



# Witney Town Council

## Youth Funding Grant 2020-21

Witney Town Council, in consultation with local groups, organisations and individuals has identified that there are gaps in youth provision of varying ages and vulnerabilities within the town. There is a clear need for the young people of Witney and their parents to identify what is currently available in order to seek the help they need, encourage a wider range of opportunities for them and to provide excellent support to young people, helping them to live fulfilling lives.

The Town Council supports the desires of young people for enhancing and increasing places to go and things to do, supports young people's access to activities they are interested in, maintains play provision and encourages the voice of youth in the decisions that affect them through the work of the Witney Youth Council.

To realise these objectives further, Witney Town Council has developed a Youth Funding Grant with a total of £30,000 available in the year 2020-21.

### Purpose of the Fund

The Youth Fund is open to applications from community and voluntary sector organisations, including existing organisations and those in the process of setting up to establish easily signposted and accessible youth opportunities, supporting open access to preventative services, particularly for those who may be hard to reach and to extend activities to support the young people of Witney,

Activities may include, for example, providing guidance and support about their lives and issues relating to school, family life and peers through way of drop-in sessions.

Applications may, for example, facilitate the provision of a safe space for young people who would otherwise have nowhere to go, including a safe space to talk, and the ability to enjoy some self-directed or group/organised discretionary activities.

Once the available resource is used the Youth Opportunity Fund will be closed.

## Types of Assistance

- Financial assistance towards specific projects/activities or purchases of equipment
- Financial assistance towards ongoing revenue costs if the organisation can demonstrate their lack of funds and the adverse effect on the Town and its residents if the organisation is unable to continue/start or are hampered by lack of funds
- Financial assistance to groups providing specialist services
- Financial assistance towards discretionary services such as subsidised meals
- Subsidised use of the Council Buildings, such as regular use of the Corn Exchange for or Burwell Hall for activities within the terms of the fund.

The Council will look favourably on those who create opportunities to be accessible to all young people, therefore applications demonstrating how they will extend their reach to young people who have not previously engaged with these opportunities are encouraged.

Bids will need to demonstrate that they are offering new youth opportunities or extending existing ones for young people between the ages of 5 - 18 and how these opportunities will support them to live a full and varied life.

## Grant Criteria

We will assess applications according to:

- Whether the proposal is providing new opportunities or extending the existing ones for young people to additional sessions, areas or groups of young people.
- How the proposed provision will meet the needs identified
- How it will support young people to live a full and varied life
- How it will add value to the local community
- How it will work with other groups and stakeholders
- How the funding will be used. We believe supporting young people should become an indispensable part of their community and young people who have benefitted from support should continue to do so after the funding period. Applications therefore are encouraged to present their plans as to how they are going to make the provision sustainable and attract hard to reach children
- to identify the local need of young people and can use local evidence from within their community. This might include using existing data and/or anecdotal evidence. The applicants will need to demonstrate how the bid will meet the identified needs.

**Applicants must ensure they always have procedures in place to safeguard young people.**

## Who Can Apply?

Applications will only be accepted from the following:

- Local Charitable and/or non-profit-taking organisations (existing or start-up groups) \*
- Community Groups
- Religious Groups (providing the funding is for non-religious activities for young people)
- Volunteer Groups

\*Organisations applying to Witney Town Council should be local to Witney or, if just outside the boundary, its work should be of significant benefit to the town and its residents.

Regrettably, applications from the following will not be accepted:

- Commercial Organisations
- Individuals
- Charities operating overseas
- Funds established to help persons outside the UK
- National appeals are, with limited exceptions, also outside the legal scope of the Council's grant-aid scheme

Grants cannot be made to cover money already spent and the giving of a grant one year does not set a precedent for another.

Preference will be given to organisations who have not already received funding from any other body. The Council will look favourably on organisations who can demonstrate they have been unsuccessful in obtaining funding from their national bodies or West Oxfordshire District Council.

## The Application Process

To ensure that fair and proper consideration can be given to all requests, the Council requires the following to be submitted before the application deadline:

- A completed application form
- The most recent full set of accounts available or a financial projection or budget for the period following the accounts\*
- Any additional information the organisation considers will support their application for grant funding.

\*If the organisation is a new entity with no accounts available, please provide a Business Plan, stating aims and objectives, along with a financial projection for at least the current financial year.

Please complete and submit the application form electronically or by email, along with your most recently available, year-end accounts by 12 noon on Tuesday 1<sup>st</sup> September.

Please address postal applications to: Town Clerk, Witney Town Council, Town Hall, Market Square, Witney, OX28 6AG.

Please send email applications to: townclerk@witney-tc.gov.uk

## How will applications be assessed?

The Town Council will check all applications to the Youth Funding Grant against the criteria set out above. All applications meeting the criteria will be considered by the Town Council's Policy, Governance & Finance Committee.

Applications for larger grants may be offered the opportunity to present their proposal to this committee.

The panel will make recommendations for award and the final decision will be made by the Full Council on 12<sup>th</sup> October 2020.

## Awarding the grant

Applicants will be advised as soon as possible after the dates below whether their application has been successful or not. Unsuccessful applicants will be notified without delay

Successful applicants will be asked to sign a legal agreement with the Council. Once the legal agreement is signed, the funds will be transferred to the organisation's designated bank account.

## Key Dates

1 <sup>st</sup> August 2020	The Youth Fund opens for Applications
1 <sup>st</sup> September 2020	The Youth Fund closes for Applications
10 <sup>th</sup> September 2020	The Scoring Process takes place
21 <sup>st</sup> September 2020	Evaluation Meeting takes place (Stronger Communities Committee)
28 <sup>th</sup> September 2020	Agreement reached at the Policy, Government & Finance Committee.
30 <sup>th</sup> September 2020	Applicants notified of recommendations
12 <sup>th</sup> October 2020	Full meeting of Witney Town Council makes final decision
13 <sup>th</sup> October 2020	Applicants notified of final decisions

## Monitoring

Successful applicants are expected to comply fully with any monitoring requests from the Council and must agree to this when signing the legal agreement. This may include a review of their project during the period of funding, checking how the money was spent, reports on the activity funded, feedback from young people and any other record of the activity funded (e.g. promotional flyers and posters).

- Grants should be spent within the year, for the purpose for which they were given
- The Council reserves the right to request a copy of invoices and/or other documentation as evidence that the expenditure has been incurred
- Organisations receiving grant-aid in excess of £500, as a condition, are required to provide the Council with a written report within 12 months of the award date to demonstrate how the funds were expended
- If an organisation dissolves the Council expects the organisation to reimburse the grant-aid awarded
- Any unspent grant funding will be recovered by the county council.
- Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature.

Successful applicants will be required to complete a monitoring report for the Town Council towards the end of the funding agreement.

## Contacting Us

We encourage applicants to contact us with any questions they might have as early as possible. If you have any queries about the Youth Fund or the application process, please contact us on: [info@witney-tc.gov.uk](mailto:info@witney-tc.gov.uk)



# WITNEY TOWN COUNCIL

## Youth Grant Fund APPLICATION FORM

(PLEASE COMPLETE ELECTRONICALLY)

<b>Organisation</b>			
Name of Organisation			
Registered Address (including Post Code)			
Website		Telephone	
Facebook/Twitter		Email	
Contact Name			
Position in Organisation	(i.e. Chairman, Treasurer, Secretary)		
Registered Charity	YES/NO	Registration Number	
What are the activities and/or aims of the organisation?			

<b>Membership</b>	
How many members do you have?	
Approximately how many of your members live in Witney?	
Is membership restricted in any way?	
What is your annual subscription, if any?	
Are you affiliated to a national organisation? If so, which one?	
Local venue/meeting place (if applicable)	
<b>Grant-Funding</b>	
Purpose for which the grant is required:	

Amount of grant applied for	£
Has your organisation previously applied to the Town Council for a grant?	YES/NO
If YES, please give details	
Have you applied for a grant to any other body or organisation?	YES/NO
If YES, please give details	
<b>Financial</b>	
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.	
<b>Fundraising</b>	
What fundraising events or activities will your organisation be holding this year?	



**General**

Please provide or attach any additional information which may assist the Council in reaching its decision.

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.

Signed:

Date:

*Please return your completed application form to the address overleaf, for the attention of the TOWN CLERK*

For office use only:			
Acknowledged		Previously Applied	
Grant Aid Awarded/Amount	Y / N	Chq No.	