**Oxford Community Impact Fund 2025-2026 Small Grant Round 1**

**Introduction**

Oxford Community Impact Fund: Small Grants Round 1 has £50,000 available.

**Eligibility**

All applicants will need to confirm how they meet the eligibility criteria on our website, in summary:

* Not-for-profit organisations can apply for up to £3,000 per Small Grant

**Briefing sessions**

We will be holding three optional briefing sessions to go through the application form and to answer any questions you may have. These are on the following dates and times

* Monday 14th April: 16:00 – 17:00 (online)
* Thursday 17th April: 12:30 – 13:30 (online)
* Tuesday 22nd April: 11:00 – 12:00 (in person)

Should you require an alternative way of receiving the information, please let us know by email at grants@oxford.gov.uk.

**What we are looking to achieve**

We are looking for this grant programme to help deliver the following key interconnected priorities, in line with the Council's Strategy:

* Support thriving communities
* Enable an inclusive economy
* Pursue a zero carbon Oxford
* Deliver more, affordable housing

How you want to respond to this and which aspects you want to focus on will be unique to you. It may be that you require project funding, capital funding or a contribution to your core costs. We want you to apply for what works best for you and your beneficiaries.

Your application will be assessed against the criteria set out on our website. We're most interested in the difference and impact you want to make. We intend our grants to deliver a wide programme of activity, catering for the needs of our diverse communities across the city. Please refer to the FAQs on our website and email us at [grants@oxford.gov.uk](mailto:grants@oxford.gov.uk) if you have any further questions.

**Important points about filling in this online form**

You must press the save form button, found at the bottom right of each page, before moving to another section

You can complete sections in any order that you wish, however you must complete all the required questions (these have a star \* next to them)

You can save progress as you write your application and come back to it at your convenience

There is a Word Version of this form on our website so you can:

* See the whole form in one document before you start to complete it online
* Share with partners and colleagues more easily
* Start to draft your answers

You should complete this online form to apply for a Small Grant. Please contact us at least one week before the deadline if this will not be possible for you for any reason.

**Submitting your application**

When you have completed the form and are happy with your answers, please click on the blue 'submit' button - if you are unable to submit, you may have missed out one or more required questions. All required questions must be completed as best as possible, or write 'N/A' if not applicable.

Upon successfully submitting your application, you will see an on-screen message confirming that your application has been received. You will not receive an automated email. If you have any concerns, please use the online chat function (available Mon-Fri, 10am to 6pm) at the bottom right of any Time to Spare webpage.

Your submitted application is automatically saved to your Time to Spare account and can be accessed any time.

If you need help

* Please visit [Grants – Oxford City Council](https://www.oxford.gov.uk/grants) or contact us at [grants@oxford.gov.uk](mailto:grants@oxford.gov.uk)
* Our website has a comprehensive range of in-built accessibility tools and you can [find out more about them here](https://www.oxford.gov.uk/oxford-community-impact-fund/accessibility-tools-grant-application-forms)
* You can translate this form into another language (see top right of page)
* Your internet browser will also have embedded accessibility tools - for example see: [Chrome](https://support.google.com/chrome/topic/7437725?hl=en&ref_topic=7439724&sjid=12315091248248877705-EU), [Firefox](https://support.mozilla.org/en-US/kb/accessibility-features-firefox-make-firefox-and-we), [Microsoft Edge](https://support.microsoft.com/en-us/microsoft-edge/accessibility-features-in-microsoft-edge-4c696192-338e-9465-b2cd-bd9b698ad19a). There are also accessibility tools that you can access via [Microsoft](https://support.google.com/accessibility/android?sjid=12315091248248877705-EU#topic=6007234) and [Apple](https://www.apple.com/uk/accessibility/) should you need them.
* [My Computer My Way](https://mcmw.abilitynet.org.uk/) shows you how to enable text to talk, screen enhancements and more
* If you have any technical issues, please use the online chat function (available Mon-Fri, 10am to 6pm) at the bottom right of any Time to Spare webpage

Data protection

The data on this form will be used by Oxford City Council staff to assess grant applications and monitor grant awards.

- Please [visit our website](https://www.oxford.gov.uk/oxford-community-impact-fund/introduction-oxford-community-impact-fund) or contact us a [grants@oxford.gov.uk](mailto:grants@oxford.gov.uk)

- You can translate this form into another language (see top right of page)

- Your internet browser will have embedded accessibility tools - for example see: [Chrome](https://support.google.com/chrome/topic/7437725?hl=en&ref_topic=7439724&sjid=12315091248248877705-EU), [Firefox](https://support.mozilla.org/en-US/kb/accessibility-features-firefox-make-firefox-and-we), [Microsoft Edge](https://support.microsoft.com/en-us/microsoft-edge/accessibility-features-in-microsoft-edge-4c696192-338e-9465-b2cd-bd9b698ad19a). There are also accessibility tools that you can access via [Microsoft](https://support.google.com/accessibility/android?sjid=12315091248248877705-EU#topic=6007234) and [Apple](https://www.apple.com/uk/accessibility/) should you need them.

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 Plinth and Oxford City Council's networks to meet operational and legal requirements. Full information can be found here [Our Data Protection Policy | Oxford City Council](https://www.oxford.gov.uk/data-protection/data-protection-policy) and [Plinth's privacy policy](https://www.plinth.org.uk/privacy). Any data protection queries can be emailed to us at [grants@oxford.gov.uk](mailto:grants@oxford.gov.uk)

**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.

**Organisation name\***

Please use the name your organisation is registered under (include any other names you may be known as in brackets)

**Please let us know what kind of organisation you are\***

We can only support not-for-profit organisations (see more on our website at www.oxford.gov.uk/grants). Please tick any that apply.

* Registered Charity
* Voluntary or community organisation (an organisation set up with a bank account with at least two signatories required to approve expenditure; it would ordinarily have a governing document – like a constitution – but is not a registered charity or company)
* Community interest company (CIC)
* Charitable incorporated organisation (CIO)
* Faith organisation e.g. a church, mosque, temple or synagogue
* School or college
* Co-operative, other social enterprise or community business
* Company limited by guarantee (if it has a not-for-profit clause)
* Housing association
* Individual
* Other

**If you answered 'Other' in the question above, please explain below \***

**Your vision/mission statement**

In no more than 50 words, please outline your organisation's vision/mission. If your application is successful, this information will be used on Oxford City Council website to inform the public about what we are funding

**Your organisation's address including postcode\***

**Your website address (if relevant)\***

**Your social media (if relevant)**

**Main contact name\***

**Role of main contact \***

**Main contact email \***

**Main contact phone number\***

**Alternative contact name \***

**Alternative contact role \***

**Alternative contact email\***

**Alternative contact phone number\***

**Section 2 - Your grant request and activity**

The maximum funding available is £3,000 per Small Grant. Due to a high level of interest, if your application is successful, we may not be able to offer the full amount of funding that you are requesting.

**How much grant funding are you applying for?**

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

**Please briefly outline how you intend to spend the Small Grant funding \*\***

100 words max

**Please let the panel know which elements of your application you would be able to deliver if you receive 10-20% of your request\***

100 words

**How will you monitor the impact of your work**

100 words max

**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.

* Black, Asian and Minority Ethnic communities
* Children and young people
* Economically and/or socially disadvantaged
* Faith communities
* Gender-specific (e.g. female only)
* LGBTQIA+
* Older people
* People who are experiencing homelessness or at risk of homelessness
* People with disabilities and/or existing health conditions
* Refugees and asylum seekers
* Volunteers
* Other

**If you selected 'Other' please tell us which groups you plan to work with below**

**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.

* Advice and justice
* Arts, culture and heritage
* Capital funding
* Community action and development
* Environment, climate change and sustainability
* Health and wellbeing
* Housing and homelessness
* Public spaces
* Skills and training
* Social enterprise or community business
* Sports and physical activity
* Other

**If you selected 'Other' please tell us which categories your project / activity will deliver below**

**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.

* Barton
* Botley
* City centre
* East Oxford
* Leys
* Littlemore
* North Oxford
* Rose Hill
* South Oxford
* West Oxford
* Whole city
* Other

**If you selected 'Other' please tell us which areas you plan to work in 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 <https://www.oxford.gov.uk/oxford-community-impact-fund/applications-will-scored-criteria>

**Reducing inequalities in the city – score up to 60%**

The key purpose of the Oxford Community Impact Fund is to help reduce inequalities in the city. Please give details about which inequalities you will focus on (e.g protected characteristics, environmental, health, socio-economic inequalities).

Please include how you have assessed the needs, how you will involve the people that your project will impact and what actions you will take. Click on the link below for prompts which may help you consider your response.

<https://www.oxford.gov.uk/oxford-community-impact-fund/strengthen-application>

**Your budget and attracting other funding – score up to 40%**

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.

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 200 words and use bullet points if you prefer.

**Using the template below, please upload your budget and leverage for this project**

<https://tinyurl.com/Small-Grant-Budget-Template>

**Using the template below, please complete with the details of any partner organisations you'll be working with using this funding. If you don't have any partners, please still upload the file and add 'not applicable'**

<https://tinyurl.com/Small-Grant-Partner-Template>

**Section 4: Application Form Feedback**

**Finally, if you'd like to provide any feedback, please include this here**

Please note this should be feedback on the application process only

**Section 5: Declarations**

**Please tick the boxes below to confirm that your organisation:**

* Can deliver the plans outlined in this application and that these plans fall within the remit of the organisation’s aims and objectives
* Has a functioning governing body appropriate for the organisation
* Has appropriate insurance in place
* Has policies (or similar) in place in line with current legislation including Equality and Diversity, Health and Safety, Risk Management, Safeguarding, and Data Protection
* Do you work with any of the following?\*
* Children and young people under the age of 18
* Adults who may have care and support needs
* None of the above

**If you have selected any of the above, 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. For more information, please visit [https://www.oxfordshire.gov.uk/business/information-providers/multi-agency-safeguarding-hub\*](https://www.oxfordshire.gov.uk/business/information-providers/multi-agency-safeguarding-hub*)

* I can confirm that the above is in place
* I can confirm that currently we have some of the above in place, and that all of the above will be in place prior to any Oxford City Council grant funded activity taking place
* I require further advice from your safeguarding coordinator about this
* My organisation does not work with children, young people, or adults with care and support needs
* I can confirm that we have some of the above in place and that all of the activity that I and/or the organisation is delivering, will fall under the safeguarding policy from the other organisations that we are working with

**Data protection consent\***

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 Plinth and Oxford City Council's networks to meet operational and legal requirements which may be indefinitely. The information on this form may be shared with other grant-giving or relevant bodies or members of the public who request it.

* Please tick the box below to confirm you understand and agree to this.
* Yes, I understand and agree to this
* I would rather my data is deleted in line with the statutory minimum term

**Submitting your application and next steps**

Once you have completed this form, please click the submit button below by Monday 5th May at 9am.

Applications received after this date and time may not be considered. If you're unable to submit, it is 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 Plinth via the live chat (blue box at bottom right of this page) or at [grants@oxford.gov.uk](mailto:grants@oxford.gov.uk) it is recommended that you save a copy, and to do so, click on print and then save as pdf. You can view an online copy of your submission by returning to your account on Plinth.