**Special Project Grant**

 **Guidance Notes**

**About the Grant**

The Special Project Grant is a fund administered by CAG Project staff. It is available to all CAGs within the network in order to deliver “special” projects, events or activities for which no or limited external funding is available. We also encourage you to apply with other CAGs.

**The application process**

The grant is open on a rolling basis and groups can apply at any point in the year. We will also put out call-outs aimed at groups with specific objectives or types of activities. Once completed, please submit the application to info@cagoxfordshire.org.uk. You will be notified of the decision within the next few weeks. We may ask you to make amendments before a final decision is made.

**Principles for administering funds**

Due to the limited amount of funding available, in most cases applications under £500 will be considered. We also encourage groups to seek match funding (agreement that a funder will give the equivalent amount in self-raised funds) and financial support from other organisations or funders. *If you are unsure about where to apply for additional funding, please contact us and we can help you with this.* The project funding should be spent ideally within a year but groups can contact CAG Project staff to arrange an extension.

Please describe as best you can your need for the grant so we can make an assessment based on the following criteria (out of 5 for each):

* Long term impact on group
* Impact on wider network
* Value for money
* Difficulty in finding money elsewhere

The scoring outcomes are as follows:

16-20 = Fund the project!

10-15 = Discuss further and refine application

0-9 = Support given by CAG staff to find funding elsewhere or develop the project idea.

**Reporting**

Following the event or activity, please fill in the feedback page (at the end) and send it back to us. This will give us a summary of the project, what you learned and include photos/videos.

You can choose how we share your experience - e.g. social media, blog or in a workshop - to **develop the practices within the network and support each other.**

*Important:* please keep track of your spending and report it to us in your annual accounts. Log impact data as you usually would, such as number of volunteers and attendees, the hours spent on the project and amount of waste reduced or reused. This helps us work out the impact of your group and the network on engaging participants, reducing waste and carbon emissions.

Tell us about your project in the application form - *just give enough info for us to understand your aims, your needs and how this grant will be used*. Feel free to use bullet points to answer.

**Special Project Grant Application Form**

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| **Group details** |
| CAG Name:  | Date: |
| Treasurer’s name: |
| Treasurer’s address: |
| Postcode: |

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| **Account details** |
| Name of Account holder:  |
| Bank name: |
| Sort code: | Account number (8 digits): |
| Reference (if applicable): |

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| **Project details** |
| Project/event name: |
| Start date: | Estimated completion date: |
| Please give a brief overview of the proposed project or event: |
| What are the main aims of the project/event?  |
| How will this activity contribute to achieving the long term aims of your group?  |
| Who will this grant benefit? How will these benefits be shared with the network?  |
| Which other groups/organisations/partners do you intend to work with on this project, if any? |

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| **Match funding and additional funding** |
| Will the grant be used as match funding? *(please delete)* Y / NHave you acquired other funding for this project? *(please delete)* Y / NIf yes (to either question) where did you obtain the additional funding from?  |
| How else do you intend to bring value for money to the project? *i.e. working with partners to obtain free resources etc.*  |

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| **Project budget** (Please give a detailed breakdown below) |
| Item | Cost |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
| **TOTAL COST OF PROJECT** | £ |
|  |  |
| Match funding if obtained | £ |
| **AMOUNT REQUESTED FROM CAG Oxfordshire** | £ |

Please submit the completed form by e-mail to info@cagoxfordshire.org.uk

[**TELL US ABOUT YOUR PROJECT or EVENT**](https://docs.google.com/forms/d/e/1FAIpQLSczBSsLX8toTV3NBHNXGne6F9dahgdEjEYFy5zI1d9Fix_Mag/viewform)

Look how easy it is!!!

[](https://docs.google.com/forms/d/e/1FAIpQLSczBSsLX8toTV3NBHNXGne6F9dahgdEjEYFy5zI1d9Fix_Mag/viewform)