South Oxfordshire District Council



2022/23 Councillor Grant Scheme

Application checklist

**November 2022**

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| **Item** | **Details** | **Check** |
| Have you used the correct contact details on your online application form? | You must have the full permission of the lead organisation to make the application on its behalf.  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? | Click [here](https://www.southoxon.gov.uk/wp-content/uploads/sites/2/2022/05/Councillor-Community-Grants-Scheme-2022_2023_Guidance.pdf) to find out |  |
| Have you checked your project and costs are eligible? | Click [here](https://www.southoxon.gov.uk/wp-content/uploads/sites/2/2022/05/Councillor-Community-Grants-Scheme-2022_2023_Guidance.pdf) to be sure  Remember, the total project cost of applications for capital projects must be £15,000 or less, (revenue projects have no such maximum) |  |
| Do you have all the required documents to hand? | * A copy of a recent bank statement in the name of the organisation applying (no more than two months old) * 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 * 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 |  |
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| 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 **before** 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!