

Homes for Ukraine Grant Scheme

Guidance Document

Prior to completing an application form, please read the eligibility criteria to ensure that your organisation and project meet the requirements. A Word version of the application form is downloadable alongside this guidance document.

Please note Cherwell District Council is administering the scheme on behalf of all authorities in the county.

Introduction and Eligibility Criteria

This grant scheme is designed to support projects or services taking place across South Oxfordshire and the Vale of White Horse. These funding for these projects or services should support the successful integration and settlement of Homes for Ukraine guests into their new communities. Projects and services can benefit the wider community but to be eligible must demonstrate a significant positive impact for Homes for Ukraine guests.

The fund is to support not-for-profit¹ organisations to try something new or to extend their current activity to a wider group or over a longer timescale. The grant scheme is not available for activities and costs you have already budgeted for, general running costs or any retrospective costs you have incurred.

The project or service should encourage active participation from Homes for Ukraine guests and the wider community to promote integration ensuring accessibility for all.

¹ Definition of “not-for-profit”: Not-for-profit described a type of organisation that does not distribute profits to its owners. All of the money earned by or donated to a not-for-profit organisation is used in pursuing the organisation’s objectives and keeping it running. Typically, not-for-profit organisations are charities or other community or voluntary groups.

Only in exceptional circumstances will more than one grant be made to any organisation. If you do wish to apply for more than one project or service, please combine these into a single application.

Grants are available from £250 up to a maximum of £2,000 to support programmes of work that satisfy one or more community funding priorities which are:

- Reduce isolation by increasing opportunities for integration and participation in community life
- Develop skills and understanding by increasing learning opportunities
- Foster independence enabling self-directed opportunities led by refugees
- Improve mental and physical health and wellbeing for refugees and residents

Applications will be assessed on a case-by-case basis until all funds have been awarded. Once made, decisions are final, however, if you are not successful in your first application, you may apply again with a revised project or service.

The following categories of applicant are NOT eligible to apply:

- Individuals;
- Private businesses;
- Statutory bodies;
- Religious bodies where the monies will be used for religious purposes
- Political parties or political lobbying

Non-constituted groups may apply in collaboration with a constituted organisation, such as a parish council.

Timescales

We expect this scheme to receive high interest and encourage early application. Grants will be assessed and determined within one month of receipt until the budget has been awarded or by 28th February 2025.

Successful applications will receive their grants shortly after a decision notice has been issued. If the project or service does not take place, the

grant must be repaid to Cherwell District Council within 28 days of request.

Please read the terms and conditions for grant funding before completing the application form.

If you have any queries regarding the eligibility criteria or the application process, please contact Edward.frape@cherwell-dc.gov.uk

TERMS AND CONDITIONS OF GRANT PROGRAMME

The following terms and conditions shall apply:

- The grant recipient will not operate for profit. There will be no distribution of assets or funds from this grant to any individual during the existence of the organisation or on its dissolution.
- Membership will be open to all and will not be refused on other than reasonable grounds. There will be no discrimination on grounds of race, sexual orientation, disability, occupation, religious or other opinion.
- At least one of the grant recipients shall have a written constitution, bank account in the name of the organisation and evidence of accounts.
- All works and activities covered by the grant will conform to all relevant statutory obligations, bylaws, licences, regulations and consents.
- The grant-aided assets/activity will be adequately insured, and the organisation will maintain adequate insurance covering public liability. Evidence of insurance cover must be produced, if requested.
- Money will be spent on the purpose approved by this grant and no material changes to the grant purpose will be made without making a request in writing and the Council's written approval. Any such requests must be sent to edward.frape@cherwell-dc.gov.uk
- The Council shall reserve the right to withhold or clawback any or all of the grant payments and/or require repayment of all of the financial assistance if:
 - all terms and conditions of this agreement are not met in full;
 - any information given to the Council in connection with the application for the grant is found to be false or misleading or there has been a failure to disclose any material fact which would have had a bearing on the initial consideration of the application;
 - there is a substantial or material change in the nature, scale or timing of the project;

- the project or service extends to purposes other than those specified in the application; or
 - grant funding is received from any other source for the same project that would result in the total eligible project costs being exceeded.
- South Oxfordshire District Council, Vale of White Horse District Council and Cherwell District Council (CDC) accept no liability for the outcome of the use to which the grant funding was spent nor for any product purchased by the grant recipient.
 - The grant recipient shall keep a financial record of the spending of the grant and retain a copy of any appropriate invoices and receipts, and submit these to CDC, on request.
 - South Oxfordshire District Council and Vale of White Horse District Council reserves the right to inspect the assets and/or activities for which the funding has been sought on giving reasonable notice to the applicant.
 - It shall be a condition of this offer that if there is a significant change to the assets and/or activities as set out in the original application and this offer letter, you notify this to South Oxfordshire District Council and Vale of White Horse District Council for approval prior to progressing. Any changes will be considered and, if necessary, a variation letter will be issued. If the change is not acceptable, re-payment of some or all of the grant may be required.
 - South/Vale/CDC reserve the right to withhold a grant or require repayment if it finds that any form of deliberately false or misleading information was provided either at the application stage or subsequent to the offer letter.
 - Any assets of value purchased with the aid of a grant should be retained and used for the agreed purpose for a period of the lifespan of the project activity and/or project asset. If used for another purpose or disposed of, this must be reported to the South and Vale Community Liaison Officer who reserves the right to require repayment to the value of the asset or the transfer of it to another beneficiary.
 - It shall be a condition of this Agreement that South Oxfordshire District Council and Vale of White Horse District Council's support will be

acknowledged in any of the recipient's publications and publicity materials that directly relate to the project and in presentations (oral or written) and interviews, and shall include the use of logo (where applicable). They should notify the Council in advance of any publicity around this projects and services funded. Council logos can be requested through the Community Liaison Officer.

Privacy Notice

How we use your information collected by the Community Funding Team

Cherwell District Council, on behalf of South/Vale, processes applications for the management of community funding programmes, draws up offer letters and associated terms and conditions and project manages the grant claim process and any project monitoring requirements both during and post-project completion. In line with the Terms and Conditions of offer the Council in liaison with the grant recipient reserves the right to enter into publicity and press releases with regards to the project.

Who will have access to my personal data?

CDC and South/Vale council staff involved in the grant application, decision-making and project monitoring processes.

What information is processed?

In order to ratify that a grant applicant has a bank account set up in the organisation's name, at the application stage, for bank or building society accounts we record the account holder's name, the branch address, sort code, account number and signature and the name, address and contact details of the organisation/individual applicant.

Retention period

Cherwell District Council and South/Vale will retain data for 5 years from the date of receipt of the application and thereafter all personal data to be redacted, leaving the organisation's data only to be retained for a further period of 5 years (7 years for financial transactions). Thereafter

once the retention period has expired all documentation shall be securely disposed of by the Councils.

Summary of rights

In line with the administration of public funds and for transparency purposes, South/Vale and CDC Council is required to list the value of the grant, date awarded, grant recipient and project description in the public domain which will be published on the Council's website.

You have a number of statutory rights that are explained in the "Summary of the data subject's rights" section of our website found under <https://www.cherwell.gov.uk/privacy-and-cookies> where you will also find the Council's Privacy Policy.

Alternatively you can request this information by email:
informationgovernance@cherwell-dc.gov.uk

Or by post: The Information Governance Team

Cherwell District Council
Bodicote House
Bodicote
Banbury
Oxfordshire
OX15 4AA

For South Oxfordshire District Council, please see:

<https://www.southoxon.gov.uk/south-oxfordshire-district-council/about-the-council/privacy/privacy-policy/>

For Vale of White Horse District Council, please see:

<https://www.whitehorsedc.gov.uk/vale-of-white-horse-district-council/about-the-council/privacy/privacy-policy/>

(Note: Individual terms and conditions may be added, where applicable)