

# Cottsway Community Fund

## APPLICATION FORM:

### Individual learning and skills



**Cottsway**  
Community Fund

INTERNAL USE ONLY:

Application no:

Date received:

#### YOUR DETAILS

Full name:	
Address:	
Telephone:	
Mobile no:	
Email:	
Date of birth:	

Your parent or guardian will also need to sign this form if you are under 18.

#### COURSE DETAILS

College / course provider name:	
Name of course:	
Course code: <i>(If known)</i>	
Start date:	
End date:	
Course duration:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other. Please specify:
Will you achieve a recognised qualification?	<input type="checkbox"/> Yes. Please specify: <input type="checkbox"/> No

How will taking this course be of benefit to you?

--

Please enclose some information about the course with your application if possible.

#### ESTIMATED COURSE COSTS

Course:	
Books:	
Equipment:	
Other. Please specify:	

FUNDING DETAILS	
Amount requested (£):	
What will you use our funding for?	
If successful, who should the cheque be made payable to?	
How did you hear about the Cottsway Community Fund?	
<b>IMPORTANT: You must provide an invoice or receipt before any funding is given. We can pay this direct to the college / course provider if you prefer.</b>	
COLLEGE / COURSE CONTACT DETAILS	
Contact name:	
Job title (if applicable):	
Telephone:	
Email:	
DECLARATION	
Do you have any relationship, association or interests with any Cottsway staff or are you involved in any other projects or business with the organisation?	
<input type="checkbox"/> No <input type="checkbox"/> Yes. Please specify:	
<ul style="list-style-type: none"> <li>I authorise that Cottsway can contact my college / course provider about the course I am attending.</li> <li>I will provide Cottsway with a copy of all receipts for payments – courses, equipment etc.</li> <li>I confirm I have lived in a Cottsway property for at least the past 9 months.</li> <li>To the best of my knowledge and belief that the information in this application is true and correct.</li> <li>I understand that you may ask for additional information at any stage of the application process.</li> </ul>	
Applicant signature:	
Parent / guardian signature:	<i>Needed if applicant is under 18.</i>
Dated:	
<b>Equality and diversity</b> Everyone has a contribution to make to our society and a right to be treated equally. We aim to ensure that no individual or group involved with our organisation will be discriminated against on the grounds of age, disability, gender, gender re-assignment, marriage or civil partnership, pregnancy and maternity, race or ethnic origin, religion or sexual orientation.	

### Completed applications can be returned via:

- Email: [communities@cottsway.co.uk](mailto:communities@cottsway.co.uk)
- By post: Cottsway, Cottsway House, Avenue Two, Heynes Place, Witney OX28 4YG

If you have any queries, please contact our communities team on 01993 890000

# Cottsway Community Fund - GUIDELINES

Our annual Community Fund (£25,000) supports community and environmental projects which benefit our residents in West Oxfordshire, Gloucestershire, Wiltshire and Worcestershire. There are four categories of grant available:

## 1. Independent learning and skills development grant – up to £250

For Cottsway residents - and their immediate family who live with them - to support learning and skills development to increase an individual's employment prospects.

## 2. Individual application for community projects – up to £500

For individuals to fund a particular project or activity which will be of community benefit.

## 3. Group application for community projects – up to £2,500

## 4. Environmental projects – up to £5,000

For projects that will directly benefit Cottsway residents and property.

### Please note:

- Funding £500+ will only be awarded to constituted projects/groups who hold a bank account.
- We will not award more than one grant in a 12-month period to the same group or individual.
- In some circumstances you may be offered less than the amount you applied for. We would discuss this with you prior to making an award.

### Who we fund

- New groups / projects starting up.
- Existing groups to start up projects and / or expand their services.
- Groups / projects that:
  - are led or managed by local people.
  - encourage local people to get involved.
  - are working with 'hard to reach' groups.
- Individuals looking to gain skills to improve employment prospects.

### We can help fund:

- Items of equipment
- Local events and one-off projects
- Training to improve your group / project's effectiveness, eg. management, budgeting etc
- Printing and publicity
- Environmental projects and improvements
- Course costs, books and equipment.

### What we do not support:

- Activities that do not deliver at least one of our funding aims.
- Work that will overlap with or repeat what others are already doing in your community.

### We cannot help with:

- Political or religious groups or activities.
- Constructing or buying buildings.
- Freehold or leasehold rights over land.
- Activities carried out outside of the UK.
- Interest charges.
- Service charges arising on finance leases, hire purchase and credit arrangements not related to the grant funded project.
- Any costs resulting from not making payments to creditors on time.
- Payments for unfair dismissal, private pension schemes or unfunded pensions.
- Redundancy payments.
- Compensation for loss of office.
- Bad debts arising from loans to trustees, proprietors, partners, employees, directors, shareholders or guarantors of the programme manager, or a person connected with any of these.
- Gifts.
- Travel and living costs that would lead to a taxable benefit if a person is responsible for the cost but does not pay it.
- VAT that your group can claim back during the period the group benefits from grant funding.
- Other tax.
- Fines and penalties you must pay by law.
- Criminal fines and damages.
- Any costs that are not a direct result of work carried out for the Cottsway Community Fund programme.
- The cost of work or activities that any other organisation or person must carry out by law.

### Your application

We will acknowledge receipt of your application and inform you when the panel will next be sitting.

Applications are currently assessed by members of Cottsway's Youth Forum with the final decision then approved by the Head of Housing.

We will contact you to let you know if your application was successful or not and, if requested, will provide feedback that will help you with any future applications.

**For more information and guidance please call our communities team on 01993 890000.**

# Cottsway Community Fund - **TERMS & CONDITIONS**

- Any amount awarded must be used solely for the purpose outlined in the application. The amount awarded is final and will not be increased if the group / project overspends.
- Only one member of a family can be a signatory for a group.
- If you do not spend the whole amount. any unspent funds must be reported to Cottsway.
- For audit purposes, you must provide receipts for any money spent, balance of money in your group / project's bank account and, if asked, any planned spending.
- Cottsway is not responsible for any money spent by your group / project prior to you receiving confirmation that you have been awarded funding.
- Once funding has been given there is no ongoing commitment from Cottsway to issue further funding to your group / project.
- You agree to acknowledge Cottsway's support in all subsequent positive publicity relating to the group / project. You will contact Cottsway to check whether they wish to be included in such publicity before it goes out - call 01993 890000 or email [communities@cottsway.co.uk](mailto:communities@cottsway.co.uk)
- Cottsway reserves the right to inform media organisations of support it has given to your group/project.
- Cottsway will withhold payment/part payment if:
  - It becomes apparent that the application form contained incorrect information.
  - Your group/project ceases to exist, closes or the purpose of your group/project changes in any way that is not in line with the grant given.
- You agree to allow Cottsway representatives to visit your group/project and talk to participants.