

APPENDIX 2

Everyone Active Grant Scheme

Our Active Communities Strategy

South Oxfordshire District Council wants 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 made £50,000 available annually for our voluntary sector who support communities to become more active or to sustain activities. Projects will be prioritised, in line with our [Active Communities Strategy](#) and emerging delivery plan.

Guidance notes for applicants

Basic rules of the scheme

- Projects should provide benefit to more than one individual becoming active or sustaining activity, to groups of residents in South Oxfordshire.
- The maximum grant you can apply for is £1,000.
- You can apply for revenue costs or capital items, with a maximum total project cost of £5,000.
- 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 each year.

Who is eligible?

- The scheme is open to all not-for-profit groups and sports clubs.
- 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 that are not already funded through school budgets and are out of hours school provision.

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).
- Individuals who are the supplier of the service i.e., coaches cannot apply on their own behalf to deliver activities.
- 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?

Projects that help us to deliver our Active Communities Strategy, could include but not limited to:

- Buying new leisure, exercise, sports and playground equipment encouraging 'all residents' including early years, children, post-natal, older people, refugees, 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/sports club can apply for funding to hire a hall, purchase equipment, pay the instructor and promote the activity.
- Introducing an established activity or sporting opportunity at a new location.
- 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 sessions.
- To enable 'YouMove' and/or 'Move Together' activities at low cost or free for residents across the district.
- Activities that address the issues of rural deprivation, by offering activities in areas that lack opportunities locally.
- Projects that help protect the health of local waterways, lakes, and rivers or use in a sustainable way.
- Projects which promote greener ways of travelling, such as cycling, including electric bicycles, or taking local journeys by foot, such as purchase of bicycle/scooter racks.
- Setting up and/or improving a community garden or orchard to share the physical and health benefits of growing fruit, vegetables, and flowers.
- Setting up and/or improving a sensory garden.
- Projects that promote nature recovery and access to green spaces for health and wellbeing, such as green gyms or other [volunteer-led] conservation activities.
- Clearing of parish land to create an accessible green space for activities.
- Running a training course to upskill volunteers or staff in improving physical and mental wellbeing.
- Supporting volunteers to gain coaching qualifications.
- Buying sports kit/uniform to help **new** groups get established.
- Other activities, such as darts, snooker, cribbage, chess.

We encourage all applicants to make their projects inclusive and accessible to all.

We also encourage applicants to consider the climate and ecological implications of their project. This may include the use of sustainable materials or other climate-friendly options to reduce energy use where appropriate.

What will we not fund?

- Footpaths and bridleway work, or road safety
- Food and drink
- 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

The scheme will be open for eight weeks. We will publicise the dates on our website, in our newsletters and through our social media platforms.

Application and award process

1. Organisations will be able to complete a simple online application form via the council's website.
2. Applications will be assessed and awarded as received.
3. Any questions can be directed to the community enablement team on grants@southandvale.gov.uk
4. 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.
5. We will not be able to fund your project, if the value of the application together with other funds received from the council exceed the total project costs.
6. If eligible, officers will consult with the councils' active communities' team. The application will then be approved by the relevant head of service or the service manager when authorised to act on behalf of the head of service, who will take into consideration any concerns and recommended payment terms and/or special conditions.
7. Once the community enablement team receive notification that the relevant head of service or service manager when authorised to act on behalf of the head of service, has made a decision on the award, officers will either;
 - a. send a grant offer letter to the applicant that will include our standard (and any special) conditions. The applicant will then accept or decline the grant award confirming they will meet the conditions via the online grants system.
 - b. inform the applicant that they were unsuccessful.
8. On receipt of the notification of acceptance 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 making the grant application.**

Standard conditions

- The organisation must have all the necessary consents in place such as planning permission, listed building consent, Diocese faculty, landlord or Head lease consent, compliance with any restrictions on the property title, any other licences/insurance etc., and could provide these on request.
- 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.
- Confirmation the organisation has not received any Minimal Financial Assistance, in excess of £315,000 in the elapsed part of the current Financial Year and in the two Financial Years immediately preceding the current Financial Year. 'Financial Year' means a period of twelve (12) months ending with 31 March. Providing relevant evidence if subsidy has been paid.
- 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 relevant head of service or service manager, when authorised to act on behalf of the head of service, can at their discretion allow an extension to the grant term.
- 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 any of the council grant schemes could be at risk if organisations have not completed and submitted the project monitoring form via our online grants system.

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