**Some guidelines for Gannett Foundation applications**

The Gannett Foundation is the charitable arm of Gannett Co Inc., the parent company of Newsquest Media Group, one of the UK's largest publishers and owners of the Oxford Mail, The Oxford Times, Herald Series, Witney Gazette, Bicester Advertiser and Banbury Cake. We provide funding to registered charities in the areas where we operate local newspapers and websites.

We support those registered charities with projects which take a creative approach to fundamental issues such as education and neighbourhood improvements, economic development, youth development, local problem-solving, assistance to disadvantaged or disabled people, environmental conservation and cultural enrichment.

We value projects that bring lasting benefits to communities served by our local newspapers and websites. While preference may be given to ideas which create a durable legacy for the community, we will consider single events or projects of limited duration that otherwise meet our criteria.

We entertain applications of any size or ambition, though typically our grants are made for substantial projects which require and merit awards of between £5,000 and £10,000. We will consider much more modest applications as well, but we actively encourage adventurous projects on a larger scale. We are able to join with other contributors to support elements of larger projects, though we prefer to be in a position of making a donation which will fund a project entirely or which constitutes the final instalment to complete a project. Decisions in respect of the value of the funding will be made by the trustees and based on the evidence submitted.

The Foundation will favour projects that demonstrate good planning, oversight and financial responsibility. As a prerequisite, the submission of copies of the charity’s most recent financial accounts are required. In addition, any supporting materials and further details concerning the overall aims of the charity should be included with each submission.

Each nomination will be judged on its own merits at the absolute discretion of the trustees, whose decision is final. Applications must be submitted on the approved application form, which can be downloaded at www.oxfordmail.co.uk/gannettfoundation. Any applications which do not meet our criteria or which do not follow our rules and procedures will be rejected. All accompanying paperwork must be sized to A4 and single-sided only.

By submitting an application, your organisation agrees to co-operate with editorial and promotional activity with Newsquest Oxfordshire and its titles. You also agree that any announcement or comment about applications will not be made to any other media organisation or any other group without prior permission of Newsquest Oxfordshire.

All available information about our application process is contained within the Gannett Foundation section of our website and, as a result, Newsquest Oxfordshire will not enter into further discussions about the application process.

The completed form and supporting documents should be received by Newsquest Oxfordshire before 5pm on Friday, October 16 2015 via email to gannettapplications@nqo.com