

# Everyone Active Grant Scheme

## Guidance notes for applicants

South Oxfordshire District Council want to create opportunities to improve the health and wellbeing of our residents and the role we play in providing high quality active opportunities for our communities to contribute to tackling inactivity and addressing the inequalities that challenge our society. We have a budget of £50,000 in 2022-23 to support communities to become more active or sustain activity. Projects improving physical activity will be prioritised, in line with the council's [Corporate Plan](#).

## Basic rules of the scheme

- Projects should provide benefit to more than one individual becoming active or sustaining activity, to residents in South Oxfordshire
- The maximum grant you can apply for is £1,000
- You can apply for revenue costs or capital items
- You can request 100 per cent of your project costs
- The project must complete within 12 months of the award decision
- We will accept one application only from each organisation

## Who is eligible?

- The scheme is open to all not-for-profit groups; these can be constituted or non-constituted
- Town/parish councils and parish meetings
- Not for profit preschools, PTAs and local authority run schools or Academies can apply for non-statutory elements of the education programme
- We can fund individuals who are supporting their community to become active or sustain activity
- Applicant cannot be the supplier of the service i.e. coaches cannot apply on their own behalf to deliver a free service

The council is committed to promoting equality and diversity and welcomes applications from all sectors of the community, regardless of race, gender, disability, sexual orientation, age, status, religion or belief.

## Who is not eligible?

- Other local authorities/public sector bodies (for example Oxfordshire County Council, NHS trusts)
- Applicant cannot be the supplier of the service i.e. coaches cannot apply on their own behalf to deliver a free service
- Groups who raise funds on behalf of or will improve/create facilities that will predominately benefit an ineligible organisation
- Profit-based businesses (private businesses)

- Political and lobbying groups
- Nationwide organisations (except where they have a local constitution and/or local bank account. We may also make exceptions if a project clearly relates to a local hub/branch of the organisation)

## **What type of projects can we fund?**

Appropriate projects could include, but are not limited to:

- Buying new leisure, exercise or playground equipment encouraging 'all residents' including children, older people, disabled people or those with a long term illness to become more active
- Introducing new or improving physical activity projects, like exercise classes, offered for free or low cost to the community e.g., a Parish Council can apply for funding to hire a hall, purchase equipment, pay the instructor and promote the activity.
- Non-active sports such as darts, snooker, cribbage, chess
- Running a training course to upskill volunteers or staff in improving physical and mental wellbeing
- Introducing an established activity or sporting opportunity at a new location
- Projects which promote cycling, including electric bicycles or taking local journeys by foot, such as bike/scooter racks
- Buying sports kit/uniform to help new groups get established
- Setting up a community garden to share the physical and health benefits of growing fruit and vegetables
- Clearing parish land to create an accessible green space for activities
- Start-up or new hire fees that then become self-sustaining such as hiring a tennis/netball court for a 10 week period to run back to tennis/netball session

## **What will we not fund?**

- Footpaths and bridleway works, or road safety
- Building repairs and maintenance of equipment such as cricket pitch rollers
- Retrospective funding for goods/projects/activities that will complete before our decision is made (We will consider projects that have started; however, we will not be able to fund any retrospective costs.)
- Projects that do not demonstrate a clear benefit to the community in which they are taking place becoming active, or sustaining activity
- Projects that are contrary to the Equality Act 2010

## **Opening and closing dates**

We will open the scheme on the 19 July 2022. It will remain open until the 30 September 2022.

## Application and award process

1. Organisations will be able to complete a simple online application form via the council's website
2. Any questions can be directed to the community enablement team on [grants@southandvale.gov.uk](mailto:grants@southandvale.gov.uk)
3. Council officers will check the eligibility of the application (including the additional checks if required) and liaise with the applicant, if necessary, to establish eligibility.
4. If eligible, officers will send the application to the Deputy Chief Executive for Transformation and Operations including any concerns and any recommended payment terms and/or special conditions.
5. The Deputy Chief Executive for Transformation and Operations will email their decision to [grants@southandvale.gov.uk](mailto:grants@southandvale.gov.uk)
6. Once the community enablement team receive the Deputy Chief Executive for Transformation and Operations decision by email, they will save it on the grants system, publish the decision on the council's website (in summary once the scheme closes) and either;
  - a. send a grant offer letter to the applicant that will include our standard (and any special) conditions and a grant acceptance form they must complete and return
  - b. inform the applicant that they were unsuccessful.
7. The applicant must sign and return the acceptance form to the community enablement team, confirming they will meet all our conditions.
8. On receipt of the acceptance form the community enablement team will release the grant payment in line with the offer letter. **All payments must be made by BACs to an account in the name of the organisation/individual making the grant application**

## Standard conditions

- The organisation must consult the community enablement team before making significant changes to the project/work covered by the grant and officers will confirm with the service manager that they agree to these changes before responding to the applicant.
- The organisation must spend the grant on the project listed in their application and within 12 months from the decision to award a grant or they will return the funding, unless they have requested permission to change the project and/or an extension in writing.
- Any equipment purchased with the grant should be retained by the organisation and in community use for 12 months from the purchase.
- If requested, the organisation will return a commensurate amount of the grant if the project costs less than expected or they receive additional funding towards the project.
- The organisation will acknowledge the council's support in any press, publicity or promotion of the project.

- The applicant will submit photos of the project and a short monitoring form upon completion.
- The organisation acknowledges the council accepts no responsibility or liability for this project or the facilities it provides now or in the future.

## Monitoring the grants

- The grants system will record all applications, decisions and remaining balances. We will publish grants awarded on the council's website.
- The community enablement team will monitor every grant awarded to ensure spending is appropriate. If the awarded project has not started by the expiry date (12 months from the award date) the Head of Service can, at their discretion allow a single, 12 month extension to the grant, by which time work/spending must be completed.
- All grant repayments will return to the council's general reserves.
- Any budget not awarded by 31 March will return to the council's general reserves as carry forwards are not allowed.
- If repayments are necessary, the community enablement team will liaise with the organisation to recover the funds.
- Future applications to the councils grant scheme could be at risk if organisations have not completed and submitted the project monitoring form.

For more information about the scheme, advice on potential projects and other possible funding sources please contact the community enablement team on or 01235 422405 or [grants@southandvale.gov.uk](mailto:grants@southandvale.gov.uk).