

Capital Grant Scheme

Application Checklist

April 2025

Please remember that you can request a grant of between £5,000 and £75,000, and a maximum of 50 per cent of the total project cost for activities that take place in South Oxfordshire, or within a three mile radius.

Item	Details	Check
Have you got the full permission of the lead organisation to make the application on its behalf?	Evidence of your authority to apply could be a letter from at least one other person in the organisation, or minutes from a meeting or similar. The email address and phone number that you register with will be used to contact you with the outcome of the award and for reporting purposes.	
Have you checked your organisation is eligible to apply?	Please review the Capital Grants Policy to make sure.	
Does your project only include capital expenditure?	Our downloadable guide will help if you are unsure.	
Have you seen our scoring criteria? It will help you understand how we are assessing applications this year.	The scoring matrix can be found at the back of the Capital Grants Policy document.	
Does your project have all the necessary permissions? e.g. full planning permission, listed building consent, landlord or head lease consent.	Please ensure these are ready to upload on your application form. If the project is waiting on permissions, then you will need these confirmed before applying.	
Are you ready to agree to our standard grant terms and conditions?	We ask that all organisations sign-up to our terms and conditions which are available on the first page of the online application form. Please check these and ensure you have two authorised signatories ready to sign who can legally bind your organisation should you be awarded a grant.	
Have you got your organisation's constitution or memorandum, articles of association and annual accounts ready to upload?	We are checking that the project you are applying for matches your organisation's objectives; that you are 'not-for-profit', and the trustees don't receive benefits. Town and parish councils, churches or similar organisations that are governed by a central body do not need to have their own constitution.	

Can you provide evidence of named officers (such as chairman, treasurer, secretary etc) for your organisation?	This can be a list of officers registered with the charity commission, or minutes from an AGM when officers were elected.	
Can you upload the latest statement for the bank account you hold in the name of the organisation applying?	Your bank statement needs to match the name of the organisation, as identified in the application and on your constitution.	
Do you have two quotes for your project?	We will ask you to upload two quotes for your project as part of the project budget.	
Are you able to submit a full breakdown of the project budget, including a plan for ongoing maintenance and eventual repair?	A full cost breakdown should detail the individual goods/services required, the preferred supplier and cost. Please ensure that you only list costs that have corroborating quotes/estimates. VAT can be included if you can't off set it due to being VAT registered.	
We will also need to see a full fundraising plan for how you intend to meet the total project cost.	This needs to include details of both funding applied for, and funds already received, with evidence of any secured income. Please note that this is a very competitive grant scheme so we would encourage you to apply to more funders than you might need, should any of your applications be unsuccessful or you are awarded less than requested.	
If your project involves making improvements to an existing building or facility, you should carry out and submit an access audit.	You can employ a consultant or for smaller projects, this can be done as a self-assessment. Please visit https://www.nrac.org.uk/	
For projects requesting £10,000 or more , a project plan needs to be submitted as well as your annual financial accounts and you must confirm you own the property or have a lease with at least <u>five years</u> remaining.	The project plan can be relative to the size of your project, but it should include a timeline and ongoing maintenance arrangements, and design plans/specifications for the work. The annual accounts should be for the most recent financial year.	
For projects requesting £25,000 or more , the same documents are required for projects between £10,000 to £24,999 but you must also upload evidence of ownership of the property, interest in the property, or a lease with at least <u>ten years</u> remaining.	This must include an official copy of the Land Registry title register and plan of no more than 3 months old. If the property is leased, or the Land Registry documents show another organisation has a claim on the title, please provide valid permission for the works from the third party (freeholder)/landlord.	

Please get in touch at grant@southandvale.gov.uk or call 01235 422405 if you have any questions about the scheme, we are more than happy to help.