**OXFORDSHIRE LOCAL HISTORY ASSOCIATION (OLHA) SMALL GRANTS
APPLICATION FORM**

|  |  |
| --- | --- |
| Title of project / initiative | Click here to enter text. |
| Name of group, organisation or individual(s) making the application | Click here to enter text. |
| Contact name(if a group or organisation) | Click here to enter text. |
| Address | Click here to enter text. |
| Telephone | Click here to enter text. |
| Email | Click here to enter text. |
| Website | Click here to enter text. |

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| Start and end dates of project / initiative | Click here to enter text. |
| Total cost of project / initiative (£) | £Click here to enter text. |
| Total amount sought from OLHA (£) | £Click here to enter text. |

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| If you are applying on behalf of a group or organisation (as named above), give brief details of its aims and activities, and who its members are | Click here to enter text. |
| If you are applying as an individual, give brief details of any previous experience of local history activities | Click here to enter text. |
| Will you be collaborating with any other individuals, groups or organisations to carry out the project or initiative? If so, who? | Click here to enter text.  |

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| Describe briefly the project or initiative. If it involves the erection of a physical structure, such as a memorial or plaque, please append a large-scale map showing the exact intended location of the structure. | Click here to enter text.  |
| What will be the project or initiative’s outcomes? | Click here to enter text.  |
| Who will be the beneficiaries? | Click here to enter text.  |

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| List the activities to be carried outList all of them, and put a tick in the last column for those for which you are seeking OLHA fundingContinue on a separate sheet if necessary | Activity | Who will carry it out? | OLHA funding sought? (check) |
|  | Click here to enter text. | Click here to enter text. |[ ]
|  | Click here to enter text. | Click here to enter text. |[ ]
|  | Click here to enter text. | Click here to enter text. |[ ]
|  | Click here to enter text. | Click here to enter text. |[ ]
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|  | Click here to enter text. | Click here to enter text. |[ ]
|  | Click here to enter text. | Click here to enter text. |[ ]
| Describe in detail what OLHA funds would be used forContinue on a separate sheet if necessary | Services or items to be purchased | Funding sought (£) |
|  | Click here to enter text. | £ Click here to enter text. |
|  | Click here to enter text. | £ Click here to enter text. |
|  | Click here to enter text. | £ Click here to enter text. |
|  | Click here to enter text. | £ Click here to enter text. |
|  | Click here to enter text. | £ Click here to enter text. |
|  | Total funding sought from OLHA: | £ Click here to enter text. |

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| If you have applied, or plan to apply, for funding from elsewhere, list those funding sourcesContinue on a separate sheet if necessary | Name of funding source | Funding applied for? (check) | Funding secured? (check) | If secured, how much?(£) |
|  | Click here to enter text. |[ ] [ ]  £ Click here to enter text. |
|  | Click here to enter text. |[ ] [ ]  £ Click here to enter text. |
|  | Click here to enter text. |[ ] [ ]  £ Click here to enter text. |
|  | Click here to enter text. |[ ] [ ]  £ Click here to enter text. |
|  | Click here to enter text. |[ ] [ ]  £ Click here to enter text. |

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| Add any further information which you think will be of use to those considering this application | Click here to enter text.  |
| If OLHA does fund your project / initiative, we will expect you to acknowledge that support on any publications, exhibition materials or other tangible outcomes which arise from the project / initiative, as appropriate | Do you agree to give such acknowledgement? Yes [ ]  No [ ] If no, please explain why not:Click here to enter text. |

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| Name of person making this application | Click here to enter text. |
| Position within the group or organisation (if applicable) | Click here to enter text. |
| If the project involves the erection of a physical structure, such as a memorial or plaque, have you appended a large-scale map showing the exact intended location of the structure? | Yes [ ]  No [ ] If no, please explain why not:Click here to enter text. |
| Date | Click here to enter text. |

**Please save the completed application with the following form of file name: *[Name of your organisation], OLHA funding request, [Date]* and send it to the OLHA Chairman Christopher Fance at: chair@olha.org.uk**

Requests for funding will be considered by the OLHA committee at its meetings in early March, June, September and December.

Completed application forms should be submitted by mid February, mid May, mid August or mid November.

**We may contact you to clarify some of the information you have given, or to seek further information, before making a decision.**