

# South Oxfordshire District Council

## 2022/23 Councillor Grant Scheme

### Application checklist



May 2022

Item	Details	Check
Have you used the correct contact details on your online application form?	<p>You must have the full permission of the lead organisation to make the application on its behalf.</p> <p>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.</p>	
Have you checked your organisation is eligible to apply?	Click <a href="#">here</a> to find out	
Have you checked your project and costs are eligible?	<p>Click <a href="#">here</a> to be sure</p> <p>Remember, the total project cost of applications for capital projects must be £15,000 or less, (revenue projects have no such maximum)</p>	
Do you have all the required documents to hand?	<ul style="list-style-type: none"> <li>• A copy of a recent bank statement in the name of the organisation applying (no more than two months old)</li> </ul>	
	<ul style="list-style-type: none"> <li>• a copy of your governing document (like a constitution, set of rules, articles of association etc) that demonstrates you are 'not for profit organisation' and the project you are applying for matches the organisation objectives</li> </ul>	
	<ul style="list-style-type: none"> <li>• a copy of your organisation's detailed financial records e.g. income/expenditure/reserves for the most recent complete financial year – or projections for new organisations</li> </ul>	

Can you confirm...	Your organisation has named officers, members or trustees on a management committee/board?	
Do you have all the necessary licenses/permissions?	Applicants must make sure they have all necessary permissions in place <b>before</b> applying for funding including planning, listed building, licensing, landlords etc.	

## CONTACT US

Please drop us an email at [grants@southandvale.gov.uk](mailto:grants@southandvale.gov.uk) if you have any questions about the scheme. We are here and happy to help.

## GOOD LUCK!