

VCS Main Grant Pot 2024/25

Grant Application Form for grants between £500 and £2k

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 higher grants of between £2k and £10k. 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.

VCS groups may only submit one application to the VCS Main Grant Programme. A further application may be made if it is in partnership with another VCS organisation(s).

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 Officers 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 am and 1.30 pm on a Wednesday or Thursday.

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 – we may ask to see a copy of your organisation’s formal constitution if you are an unregistered charity or a copy of your governing document if you are a registered charity or Community Interest Company. Letters of commitment from all partners involved in the project, *if* you are applying as the lead body for a consortium or partnership.)

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 full details)

Are you a branch of, or affiliated to, a larger organisation or federation? If yes, please provide more details.

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4. Please provide the title of the project and a short introduction about the event/project/activity you are looking to host (including when you hope the project to commence and finish, if appropriate.).

5. How much are you applying for? (maximum £2,000)

£

6. Aim and intended Outcomes of the Project/Group/Organisation

7. Please indicate which of the Council's Strategic Purposes detailed below your project relates to.

- 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.

8. Who will benefit from the project and what difference do you hope your project will make to them? (This should include clear details on how the project will be structured, co-ordinated and promoted together with any information in respect of the need/demand for such a project.)

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9. Please provide a financial breakdown of how the grant will be spent. Setting out the key elements of your project e.g. activities, equipment, staffing. For more information please see the Guidance Notes.

Description	Amount Breakdown of Key Elements

10. 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

11. 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. (You may be asked to provide a copy of your annual or management accounts, if this is deemed to be necessary.)

12. Please confirm with Yes, No or N/A which of the following policies and procedures you have in place.			
Policy or Procedure	Yes	No	N/A
Where required, have staff and volunteers had Disclosure and Barring Service (DBS) checks carried out?			
Have staff and volunteers working with children and young people under the age of 18 or vulnerable adults had Enhanced Disclosure and Barring Service (DBS) checks?			
Does the organisation/group have a Safeguarding Policy and Procedures in place?			
If you have answered No or Not Applicable to any of the statements above, please state why:			

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 2023 to March 2024.
- 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