

VCS Main Grant Pot 2024/25

Grant Application Form for grants between £2k and £10k

The Redditch Borough Council's grant programme will make financial contributions to support voluntary and community groups in Redditch that help to further the Council's aims and that actively assist the community to enjoy a better quality of life.

Before completing this application form, please make sure you have read the guidance notes. If there is insufficient space in any of the boxes to answer the question fully, please continue on a separate sheet marked with your organisation's name and relevant question number.

Your application needs to show how it meets the Council's Strategic Purposes - please see the Guidance Notes for more information.

Important information

There is approximately £100k available in this round of the VCS Main Grant Pot. VCS organisations can bid for funding from £500 to £10k. There is a separate application for the smaller grants of between £500 and £2k. VCS organisations can bid for funding for core costs, project salary costs, events, and projects. Bids for funding must align with one or more of the Council's Strategic Purposes which are:

- Run and grow a successful business.
- Finding somewhere to live.
- Aspiration, work and financial independence.
- Living independent, active and healthy lives.
- Communities which are safe, well maintained and green.

VCS groups may only submit one application to the main pot of the VCS Main Grant Programme. A further application may be made if it is in partnership with another VCS organisation(s) OR a second application may be submitted to the Mental Health grant funding for a specific Mental Health project, which focuses on suicide prevention.

Please note: an application for both the Higher and Lower pot cannot be submitted for the same project.

Any funding approved under £2k can be paid upfront and in advance of the agreed spend. Any grant funding over £2k will be paid in instalments and the grant payment schedule will be agreed by both RBC Grant Officer and successful grant applicants.

All grant recipients will be required to complete regular monitoring statements and provide regular project updates.

For more information about this grant please contact the Grants Team by email: grants.team@redditchbc.gov.uk or Tel: 01527 881443 (between 11:30 and 13:30 Wednesdays and Thursdays)

1. Name of group or organisation	
Address and postcode	
Telephone	
Email address	
Website	

2. Contact Name	
Position in group/organisation	
Daytime telephone if different from above	
Email address if different from above	

3. What sort of group or organisation is yours? (tick all that apply)			
Registered charity	<input type="checkbox"/>	Charity number:	
Charitable Incorporated Organisations	<input type="checkbox"/>	Company number:	
Community group	<input type="checkbox"/>	Constituted voluntary organisation	<input type="checkbox"/>
Another type of not-for-profit organisation (please provide details)			
Are you a branch of, or affiliated to, a larger organisation or federation? Please explain.			

4. If your group is not a formally registered charity or CIC we will require a copy of your constitution. Is your group or organisation formally constituted?		
YES	<input type="checkbox"/>	Please provide a copy of your constitution with your application.
NO	<input type="checkbox"/>	If your organisation is not formally constituted, then for this particular funding round you are ineligible to apply for a grant. You can get support and information on how to develop a constitution from Bromsgrove and Redditch Network (BARN) by ringing 01527 60282 or by emailing office@barn.org.uk For further information please see the Guidance Notes.

5. How much are you applying for?	
£	Project/service name:

6. Are you applying for funding for your own individual organisation, or for a partnership/consortium activity?

Funding for own organisation.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
As the lead body for a consortium or partnership	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you are the lead body for a consortium or partnership, who are your partners?

You will need to be clear in your answers below whether you are referring to the lead body or the partnership/consortium. Please enclose with your application a letter(s) of commitment from all partners involved in the project.

7. What is the aim(s) of your proposed project/service? (max 250 words)

8. What evidence do you have to show there is the need or demand for your proposed project/service? (max 500 words)

9. Please explain how your proposed project/service will contribute to the Council's Strategic Purposes. (max 250 words)

9a. Please provide a brief statement which sets out how your organisation is considering and acting on the impact of Climate Change moving forwards (max 250 words)

10. Who is your targeted audience and how do you ensure that your proposed project/service reaches them and will be open and accessible to all? (max 300 words)

11. Please detail the key tasks, activities and timescales that will form your project/service (**your project plan**). (max 750 words)

12. Please complete a financial breakdown of the proposed project/service

Expenditure for lifetime of project	£
Project Equipment	
Project Materials	
Venue Hire	
Transport Hire	
Salaries of Staff (please detail the job title of each member of staff)	
General running expenses	
Training for staff and volunteers	
Other (please detail)	
Total	

13. Please list the outputs and outcomes of your proposed project/initiative. (max 500 words)

14. Sustainability – If your proposed project is intended to continue, how will you ensure it is sustainable after the funding has ended? If it is a one off project, what legacy will it leave? (max 250 words)

15. Please list all income / possible income you have applied for to deliver the project/service listed in this application form. For example: County Council, Big Lottery Cash4Clubs, Awards for All; etc.	2023-24 (applied for)	Additional funding confirmed ?	Any Comments
	£		
	£		
	£		
	£		
	£		
TOTAL	£		

16. Your banking arrangements - To receive a grant from Redditch Borough Council (usually paid by BACS transfer), your organisation must have its own bank or building society account in the name of the organisation as shown in your governing document. Cheques and other withdrawals must be signed by at least two people who are not related to each other and who do not live in the same household.

- Does your organisation have its own bank or building society account and is it in the name of your group (as shown on your governing document)?

Yes No

- Do all cheques and other withdrawals have to be signed by a minimum of 2 people who are not related to each other and who do not live in the same household?

Yes No

17. Your Accounts – If your most recent approved accounts are not available online (either via your own website, Charities Commission or Company’s House website) please include a copy of your most recent approved accounts, signed and dated by your chair, secretary or treasurer and by your auditor or independent examiner where appropriate with your application - **we cannot assess this application without them**. Any accounts you provide (either sent to us directly or online) should not be more than 12 months old. If your organisation’s financial year-end coincides with the period in which you are sending us your application, then please send us your previous accounts and a copy of your most recent management accounts.

Have you attached your accounts and/or management accounts?

Yes

No

18. Your financial reserves - If you have more than 12 months’ worth of expenditure in reserves or savings, you should use these to reduce the size of grant requested. If you do not plan to do this, please explain why not (e.g. explain what any restricted reserves are for).

How much do you have in unrestricted reserves/savings?

£

How much do you have in restricted reserves?

£

What are these reserves being held for?

19. Does your project/service involve working with children and young people under the age of 18 or vulnerable adults?

Yes No

If yes, as a minimum we expect you to:

- have safeguarding policies in place that are appropriate to your organisation's work and the project/service you are asking us to fund;
- review your safeguarding policies at least every year;
- complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including criminal record checks (if appropriate) and taking up references;
- carry out criminal record checks at least every three years (Disclosure and Barring Service (DBS) checks for staff & volunteers, if appropriate);
- follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults;
- provide child protection and health and safety training or guidance for staff and volunteers;
- carry out a risk assessment, if appropriate; and
- secure extra insurance cover, if appropriate.

Does your organisation meet these requirements?

Yes No

If yes, please provide evidence with your application that your organisation meets these requirements.

20. Which of these policies and procedures do you have in place? We may ask to see any policies or procedures which you indicate you have in place or are developing.			
Policy or Procedure	Yes	No	Will develop by (state date)
Business Plan			
Confidentiality policy / Privacy Policy			
Complaints procedure			
Equal opportunities & diversity policy			
Safe recruitment practices, including DBS checks for staff & volunteers working with children, young people or vulnerable adults (if applicable)			
Health & Safety policy & procedures			
Written financial procedures			
Volunteer Policy/Guidance			
Others (please state):			

Please note: *In line with Redditch Borough Council's practice, we will be publishing all successful grant applicants and funding approved on the Council website.*

Certification

Terms and Conditions:

- I certify that the information contained in this application, and in any documentation submitted in support of the application, is truthful and accurate to the best of my knowledge. I understand that any misleading statements (whether deliberate or accidental) in this form will render this application invalid and may make the organisation named as the lead in this application ineligible to receive funding.
- I acknowledge that the grant of any funding in relation to this programme is conditional upon signing a grant agreement with the Borough Council.
- I certify that, if funding is provided, it will only be used for the purposes specified in this application and be used within the period of April 2024 to March 2025.
- I will immediately inform the relevant Borough Council Grant Coordinator if my organisation and/or partners foresee difficulties in carrying out the work which the Borough Council's funding will support.

I confirm that the organisation/group/partnership/consortium named in this form has authorised me to sign this application on their behalf.

Signed	Date
Name (in block capitals)	
Position within the Organisation (e.g. manager)	
Counter-signed	Date
Name (in block capitals)	
Position within the Organisation (must be chair or a trustee)	

The closing date for all applications is **4pm on Friday 23rd February 2024.**

Where possible please return this form by email to grants.team@redditchbc.gov.uk *** If you are emailing your application, where possible please scan this page to include the signature(s).*

If you are sending a paper copy, please send this by registered post or deliver by hand to Reception at The Town Hall and address your application to:

**Grant Application
Grants Team, Community Services
Redditch Borough Council
Town Hall, Walter Stranz Square, Redditch, B98 8AH**

Privacy Notice

Redditch Borough Council is committed to protecting your privacy when you use council services. The Privacy Notice below explains how the Council uses information about you and the ways in which we protect your privacy.

What is Personal Data?

Personal data means data which relates to a living individual who can be identified from that data, or from that data and other information, which is in the possession of, or is likely to come into the possession of Redditch Borough Council.

What are your rights?

You have the right to request the following (the council will consider any request in line with the current regulations):

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object

Why do we need your personal data?

The purpose for collecting this personal data is to allocate grants to organisations working in the public interest. The legal basis for this processing is to perform a task in the public interest - we need the data you provide so that we can allocate grants fairly and properly. The data collected may include:

- Name
- Address
- Contact Details

If this data is not provided, grants cannot be awarded.

This information will be accessible by those staff working on grants and other staff members selected to be Officer Grant Panel representatives. Headline data will also be published on the council website. This information will not be shared/sold to any other service/organisation unless we have a duty to do so under law. This data will not be transferred outside of the EEA.

The data will be kept for 6 years after the decision is made whether to award a grant. No decisions around this data are made by automated means. General data protection information relating to the council can be found at

<http://www.redditchbc.gov.uk/council/corporate/your-access-to-information/privacy-notice.aspx>

How can you access the information we hold about you?

You have the right to ask for all the information we have about you and your services. To make a request for your information email foi@redditchbc.gov.uk

How can you request for your information to be erased?

If you want Redditch Borough Council to stop processing an initial application and erase your information, you are entitled to request this under specific circumstances. To make a request please email foi@redditchbc.gov.uk

How do we keep information secure?

We will take appropriate steps to make sure we hold records about you (on paper and electronically) in a secure way, and we will only make them available to those who have a right to see them. Our security includes:

- Encryption
- Access controls on systems
- Security training for all staff

Data protection Officer (DPO)

The data controller is Redditch Borough Council and the Data Protection Officer is Deborah Poole who oversees the Information Management team. To contact the DPO or the information management team email information.management@bromsgroveandredditch.gov.uk

Where can I get advice, or lodge an official complaint?

For independent advice about data protection, privacy and data sharing issues, or to lodge a complaint if you think your data has been mishandled, you can contact the Information Commissioners Office (ICO) at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF - Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number. Alternatively, visit ico.org.uk or email casework@ico.org.uk