### Section 1 - Your information and contact details

### All correspondence will be with the main contact person. In the event we can't contact this person, we will contact your alternative named person if you provide one.

### 1. Name of organisation or individual

*Please use the name your organisation is registered under (include any other names you may be known as in brackets). If you are applying as an individual, please give the name that you use for the work you want us to fund.*

### 2. Please let us know what kind of organisation you are, or if you're an individual applying in their own right

*We can only support not-for-profit organisations (see more on our website at www.oxford.gov.uk/grants). Please tick any that apply and note that individuals can only apply for up to £1,000.*

### 2a. If you answered 'Other' in question 2 please explain below

### 3. Your vision/mission statement

*In no more than 50 words, please outline your vision/mission (for example: what do you or your organisation do and what do you aim to achieve in your work?)*

### 4. Your or your organisation's address including postcode

### 5. Your website address (if relevant)

### 6. Your social media (if relevant)

### 7. Main contact name

*This is the person we will contact in relation to this application*

### 8. Role of main contact

### 9. Main contact email address

### 10. Main contact phone number

### 11. Alternative contact name

*This is the person we will contact if we can't get hold of your main contact*

### 12. Alternative contact role

### 13. Alternative contact email

### 14. Alternative contact phone number

### Section 2 - Your grant request and activity

Please note the following:

- The maximum funding available is £5,000 per Medium Grant application and £1,000 per Small Grant

- It is up to you which level you wish to apply for but please note individuals cannot apply for more than £1,000 (individuals must also raise at least the same amount of funding from other sources to be eligible e.g. donations, other grants, crowdfunding)

- There has been a high level of interest in the Community Impact Fund. If your application is successful, please bear in mind that we may not be able to offer the full amount of funding that you are requesting

### 15. How much grant funding are you applying for?

### 16. In no more than 100 words, please explain what you plan to do with your grant funding.

### 16a. Please let the panel know which elements of your project you would be able to deliver if you receive 10 - 20% of your request.

Accessing funding from the Community Impact Fund is highly competitive as requests for money is always much higher than the funding available.

Alternative funding sources can be found

https://www.oxford.gov.uk/info/20044/grants/284/external\_funding\_opportunities \*copy and paste address in your browser\*, or you can email grants@oxford.gov.uk for a funding advice session

### 17. What difference do you want to make and how will you monitor your impact?

*Please include information about how you’ve identified the needs of anyone who will benefit from your activity and why you think meeting these needs is important. Please write no more than 300 words and use bullet points if you'd prefer.*

### 18. What are the key risks/challenges to your activity and how do you plan to address these?

*Please write no more than 250 words here and use bullet points if you wish. If you have already developed a risk register for this project/activity you can upload it instead, if you prefer. If so please leave a note in the box below and upload the file in question 18a.*

### 18a. You can upload your risk register here if you wish

### 19. Are there any particular areas of the city that you want to focus on?

*Select all that apply. We've listed some neighbourhood areas, however these aren't exhaustive. Please list any additional areas in the 'Other' box provided.*

### 19a. If you selected 'Other' in question 19 you can tell us which areas you plan to work in below

### 20. Are there any particular groups of people who will benefit from your project or activity?

*Select all that apply. We've listed a range of groups, however these aren't exhaustive. Please list any additional groups in the 'Other' box provided.*

### 20a. If you selected 'Other' in question 20 you can tell us which groups you plan to work with below

### 21. Which of the following categories will your project or activity cover?

*Select all that apply. We've listed a range of categories, however these aren't exhaustive. Please list any additional items in the 'Other' box provided.*

### 21a. If you selected 'Other' in question 21 you can tell us which categories your project / activity will deliver below

### Section 3 - Criteria

Please complete this section carefully as each answer is scored according to the percentages given below. These are all based on the criteria on our website: www.oxford.gov.uk/grants

We understand that you may feel that some of the questions don't really apply to you. We are looking to encourage all of our grant applicants to think about the wider impacts of their work, even if it's in small and modest ways. Please answer as best as you can. We don't expect you to be an expert in all of these criteria, but those who can demonstrate greater impact will be scored more highly.

To be eligible for funding, however, applicants must provide a satisfactory answer for:

- question 22 (equalities)

- question 23 (environment)

### 22. Equalities, diversity and inclusion – 15% (compulsory)

We expect every grant applicant to consider how they can use the Oxford Community Impact Fund to help to reduce inequalities in the city. Please give more information about how you plan to do this.

Please write no more than 300 words and use bullet points if you prefer.

### 23. Environmental sustainability and zero carbon Oxford – 15% (compulsory)

In January 2019, Oxford declared a climate emergency, and in autumn 2019 became the first UK city to hold a Citizens Assembly on Climate Change.

Please tell us more about:

a) the environmental impact of your proposed activity

b) how you will offset or mitigate this impact

c) your plans to increase biodiversity and contribute towards a zero carbon Oxford (if applicable)

Please write no more than 300 words and use bullet points if you prefer.

### 24. Partnership and cross-sector working – 10%

We encourage applications which involve a range of partners. This can help reach more people, encourage diverse thinking and enable resources and learning to be shared. Those working across and between different sectors will score more highly. How does your work or activity meet these criteria?

Please write no more than 300 words and use bullet points if you prefer.

### 24a. If relevant, please upload the partner spreadsheet file with the details of any activity partners you may be working with using this funding. You can access our template spreadsheet below and also via Oxford City Council's grants website.

### 25. Health and wellbeing – 10%

We are keen to support applications which will benefit the physical and mental wellbeing of residents and those that work in the city. How will your work or activity support this?

Please write no more than 300 words and use bullet points if you prefer.

### 26. Your budget and attracting other funding – 10%

We are looking to support organisations and individuals who can bring in additional funding to the city and use our grant to generate/earn additional income.

We will only support individuals who can demonstrate that they will generate at least the same level of additional income/funding as requested in this application. This can be through other grants, crowdfunding and income generation.

Applications that attract larger levels of funding will score more highly. Please explain what additional funding/income your work or activity will generate.

Please write no more than 300 words and use bullet points if you prefer.

### 26a. Please upload the budget to support your grant application, using your own template or the one provided below - if using your own template, please ensure your provide clear details on income and outgoings.

### 27. Innovation – 10%

We have all had to change our ways of working during the pandemic and we are keen to support individuals and organisations who continue to test new ideas and share the results. This could include, for example, piloting online community art projects, the use of different technologies, or other activities that could result in better quality, greater impact, value-for-money or supporting new and under-represented communities. This does not include new ways of working that are now considered standard practice (e.g. video calls).

How will your work or activity support innovation?

Please write no more than 300 words and use bullet points if you prefer.

### 28. Inclusive economy – 10%

We encourage applications which will increase opportunities for disadvantaged people to have a fair share in the city’s economy. This could be by supporting local, small and independent businesses. Those paying the Oxford Living Wage or above will score more highly. How will your work or activity support these goals?

Please write no more than 300 words and use bullet points if you prefer.

### Section 4 - Feedback

### 29. Finally, if you'd like to provide any feedback on the application form, process or briefing sessions, please include this here.

*Please note this should be feedback on the application process only.*

### Section 5 - Declarations and data protection

### 30. Where applicable, please tick the boxes below to confirm that you or your organisation:

### 31. Do you work with any of the following?

*Please tick all, if any, that are applicable.*

32. If yes, please tick the box to confirm your organisation: Has a safeguarding policy which lays out your adherence and response to:

- Oxfordshire Multi Agency Safeguarding Arrangements including the requirements set out by the Oxfordshire Safeguarding Adults Board and Oxfordshire Safeguarding Children Board, and their associated legal frameworks.

- Safeguarding governance and structure within service organisation including policy leads.

- Safeguarding prevention and Early Help.

- Employment of staff in line with safer recruitment practices and DBS requirements.

- Escalation processes.

- A staff allegations policy.

-Appropriate level of safeguarding training dependent on employee’s role.

- Reporting and recording of safeguarding concerns.

- A whistleblowing policy for staff to report concerns about other members of staff or sub-contractor.

- Advice on information sharing and the associated legal frameworks.

- Monitoring and review of safeguarding policy and procedures.

### 33. The data on this form will be used by Oxford City Council staff to assess grant applications and monitor grant awards. It will be stored on Time To Spare and Oxford City Council's networks to meet operational and legal requirements which may be indefinitely.

### Submitting your application and next steps

Once you have completed this form and are happy with your answers, please click the submit button below by 01 May 2024. Applications received after this date and time may not be considered.

If you're unable to submit, it's possible that you've forgotten to provide an answer to one or more of the compulsory questions, or answered in the wrong format (e.g. using words instead of numbers) - any issues will be highlighted in red after clicking submit.

After successfully submitting, you should see a screen that confirms your form has been received. If you don't see this message or have any queries, please contact us via the live chat (blue box at bottom right of this page) or at grants@oxford.gov.uk. At this point you'll be able to print a copy of your form. If you wish to save it, click on print and then save as pdf. We encourage keeping an online record and would recommend against printing, unless absolutely necessary. You can view an online copy of your submission by returning to your account on Time to Spare.