?**

You can apply for a minimum of £10,000 and a maximum of £125,000 per annum, over the two-year period. This is subject to annual approval by the council when setting budgets, throughout the period of the grant.

### **Are there any limits to how much can be awarded?**

We will limit awards 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 services/activities cover a wider area (i.e. Oxfordshire) or the organisation is not locally based, the costs will need to be pro-rata to South Oxfordshire.

### **How do I create a strong application?**

Read our [Revenue Grant Policy](#) carefully, paying particular attention to the **scoring and award matrix** (Appendix 1) and the additional [Corporate plan guidance for project examples](#). Understanding how we will assess and score each application is essential for improving your chances of securing funding.

### **How do I know if my costs are revenue expenditure?**

Please refer to our guide to [Funding guidelines](#) and you can also [view the list of organisations we have previously funded](#) under this scheme. We can fund core operating costs such as salaries, rent/rates, utilities, training, fundraising activities, etc.

### **What documents do I need to prepare for my application?**

You will be asked to submit all the following documents as part of your application:

- Governing document e.g. constitution.
- Evidence of named officers and authority to apply.
- Signed grant Standard Conditions.
- If applicable, two completed reference templates from external funding agencies (for organisations not previously funded by the council).
- Details of any Minimal Financial Assistance (MFA) received.
- Latest bank statement.
- Reserves Policy.

- Three-year's full accounts (2021/22, 2022/23 and 2023/24).
- Completed 'budget template' to provide the services/activities you are requesting funding towards for the two-year grant period (2025/26, 2026/27).
- Completed 'funding forecast template' for the whole organisation for the two-year grant period (2025/26, 2026/27).
- Evidence of community need and any community consultation/engagement with service-users/partners etc.
- Equalities Policy or statement.
- Completed 'target submission' form for the two-year grant period (2025/26, 2026/27).

Additionally, you must also confirm that you have all relevant insurance/policies in place (a full list is detailed in the application form).

Please read the [Revenue Grant Policy](#) and [Revenue Grant Scheme Application Checklist](#) for further information.

We ask you to submit a significant amount of evidence up front, as it gives us the information we require to accurately assess your application.

### **What additional information would be helpful when completing the budget and funding forecast templates?**

In the budget template, we ask for total estimated costs to provide the services/activities you are seeking grant funding for, over the two-year grant period. For example, if you are including 'salary costs', details of job title(s) and if existing or new post(s) that any grant award would cover, if successful.

For the two-year funding forecast template, you should provide a funding plan listing all income and expenditure for the organisation and a breakdown of income streams, specifying how much funding you have in reserves/savings and what proportion of this is unrestricted. In the 'secured funding' section, please specify who has awarded the grant, either from an external funder or another council grant scheme/public body and any planned fundraising, to support the ongoing delivery of services/activities over the two-year grant period.

You can also add extra rows or tabs to the templates, detailing any supporting information that you think will be useful to officers when assessing your grant application.

### **What happens if some documents are missing from my application?**

Your application is at risk of being rejected, so please contact us at [grants@southandvale.gov.uk](mailto:grants@southandvale.gov.uk) before you submit an application, as you may not be eligible to apply.

### **What if my organisation doesn't have a Climate and Nature Policy/statement?**

We consider it good practice but not essential to have a Climate and Nature Policy/statement in place. You can still apply as it does not form part of the eligibility criteria for the grant scheme.

### **Can I amend my application once it has been submitted?**

No, we will not accept any changes once your application has been submitted. However, if your financial position changes post submission, you must contact us immediately at [grants@southandvale.gov.uk](mailto:grants@southandvale.gov.uk).

### **How will my application be assessed?**

The Community Enablement Team will check the eligibility of every application before scoring it in accordance with the [scoring matrix](#) and suggesting scores to the Community Grants Panel. Please note applications are scored once. The Community Grants Panel considers each application and makes recommendations to Cabinet for awards. All eligible applicants will be invited to attend the Community Grants Panel in February 2025 to present their revenue project.

### **How will I know if my application has been successful?**

If your application is successful, you will receive a grant offer letter by email. The letter will ask you to sign a grant acceptance form and agree the standard conditions for grants up to £25,000 per year, and a formal legal agreement for grants above £25,001 per year, before any grant payment is released.

All unsuccessful applicants will be informed in writing.

### **Will I receive my grant payment in one lump sum or is there a payment schedule?**

We will pay grants up to £20,000 in one payment in April/May 2025 once targets have been agreed and subsequently on an annual basis (May/June) after a satisfactory end-of-year monitoring review against targets.

We will pay annual grants of £20,001 in two equal stages, the first half in April/May 2025 once targets have been agreed and the balance approximately six months later, after satisfactory mid- and end-of-year monitoring review against targets.

If a successful organisation currently receives funding through this scheme, the first payment will be May/June 2025 following the end-of-year monitoring review against targets.

### **What will happen if I don't submit my application by the deadline?**

Unfortunately, we cannot accept late applications. If you are having issues submitting your application, please contact [grants@southandvale.gov.uk](mailto:grants@southandvale.gov.uk) before the closing deadline.

### **I am still unsure if my project is eligible, so can you provide further help?**

We would welcome any questions about the scheme and are happy to hold a one-to-one meeting or a telephone call, to discuss whether your organisation or the revenue project is eligible so please do drop us an email at [grants@southandvale.gov.uk](mailto:grants@southandvale.gov.uk) or call 01235 422405.