



WITNEY TOWN COUNCIL

Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation		Witney Congregational Church	
Registered Address*		4 Welch Way, Witney, Oxon	
Post Code	OX28 6JF	Tel No.	07506 457854
Contact Name	David Kinchin		
Position in Organisation	Treasurer & Trustee (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	YES	Registration No.	Congregational Federation Charity No. 264839
What are the activities and/or aims of the organisation: This is a Congregational Church, open to all. The building contains a collection of 8 different rooms inside. These rooms vary in size to cater for four people or 150 people. As a part of the church philosophy the building is open to a wide variety of groups including:- Age UK, Al Madena Mosque, Dance Creation, Bellevue Care, Knit & Natter, and many more. It is a registered SAFE PLACE within the county. As such we are visited by a number of people who are lonely and looking for a place to sit, drink coffee, chat or simply reflect. It is felt that this tranquility garden is the natural extension of our facilities. The garden will include various textured surfaces, aromatic plants, and a level place for anyone to sit outside and enjoy the quiet of a garden in the centre of town. It will be signed as a place of welcome. The building welcomes all faiths to this place, and all abilities and disabilities. There are always people at hand to 'listen' to those who wish to talk – often those with mental health concerns.			
(2) Membership			
How many members do you have?		41 currently – plus many casual visitors	
Approximately how many of your members live in Witney?		90%	
Is membership restricted in any way?		No.	
What is your annual subscription, if any?		None	
Are you affiliated to a national organisation? If so, which one?		Congregational Federation 8 Castle Gate, Nottingham NG1 7AS	
Local venue/meeting place		4 Welch Way, Witney	

(3) Grants			
Purpose for which the grant is required: To transform an area of the walled church garden into a "Tranquility & Sensory Garden" This aims to have level access to cater for all disabilities and will be available to any/all at times when the building is open. (9/5 workdays – 9/1 weekend days)			
Amount of grant applied for		£ 3,000	
Has your organisation previously applied to the Town Council for a grant?			NO
If YES please give details			
Have you applied for a grant to any other body or organisation?			YES
If YES please give details		West Oxfordshire District Council Insight fund. A grant of £3,000 has been applied for.	
(4) Financial			
<i>Please enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet or a Business Plan if a new organisation. See attached.</i>			
(5) Fundraising			
What fundraising events or activities will your organisation be holding this year? The church does not fundraise as a rule but is funded by the members and their regular giving. The church has set aside £10,000 for this project and is hoping to match this sum by way of grants and donations.			
(6) General			
Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature.			
Please provide or attach any additional information which may assist the Council in reaching its decision.			
<i>I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for Grant-aid.</i>			
Signed: David Kinchin			Date: 10 th September 2026
For office use only:			
Acknowledged		Previously Applied	
Grant Aid Awarded/Amount	Y / N	Chq No.	