



Cottsway Community Fund Guidelines

Cottsway has an annual fund of £22,500 to support community and environmental projects which benefit Cottsway residents in West Oxfordshire, Gloucestershire, Worcestershire and Wiltshire.

1. Categories of grants available

There are four categories of grant available, depending on the purpose of the application and the applicants' circumstances.

Ref	Purpose of grant	Sum available
1	Learning and skills development grant for residents or members of their family who live with them.	Up to £250
2	Individual application for community projects	Up to £500
3	Group application for community project	Up to £2,500
4	Environmental projects that will directly benefit Cottsway residents and property.	Up to £5,000

1. We can give grants to a maximum of £250 to Cottsway residents or members of their immediate family who reside in their home to support learning and skills development, especially where this will increase an individual's prospects of employment.
2. We can give grants to a maximum of £500 to individuals to fund a particular project or activity which will be of community benefit.
3. Funding of up to £2,500 is available for community projects.
4. Funding of up to £5,000 is available for environmental projects that directly benefit Cottsway residents

Please note:

Funding above £500 will only be awarded to projects/groups which are constituted and 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.

If you need more help with these please contact our Communities Team on 01993 890000 who will be happy to help.

2. Who will Cottsway fund?

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

3. What kind of things will Cottsway fund?

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

4. What kind of things will Cottsway not fund?

- We will 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 the community you have identified

5. What kind of things do not qualify?

- Political or Religious groups or activities
- Constructing or buying buildings
- The cost of getting 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
- Redundancy payments
- Payments into private pension schemes
- Payments for unfunded pensions
- 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

6. How to apply:

By completing an application form which can be downloaded from our website or by contacting us on 01993 890000

Once an application is received we will acknowledge receipt of it 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. You will be advised whether your application has been successful or not with a phone call, email or letter.

If you are unsuccessful with your application this time please feel free to contact us to find out why as this may help you with any future applications. If you do want feedback please contact the Communities Team on telephone 01993 890000 or email

communities@cottsway.co.uk