

VCS Main Grant Pot 2027/28

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 you apply

Read the guidance notes before completing this form. If you need more space to answer a question, continue on a separate sheet labelled with your organisation's name and the relevant question number.

Explain how your application supports the Council's Vision and Priorities. See the guidance notes for further information.

Important information

Available funding and eligible costs

This round provides £90,000 through the VCS Main Grant Pot and £10,000 through the Small Grants Pot. VCS organisations can apply for £500 to £10,000. Use the separate application form for higher grants between £2,000 and £10,000. Funding can cover core costs, project salary costs, events and projects. All bids must align with one or more of the Council's Strategic Purposes.

Application limits

VCS groups may submit only one application to the main pot of the VCS Main Grant Programme. Apply for either a larger or a smaller grant, not both, as they draw on the same funds. A further application is permitted if it is made in partnership with another VCS organisation or organisations.

Grant payments

Approved grants under £2,000 can be paid upfront, before the agreed expenditure. Grants over £2,000 will be paid in instalments, with payments scheduled from April 2027 to March 2028.

Monitoring and reporting

All grant recipients must submit regular monitoring statements and project updates, including reports on project outcomes. Failure to provide this information by the deadlines set out in the funding agreement could result in funding being withheld and/or exclusion from future funding rounds.

Questions about the grant?

Contact Ali Osborne, Grants Manager, on 01527 587002 or email grants.team@redditchbc.gov.uk

About your organisation — questions 1–4

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	
Second 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		Charity number:	
Charitable Incorporated Organisations		Company number:	
Community group		Constituted voluntary organisation	
Another type of not-for-profit organisation (please explain)			
Are you a branch of, or affiliated to, a larger organisation or federation? Please explain.			

4. Is your group or organisation formally constituted? If it is not a formally registered charity or CIC, you must provide a copy of its constitution.		
YES		Please provide a copy of your constitution with your application.
NO		<p>If your organisation is not formally constituted, it is not eligible to apply in this funding round.</p> <p>For help developing a constitution, contact Bromsgrove and Redditch Network (BARN) on 01527 60282 or email office@barn.org.uk.</p> <p>See the guidance notes for further information.</p>

Your proposal — questions 5–10

5. Briefly describe the event, project or activity you plan to deliver.

6. How much are you applying for?

£	Project/service name:
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7. What are the main activities of your group/organisation?

8. How will your group or organisation use the grant?
Include the planned project start and finish dates, where applicable.

9. Indicate which of the Council's Vision and Priorities listed below your project supports.

- A Council that listens to and delivers quality services for our communities, residents and businesses
- Economy, Regeneration & Prosperity
- Green, Clean & Safe
- Community & Housing

10. Who will benefit from the project, and what difference do you hope it will make? Explain how the project will be structured, co-ordinated and promoted, and how it will benefit Redditch residents.

Financial arrangements — questions 11–12

11. Your banking arrangements

Grants are usually paid by BACS transfer. Your organisation must have its own bank or building society account in the organisation's name, as shown in its governing document.

Cheques and other withdrawals must be signed by at least two people who are not related to each other and do not live in the same household.

- *Does your organisation have its own bank or building society account in its name, as shown in its 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 ☐

12. Your financial reserves

If your reserves or savings exceed 12 months' expenditure, you should use them to reduce the grant amount requested. If you do not plan to do so, explain why. For example, describe the purpose of any restricted reserves.

Safeguarding and governance — questions 13–14

13. 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.

14. Indicate which policies and procedures you have in place. If you plan to develop any, give the expected completion date.
We may ask to see any policies or procedures you identify as in place or being developed.

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 2026 to March 2027
- 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 20th November 2026**

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 to:

Ali Osborne, Grants Manager
Dial A Ride Office, Crossgates Depot
Crossgates Road, Redditch, B98 7SN

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 accessed here

<https://www.redditchbc.gov.uk/legal-pages/privacy-policy/>

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 Mark Hanwell 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