

**2016 / 2017**  
**Grants Monitoring Form**

Organisation	West Oxford Community Association
Contact Name	Keith Birnie
Address	West Oxford Community Centre Botley Road Oxford OX2 0BT
Contact Number	01865 245761
<b>Purpose for which the grant was given:</b> £500 has been awarded to contribute towards the organising and running of the West Oxford fun day planned to take place on 9 <sup>th</sup> July 2016	

If you would like any help or support to complete this form you can contact OCVA on 01865 251946.

**Please return your completed form on or before the 17<sup>th</sup> August 2016 to:-**

Grants Officer  
Communities Team  
Oxford City Council  
Direct Services Depot  
Horspath Road,  
Oxford, OX4 2RH

Telephone 01865 252685  
Email grants@oxford.gov.uk

## Section 1

### How have you spend the funding?

#### 1.1. Please give a break down of expenditure for the funding awarded to WOCA for the fun day

Item of expenditure (ie stationery, training or service purchased)	£
Jubilee Brass Band (awaiting invoice)	100
Drumming Workshop (invoice attached)	70
Eclipse Arts Circus Skills (invoice attached)	300
Poster and Flyer Printing (receipt attached)	32.60
<b>Total</b>	<b>502.60</b>

Continue on separate sheet if more space if required.

Please send copies of receipts/invoices when returning your form.

#### 1.2. Do you have any grant left?

**No**

#### 1.3. If yes, this may need to be refunded, please tell us how it will be spent and when?

n/a

## Section 2

### What have you achieved?

#### 2.1 How many people have benefited from your project activity or event to date?

Attendees: more than 600<sup>1</sup>

Participants: at least 105<sup>2</sup>

Volunteers: 70<sup>3</sup>

Local Performers and Artists: 114<sup>4</sup>

#### 2.2 How did you collect this information, was it by headcount, feedback forms or registers held etc?

<sup>1</sup>Attendees – measured using clickers and takings on gate. Clickers recorded 615, with gate receipts of £429, at £1 per adult, and with children entry being free.

<sup>2</sup>Participants – We had 35 Stalls, average at least 3 people per stall = 105

<sup>3</sup>Volunteers – We had 55 planning/running events; 15 helping with publicity.

<sup>4</sup>Local Performers and Artists – based on a head count involved on the stages and displays in the centre. Many other people performed informally.

### 2.3 What targets have you achieved with the grant? Please tell us

Agreed targets	Were they achieved?
Organise and deliver the West Oxford fun day on the 9 <sup>th</sup> July 2016	Yes. The feedback on the event was overwhelmingly positive
70 volunteers help out with the planning of the fun day and on the day	Yes. About the same number as last year.
500 people attend fun day on 9 <sup>th</sup> July 2016	Yes. Again, numbers were about the same as last year.

Please continue on a separate sheet if required.

### 2.4 Please tell us what outcomes (if any) have been achieved.

- Bringing People Together and Celebrating and Developing the Community of West Oxford

We had as many local representatives as possible that people could access to discuss any issues. Examples of people available for such interaction included both our local city councillors; representatives from the Oxford City Council Local plan consultation the local Community Police Team; the Fire Service; campaigning groups such as Cyclox, and of course WOCA trustees.

- Developing activities at West Oxford Community Centre that focus on local needs in imaginative and sustainable ways

This year we designed a quick-to-complete feedback card for people to fill in, with the incentive of a free raffle ticket for people's ideas. This proved quite popular and will feed in to WOCA's strategy review.

- Encouraging diverse groups to engage with WOCA

Many centre groups were able to publicise their activities and services at the event, whether by running stalls or demonstrating their activities and achievements. We were particularly pleased with the diversity of ethnic groups involved this year. Our 'Chinese Happy Place' support group were much more involved, and there was also representation from local African and Asian community groups. There was a lot to appeal to all age groups too.

### 2.5 Please enclose examples of your publicity displaying Oxford City Council support logo.

Copies of poster and programme are attached.

### Section 3 Other Funding

#### 3.1 What fund raising have you undertaken since receiving your grant? Please give details, how much has been raised?

We recruited volunteers to canvas local businesses for sponsorship and raffle prizes for the event. This raised £418. Raffle takings were down this year because the stall was not in a prominent enough position: we will rectify this next year.


We publicised the event to numerous external groups, who were invited to attend, and asked for donations to WOCA to help with the cost of the event. This raised £197, with around another £50 still to be collected.

We recruited volunteers to run numerous attractions and stalls at the event, fundraising for WOCA. This raised £1342.60: up on last year.

We approached other local grant-making bodies to help ensure a broad mix of attractions that would raise awareness of various issues as well as being attractive and engaging. Details listed under section 3.2 below.

#### 3.2 Since receiving your grant have you received funding from other organisations for your project? Please give details / how much has been raise this way?

Grant funding from Low Carbon West Oxford (for renewable energy activity):  
£180

DECLARATION I believe the information provided is an accurate account of how our grant has been spent.	
Signed	
Date	12/08/16