Trust for Oxfordshire's Environment

TOE
The Old Counting House
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Tel: 01865 407003

Local Environment Fund

Supporting our local communities to take action to restore nature and promote public access to green spaces

Guidance for Applicants

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1 Introduction

1.1 Our priority

TOE supports projects which aim to **halt the decline in nature** and help **restore its richness** within our local environment.

Examples of the projects that we have funded are available on our website at https://trustforoxfordshire.org.uk/grants/

TOE aims to support the delivery of a range of local and strategic projects which will deliver against Oxfordshire's priorities as stated in the Local Nature Recovery Strategy (LNRS). The LNRS aims to improve, expand and connect habitats to address the decline in wildlife by taking existing protected

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sites to be the best areas for wildlife and the core of any network. TOE provides grants to projects that support nature's recovery by extending and linking these existing sites to support wildlife as well as grants to projects which promote and enhance wildlife habitats and species by creating new areas that **increase the biodiversity** resource and improve the way land is managed for wildlife.

1.2 Our funding

Our funding is derived from a range of sources and we thank all our funders for their support. Each of our funders have their own specific requirements, some more rigorous than others.

Most grant applications are between £2k and £25k and deadlines are quarterly, with applicants hearing the result within three months. For small projects only needing funding up to £2,500, we welcome applications at any time and applicants will learn the outcome within three weeks. When funds allow, we can also provide grants up to £50k for large projects but applicants need to go through the additional step of submitting an Expression of Interest before applying.

1.3 Our promise

At TOE we want to make applying for a grant as **easy as possible**. ***We are here to help*** guide you through our application process from inception, through application to project completion.

We require applicants to **talk to us about their project ideas** – big or small – ***before applying*** to check their idea meets our funding criteria. We like to meet people, see their project site and talk through project details to ensure that grant applications are as robust as possible. We can identify which funds a project might be eligible for and guide the application towards a successful result. We can also identify early on which projects will not likely be successful.

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Jo Lewington from Bampton Garden Club told us

"I was so grateful that you came and talked to us when you did.
It gave us a much clearer picture of how we should develop our whole project."

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2 Eligibility

2.1 Your organisation

TOE funds not-for-profit organisations including voluntary groups, parish councils, charities and CICs (Community Interest Companies). You may be working in the countryside, in towns or in Oxford as long as you are protecting or restoring nature and/or connecting people with nature.

2.2 Your project

Projects that TOE funds come in varied shapes and sizes each with their own local priorities and involvement.

The one purpose that all the projects have in common is to
halt the decline in nature and help restore its richness.

If your project has this at its heart, then the team at TOE will be keen to discuss how and what you will be trying to achieve and help you develop your project to fit TOE's funding criteria.

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2.3 Your location

As a rule, TOE funds projects located in Oxfordshire. Consideration is also given to projects which straddle the county boundary which affect communities in Oxfordshire and its immediate neighbourhood.

We do have a small fund which covers species recording only and this covers Berkshire too – for this very specific fund please **contact us** to ask if your application might be eligible.

3 Protect, Restore, Connect

3.1 What will a successful project involve?

Applications are invited for projects which achieve **one** of our 3 goals :

- **Protect** the wonderful natural habitats that already exist
- **Restore** habitats that have disappeared or are at risk of disappearing
- **Connect** people to nature and make its benefits relevant to more people's lives

Applications will be successful if they can demonstrate one or more of the following :

- A Community of caring individuals at the heart of the project

  For most applications there will be a community of caring individuals at the heart of the project, driving the project or heavily involved in its work. Some applications will be designed to enable more of the public to engage with nature eg community orchards; some applications, which are specifically protecting or restoring nature, will be driven by a community. All these applications could be eligible for funding from TOE. To find out whether your project idea fits our funding criteria, please contact us.

  If your project concept lacks community involvement, please do chat with us as your project may still be eligible and we can also provide advice on how you might involve volunteers. If the work is specialist and needs to be done by professionals, we can suggest local contractors who have been used by previous grant holders.

- Effective Community Consultation resulting in widespread support

  Projects should have had effective community consultation resulting in widespread support. We also believe that the best projects are those in which the project stakeholders have a financial stake in their project as this demonstrates wider community engagement.

  TOE cannot accept applications from projects which might result in local disagreement so please ensure that any areas of potential conflict are resolved prior to submitting an application.

- Creating engagement opportunities for volunteers and the local community

  Providing wider environmental benefits for people is key to the LNRS and we support projects in Oxfordshire's towns and villages which create engagement opportunities for

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volunteers and the local community, eg community orchards, projects involving species surveys by volunteers.

- Improvements in public access to urban green spaces to better connect with the environment

  Funds are also available for projects which create new and/or improve existing public access to urban/peri-urban green spaces and Oxfordshire's countryside to help people better connect with their local environment. We believe that connection with their local environment could make a long-term difference to how people feel about nature, how many people feel it is relevant to their lives, and how willing they are to help look after it.

4 Types of projects TOE can fund

Please contact us if you have any questions as to whether your project meets the eligibility criteria. Many of the projects we fund are similar so, to save you reinventing the wheel, we can put you in touch with a recent grant holder so learning can be shared.

Please contact us before applying on lef@trustforoxfordshire.org.uk or phone us on 01865 407003.

4.1 Biodiversity

Definition – Biological diversity is the variety of life and its processes; it includes the variety of living organisms, the genetic differences among them and the communities and ecosystems in which they occur.

At their core, all biodiversity projects should aim to bring about actual practical improvements to biodiversity on a local or landscape scale and they should all demonstrably fit within the wider county or national strategy for biodiversity.

Projects involving surveys of habitats or species or the production of management plans will only be eligible where they are part of a larger scheme that will lead to advances in our understanding of species and habitat requirements or direct improvements to biodiversity.

The "*Oxfordshire Community & Parish Guide to Biodiversity*", produced by Wild Oxfordshire, could help provide ideas about what you can do in your community:

- Discover what is in your area
- Contribute to a Parish or Neighbourhood Plan
- Find sources of help, information and funding
- Set up a local conservation group
- Read about inspiring projects that have resulted in a better local environment and also enhance biodiversity

https://www.wildoxfordshire.org.uk/guidance/local-government

The Oxfordshire Wildlife and Landscape Study (OWLS) provides useful guidelines on landscape character and general biodiversity down to the Parish level – http://owls.oxfordshire.gov.uk

These are a few of the projects we've recently supported :

- Kirtlington Wildlife And Conservation Society was awarded a grant for their project to restore the village pond.

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- TOE contributed funding to the Freshwater Habitats Trust's project which is restoring rare alkaline fens at several sites around Oxford.
- Brightwell-cum-Sotwell Environment Group was given a grant towards their project to de-culvert the 'allotment stream' to provide wildlife with access to water.
- The Friends of Island Pond Wood received grants to restore their woodland and create wildlife ponds.
- The Letcombe Brook project received a grant to pollard ancient willows to increase light levels thereby improving the quality of this precious chalk stream.

All biodiversity projects are advised to request a data search from TVERC to inform their proposed plans. https://www.tverc.org/services/data-searches A nominal fee may be charged but fees are usually waived if the data will be used solely for conservation or research purposes. It is requested that biodiversity improvement works are incorporated in a new/updated management plan for the project site, and that ecological records generated through TOE-funded projects are shared with TVERC (www.tverc.org/cms/content/share-your-records).

For works involving a watercourse, it is essential that all appropriate consent forms are in place. Consent would come from the Environment Agency for main watercourses, or the lead water authority for a non-main watercourse which is likely to be the local authority. This link to the EA's Catchment Partnership pages (https://environment.data.gov.uk/catchment-planning/v/c3-plan/CatchmentPartnerships) could provide useful context for relevant applications.

4.2 Community

Definition – projects that create and enhance spaces for wildlife in towns and villages, close to where we live, and/or raise people's awareness of the natural world.

We know that doing small things can make a big difference to wildlife as well as the people involved in the project, so we award grants to projects which contribute to raising people's awareness of the natural world.

As well as improving biodiversity, we expect community projects to provide additional opportunities for local people to engage in the natural world by

- contributing to raising people's awareness of and/or involvement in and/or education about, natural and semi-natural habitats and green space; and
- enhancing opportunities for people's learning about and interacting with habitats and/or species.

Examples of the types of projects that TOE might support include

- Oxford Urban Wildlife Group received a grant for restoring the ponds, improving the ground flora in the wooded areas and creating a wildflower meadow at Boundary Brook Nature Park.
- Grants from TOE have helped establish new community orchards, planted with heritage varies of fruit trees, across Oxfordshire including in Blewbury, Clanfield and Deddington.
- Barracks Lane Community Garden was awarded a grant to restore and replant their raised beds. Recycled plastic was used for the new raised beds and the plants were carefully selected to create a bee-friendly haven in the heart of East Oxford.
- Their grant enabled the Friends of Headington Hill Park to transform four of the neglected entrances into attractive and welcoming gateways to this invaluable urban space through

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pollinator-friendly planting. Groups from across the community got involved with the highly successful P3 project.

4.3 Access to the countryside and urban green spaces

Definition – making Oxfordshire's urban spaces and countryside easier to explore.

Improving access to green spaces and the wider countryside has many health benefits and allows more people to visit and appreciate the natural environment whether in a rural setting or an urban green space close to where many people live.

We support projects that will encourage more people to enjoy local green spaces for informal recreation and projects that will increase environmental awareness. For example, we have provided grants to fund the materials used by the Hinksey Trail volunteers to build a boardwalk through the precious fen habitat at the Hinksey Heights Nature Reserve near Botley. We have also awarded grants to The Chiltern Society volunteers who have replaced stiles on footpaths with gates, and the Cotswold Voluntary Wardens who installed a flight of steps on a slippery bank to improve access to a nature reserve near Charlbury.

TOE supports projects that fit with the aims of Oxfordshire County Council's Rights of Way Improvement Plan (ROWIP) and where all permissions have been obtained. The primary aim of such projects should be to bring about actual physical improvements to public rights of way, permissive routes, cycle tracks, access land, community-owned areas and local green spaces in urban areas, nature reserves and country parks. Please note that where new permissive paths are created, there should be some form of written agreement in place with the landowner which confirms the public will have unrestricted access for at least three years.

We will usually only grant aid the provision of signage, route marking or interpretation if it forms part of a large project involving site management or access improvements. As a guide, we recommend you limit any of these elements to less than 20% of the overall grant request.

TOE wishes to support projects to improve the accessibility and quality of the rights of way network by

- Creating new links and circular routes – for example to connect a village or shop/pub to the countryside, or join up two or more public rights of way, or create a circular route around communities.
- Improving access points to make paths safer and more accessible. The basic premise for such work must be adoption of the least-restrictive access method, i.e. gaps are least restrictive, followed by gates, kissing gates and then stiles. TOE can support the upgrading of access structures where the proposed new gap (or structure) would be less restrictive than the current one. Applicants will be expected to provide the least-restrictive structure possible in any particular situation. Consideration should always be given to which access structure is most appropriate for the site, i.e. if there is livestock in fields a self-closing gate or a kissing gate may be required. (Further information about least-restrictive access is available at www.accessiblecountryside.org.uk/creating-access)
- Improving path surfaces to increase year-round usability for paths particularly where the upgrading the path will improve it for less agile users. Full consideration should always be given to the provision of adequate drainage as the first stage of any path improvements. Please note that, if you are applying for funding towards a boardwalk, TOE prefers to support the use of recycled plastic, but will consider the use of locally and sustainably sourced wood where there is a firm commitment to regular maintenance.

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- As it will require regular maintenance and will eventually rot, we do not recommend that woodchip is used to surface paths. We recommend that fines are spread on top of MOT Type 1 instead.
- Improving interpretation and route-marking – e.g. by providing 'on path' information or themed interpretive trails to increase connections to the natural environment and to increase enjoyment and understanding.
- Promoting the wider use of the countryside and green spaces – e.g. by showing all accessible spaces and paths on community information boards, by encouraging local businesses to provide facilities for walkers, cyclists and equestrians, by enabling practical works to improve access to and understanding of the natural environment. Please note that TOE will only contribute up to £2,000 towards they cost of this type of signage and will impose the following conditions (a) that the community information board is not made from metal or recycled plastic for reasons of longevity (ie not wood which will rot) and (b) that TOE and the funder's logos are included on the fixed information panel.

To reassure us that you have thought through your project carefully, please include detailed information about access improvements with your application, including

- Maps of access routes
- Where the access routes are statutory rights of way, your project needs to be approved by the Public Rights of Way officer at Oxfordshire County Council. Please send us a copy of email correspondence confirming their approval.
- The positions of proposed new gates, information boards, board walks on your site
- The name of the manufacturer and style/model of the product being proposed, e.g. for a new gate
- The height, width, length and material to be used, e.g. for surface improvements or a board walk
- Where relevant, architects' plans, the specification you gave contractors who have provided quotes, the proposed design of any information/interpretation, your methodology for undertaking capital work with volunteers.

TOE will only support projects where applicants have considered how the access improvements will be publicised to the local community once the project is complete in order to ensure greater use and enjoyment. This might include specific information and maps on notice boards and in parish magazines, downloadable circular walk leaflets, opening events, guided walks etc. **Please include details of how you intend to promote your project in your application.**

4.4 Species Recording

As with all our funding we have a number of different funding sources and each have their own restrictions. TOE is committed to helping support species recording projects in and around Oxfordshire and Berkshire.

Given the complexity of the funding restrictions and whether funding is available at the time you apply, it is important that you contact the grants team at TOE before you make an application to check that you and your project will be eligible for a grant. You may be given alternative guidance for eligibility depending on your project.
If you are looking for a grant for equipment for species recording we would also suggest that you contact TVERC and other local organisations who already have equipment that may be available on a loan or hire basis.

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Reducing fuel use and carbon emissions is central to county and national policy to address and control climate change.

Whilst TOE **no longer funds** low carbon projects such as lighting, heating or insulation improvements, it does require all projects to have an eye to reducing fuel use and achieving sustainability. This includes the longevity of the materials used. For example

- as wood will rot, it has a limited life so TOE prefers to support the use of metal for gates installed to replace stiles, and recycled plastic for items such as raised beds.
- biodegradable guards to protect newly planted hedge whips and trees from browsing animals are now widely available and offer an environmentally-friendly alternative to plastic guards.
- Glyphosate, a broad-spectrum systemic herbicide, has been linked to the decline in bee populations and is harmful to human health. TOE does not support its use in projects as its effect on plants is non-selective, meaning it will kill most of them when applied as well as damaging our environment.

Please consider where materials and people involved with the delivery of your project will be coming from –locally sourced means a lower mileage and smaller carbon footprint. If applicable, please mention in your application how your project will be sustainable.

5 Access requirements

TOE's Local Environment Fund generally only supports projects at sites where there is some level of public access. Please note that for any projects funded through the Landfill Communities Fund **there must be public access for everyone in the community for a minimum of 104 days per year which is interpreted as 2 days or 4 half days/evenings a week**. The only **exception** is for **biodiversity projects** which address the needs of a priority habitat or species – such projects can take place on private land with no public access.

6 Ongoing management

TOE seeks to fund projects which are sustainable into the future and we need to know:

- How the project will be managed in the long term e.g. if planting trees and hedges where will the water come from in the long hot summer months and who will be weeding them regularly to give them the best start. Biodiversity projects should have a site management plan. TOE may be able to provide advice so do get in touch if this would be helpful.
- Where the funds will come from to pay for the future management of the work delivered.
- Who will undertake ongoing management in the future.
- The succession planning in place to ensure your organisation will have the capacity to manage the project effectively in the longer term.

7 What we don't fund

- We cannot fund projects which fulfil a statutory requirement or a requirement of planning permission.
- We do not fund projects that involve remediation work needed as a result of another activity because we believe that the contractor should make good any damage caused by their operations on site before they leave.
- Most projects funded by TOE should involve capital works to improve a site. We do not fund revenue costs or overheads alone, but can support a small proportion of administration costs which are directly related to the delivery of practical projects.

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- We no longer fund all-weather paths.
- We no longer fund energy efficiency improvements in public buildings like village halls.
- We do not fund community food-growing projects or private allotments.
- We do not fund the production of leaflets.
- We do not fund bird seed or other food used to attract species in survey work.

Please note that you cannot re-apply for a grant for a project which we have previously rejected.

8 Levels of funding

Applications for a small grant of up to £2,500 are accepted on a rolling basis – i.e. you can apply at any time.

The standard grants awarded from TOE's Local Environment Fund are from £2,500 up to £25,000. These are administered in quarterly funding cycles.

Large projects which will make significant beneficial improvements to the natural environment in Oxfordshire can apply for an Impact Grant up to £50,000. However, there is an additional step in the application process. After talking to the TOE Grants Team, you will be asked to complete an Expression of Interest form which will be submitted to our Grant Panel for review. If approved, you will be invited to apply in the following quarterly funding round.

8.1 Application forms

Before completing an application form we invite you to call on 01865 407003 or email us at lef@trustforoxfordshire.org.uk to discuss your proposed project so that we can help ensure your organisation and your project are eligible. We can provide advice which will help you write a successful application.

TOE has three application forms :

8.1.1 Small Grant application

Use our 'Small Grants' application form to apply for up to £2,500. Applications for Small Grants are welcomed at any time, with applicants learning the outcome within three weeks of their application being received.

8.1.2 Standard Grant application

Use our Standard Grant application form to apply for between £2,500 and £25,000. Applications are assessed in a quarterly funding cycle and application deadline dates are advertised on our website.

8.1.3 EOI

Larger requests for an Impact Grant for an exceptional project can be considered when funds are available. A project which creates a new nature reserve is an example of what we consider to be an exceptional project. Please note that there is an additional phase to the application process for a transformational grant – an Expression of Interest (EOI) form needs to be submitted for review by the Grant Panel before applicants are invited to apply in a subsequent funding round. The EOI form is only available following an initial conversation.

9 Specification and quotes

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9.1 Work by contractors

Where work is to be done by contractors, please provide TOE with a copy of the specification.

For projects appointing contractors, it is essential that you ensure the inclusion of a clause in your contract that clearly states that the responsibility for making good any damage caused to the site lies with them and should be rectified before they leave site. For example, running machinery across sites invariably churns up the ground surface which is not ideal if the contractors' access is also the path used by site visitors. The contractor should leave the site as close to the condition it was when they arrived as possible. If necessary, we can provide advice on getting appropriately worded contracts in place.

9.2 Quotes

All costs need to be justified and accompanied by a detailed breakdown so that TOE can see all the costs associated with the delivery of the project. We require

- 1 quote for costs in project budgets which are less than £1,000, and
- 3 quotes are required for all costs over £1,000.

These quotes could be screenshots showing the prices quoted by online suppliers or email/formal quotes from contractors.

Unless under exceptional circumstances suppliers should be UK based.

9.3 Exceptions to multiple quotes

Some of the projects we support are very specialist in nature and require specific expertise for their successful delivery. We recognise that in these circumstances there will often be little value going to more than one contractor for a quote, but the rationale for presenting fewer than the required number of quotes needs to be justified in the relevant section of our application form.

9.4 Contingency

Applicants are allowed to include a separate budget line for 10% contingency in the event of price increases. The contingency budget can only be claimed if cost increases caused by inflation or unseen impacts can be demonstrated. The contingency budget cannot be used on additional items simply to spend it.

9.5 Project Management

Applicants are allowed to include a separate budget line for project management up to a maximum of 10% of the cost of the capital work. Please speak to the Grants Team before including this cost in your project budget.

10 Match funding is encouraged

TOE looks favourably at applications from projects that have strong local support and volunteer input, and that have raised funding from other sources. We believe that the best projects are those in which the project applicants have a financial stake in their project as this demonstrates wider community support.

11 Timetable for project delivery

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11.1 Maximum project length

TOE funds discrete projects for one year, not ongoing work. Projects should be completed within a reasonable timescale. The project completion deadline will be stated in our formal grant offer to successful applicants.

11.2 Start date for your project

TOE ***never*** funds any work retrospectively so it is ***essential*** that a project does not start before the formal funding contract is in place.

For our standard grants, start dates should be at least three months after the project application deadline to allow time for us to undertake our due diligence and for our rigorous independent assessment process before the Grant Panel meet to consider your application.

11.3 Be realistic and allow for contingency in your completion date

Please think carefully about how long it will take you to complete your project; be realistic about timescales and what might be achieved. Where projects are funded through the Landfill Communities Fund and registered with the regulatory body ENTRUST, extensions will only be permitted under exceptional circumstances.

12 Project publicity

TOE and its funders request that all grants are acknowledged and promoted in the local media and via social media; guidance notes on project publicity are sent to all funded projects with the formal grant offer.

13 Project monitoring

TOE monitors completed projects and contacts grant holders for information and photos about their project at a later date, typically a year after completion. The level of monitoring required is dependent on the type of project.

- **Access projects** - it may be the state of accessibility after 12 months and monitoring will involve a site visit of a request for photographs.
- **Biodiversity and Community projects** - it may be the percentage success of any planting after 1 year and 5 years. The effectiveness of ongoing maintenance or management will need to be monitored by the applicant/landowner and evidence of results provided through the submission of photographs.

Approximately a year following project completion, TOE will ask grant holders to complete a monitoring form. The information provided helps us advise future applicants so they benefit from the real life experience, and the data gathered is used to inform future grant giving.

14 Submitting your application and what happens next

- Please complete all the sections on the application form.
- Provide photographs and site plans which help to illustrate the need for your project. Please note that we ask successful applicants to keep a photographic record of their projects as a way of recording progress.

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- Provide maps showing project location. This could be a screen shot of Google Maps after you have placed the 'pin' on your site, or an annotated OS map, or a map produced in GIS.
- Provide copies of quotes from contractors and/or for materials – these can be screen shots if using online suppliers.
- Submit your application by email to lef@trustforoxfordshire.org.uk
- Your application will be processed at the TOE office.
- You can apply for a Small Grant of up to £2,500 at any time. Applications are considered on a rolling basis and it is TOE's Chief Executive who makes the final decision about the allocation of funds.
- We operate a quarterly funding cycle for grant requests of £2,500 to £25,000. Application deadlines are midday on the first working Monday of each quarter and the dates are posted on our website. TOE's Local Environment Fund Grant Panel meets four times a year. Applicants will learn the outcome before the end of the quarter in which they have applied.
- An additional stage is required for Impact Grants of over £25,000. After speaking to the TOE office, if your project is eligible, you will be asked to submit an Expression of Interest for consideration by the Grant Panel. If accepted, you will be invited to apply using the standard application form.
- After your application for a grant of over £2,500 has been processed at the office, an independent assessor with relevant expertise will contact you to discuss some of the details of your project and to arrange a site visit to discuss aspects of your project.
- The assessor's report, along with any relevant supporting information (including quotes), will be distributed to the TOE Grant Panel members before their meeting. Please note that assessors provide technical advice and that the Grant Panel makes funding recommendations. It is TOE's Chief Executive who makes the final decisions about the allocation of funds.
- Following our Chief Executive's decision, relevant projects are registered with ENTRUST, the regulatory body for the Landfill Communities Fund. This registration process can take a couple of weeks and we may ask you for additional information.
- For all grant applications - a formal contract is then issued for signature by the new grant holder. The signed acceptance of the grant offer must be returned to TOE before the project can start or any expenditure is incurred.

15 Claiming your grant

15.1 TOE reimburses after completion

TOE does not give grants up front, but reimburses the costs incurred in delivering a project as agreed and outlined in the formal funding offer. We can provide longer running and/or expensive projects with interim grant payments to avoid applicants facing cash-flow problems.

Projects are expected to claim their grant when the project has been completed. Applicants must claim their grant before the completion deadline date stated in the formal funding offer. If the project is delayed, grant holders should notify TOE of the revised delivery schedule. In exceptional circumstances, it may be possible to extend project completion deadlines, but this cannot be guaranteed.

15.2 Claiming your grant requires a simple form or two and photos

Before grant payments can be made, TOE must receive a duly completed grant claim form, copies of the relevant associated invoices and a project progress/completion report. Applicants should

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keep a photographic record of their projects as a way of recording progress and send pictures when claiming their grant.

16 Our commitment to you

We appreciate that fund raising is not easy, but TOE is proud of the care taken in considering applications. Whatever the outcome, you can be confident in our approach and the care with which we handle your information.

1 Every application received is acknowledged so you know it has arrived safely.

2 All applicants will be notified of the outcome of application, whether successful or unsuccessful.

3 Every eligible application is considered by at least one of TOE's Trustees.

4 Your application will receive careful attention, but it is not possible to guarantee that funding will be available – we know you will understand that sometimes we have to decline good projects as it is simply not possible to support everything.

5 The Grant Panel will note any requested amount you may indicate, but they do not work on an "all or nothing" basis so we may provide support at a different level than that requested.

6 We are respectful of your time and resources – please be assured that we will only request additional information when we think it forms an important part of your overall proposition, or if we wish to clarify something we feel is relevant to our understanding of your project. We ensure we have all the information we need so you can be confident you have done all you can to make your case.

7 Occasionally applicants may be invited to attend a Grant Panel meeting to provide additional information and answer questions, but we usually gather the information we require beforehand.

8 TOE does not give grants up front, but reimburses the costs incurred in delivering a project as agreed and outlined in the formal funding offer. We can provide longer running and/or expensive projects with interim grant payments to avoid applicants facing cash-flow problems.

9 Reporting guidelines are kept as clear and uncomplicated as possible to ensure we can remain up-to-date with the delivery of your project while minimising the administrative burden for us both.

17 Data Protection and confidentiality

We share application forms, supporting information and project assessment forms with the TOE Grant Panel and the independent assessor for the project. Information is only shared as required to make a funding decision regarding the project and we have procedures in place to keep information safe.

The TOE Privacy Notice is available at https://trustforoxfordshire.org.uk/. Please contact us if you would like any further information regarding our data protection procedures by emailing admin@trustforoxfordshire.org.uk or giving us a call on 01865 407003.

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