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**REDDITCH BOROUGH COUNCIL**



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# **Stronger Communities Grant Application Form (one off activity) 1<sup>st</sup> Round**

**Welcome to Redditch Borough Council's  
Community Grant Programme – 2015/16**

The Grants programme is intended to help voluntary and community groups in the Redditch Area who help the community to enjoy a better quality of life. Grants will support one-off or one year activity.

Before completing this application form, please read the guidance notes, as these will help you fill in the form. If you are filling it in by hand and 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. You can expand the boxes if you are filling it in on your computer.

## GRANTS SUPPORTING INFORMATION

The supporting information for each of the grants available provides the overall outcomes for that grant as a guideline for your application. Below is a definition for an outcome. Please consider this when you come to provide evidence in your application for this grant.

**Identified Outcome/s:** The changes, benefits, learning or other effects that are experienced by an individual as a result of taking part in the planned activities.

Grant Fund Available	Theme/priority	Example projects
<p><b>Giving Grants</b>  <b>Maximum bid of £500.00 per project submitted</b></p>	<p>For delivery of projects that that have a clearly identified need within the community working in partnership with Community groups Redditch Borough Council can support this grassroots sector.</p> <p>These groups will not need to be formally constituted but will be required to have a recognised role within the community they represent</p>	<p>Community groups invited to <b>bid for up to £500</b> for delivery of community projects at each round. Projects/events that encourage and initiate participation of all sections of the local community.</p>

These grants are in place to help build Stronger Communities. We are inviting Community organisations and groups to bid for up to £500.00 for the delivery of projects/events that benefit the Communities of Redditch.

To be successful, a **group** must:

- Carry out positive work in the community

**a project must:**

- address a community issue
- support and encourage community involvement.
- its outcomes strengthen local communities
  - ideally be innovative in its approach.

# Redditch Borough Council Grants Application Form

1. Name of your group/ organisation	
Address and postcode	
Telephone	
Email address	
Website (if you have one)	

2. Contact name of person filling in form	
Position in group/organisation	
Daytime telephone if different from above	
Email address if different from above	

3. Give a short introduction about the Event/project/activity you are looking to host?

4. How much money are you applying for?
<b>Maximum £500</b>

5. How did you here about this grant?

Press release in you local newspaper?	
Leaflet, if so where did you see this?	
Council web pages?	
Local VCS Network?	
Other, please state	

6. What are the main activities of your group/organisation?

7. What will your group/organisation use the grant for?

When do you hope your project will start and how long will it last?

Start ..... Finish .....

8. How do your activities match up to the identified outcomes outlined for the grants funding to which you are applying? (please read the identified outcomes near the beginning of this form) Please use this box to showcase your project.

9. Who will benefit from these activities and what difference do you hope your project will make to them?

10. How many people will be supported with this grant?

a) Number:

b) Please state the approximate number of users in each age range:

0 – 18 ..... 19 – 64 ..... 65 – 74 ..... 75 plus .....

Please indicate the diversity of your project:

White British	<input type="text"/>	White and Black Caribbean	<input type="text"/>	Indian	<input type="text"/>
White Irish	<input type="text"/>	White and Black African	<input type="text"/>	Pakistani	<input type="text"/>
White Other	<input type="text"/>	White and Asian	<input type="text"/>	Bangladeshi	<input type="text"/>
Chinese	<input type="text"/>	Mixed Other	<input type="text"/>	Asian Other	<input type="text"/>
Caribbean	<input type="text"/>	African	<input type="text"/>	Black Other	<input type="text"/>

Other ethnic group: Please describe.....

11. In which District do your clients live? Please give percentages for each district

Redditch:

Feckenham:

Astwood Bank:

Outside Redditch:

12. How does your organisation ensure it gives equal opportunities for all – including service users, potential users and volunteers?

13. Are your staff and volunteers DBS checked? (Disclosure & Barring Service).

Yes

No

Not applicable

If No or Not Applicable, please explain why not:

**Disclosure and Barring Service (DBS) checks (previously CRB checks) -**

<https://www.gov.uk/disclosure-barring-service-check/tracking-application-getting-certificate>

If you work with children, young people or vulnerable adults, do you obtain 'enhanced checks'?

Yes / No / Don't know what these are.

If you are an organisation that works with children and young people, do you have safeguarding policy and procedures?

Yes/No

14. Is your group or organisation formally constituted? Please provide details if you are, if not then please contact Ann Sowton below for more details.

YES		If yes please provide a copy of your constitution with your application.
NO		If your organisation is not formally constituted you can get support and information to do this from BARN. Contact BARN on 01527 60282

15. What sort of group or organisation is yours? Please tick the box which best describes your group/organisation.

Registered Charity (please give the reg. number):	<input type="checkbox"/>	Company limited by guarantee	<input type="checkbox"/>
Community or self-help group	<input type="checkbox"/>	Other (please explain below)	<input type="checkbox"/>

16. Does your group/organisation have a management committee or board of trustees? If it has, how many people are on it, and how often does it meet? If it does not then how does your group formally reach agreement?

17. To receive a grant from Redditch Borough Council 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.

Please confirm that you comply with this condition.



18. Please state if your organisation is newly set up with no financial information available. (go to question 20 if yes)	Yes	No
What was your group's total gross income, as stated in your most recent accounts?	£	
What was its total expenditure in the same year?	£	
What surplus/deficit was there that year?	£	
Which financial year was this? eg 2011/12	Year:	
What are your current reserves + savings?	£	

19. 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 below why not (eg explain what any reserves are for).

20. Income for the project/activities for which you are seeking a grant – state source below eg County Council, Cash4Clubs, Awards for All; etc.	2014-15 (applied for)
Grant requested from the Borough Council on this form...	£
	£
	£
	£
<b>TOTAL</b>	£

21. Expenditure for the project/activities for which you are seeking a grant. List the main items of expenditure and add up the total.	2014-15 (estimated)
	£
	£
	£
	£
	£
	£
	£
	£
	£
<b>Total</b>	£

22. If you hope to continue this project after one year, what are your fundraising plans to support this project when this grant finishes?

Please ask a senior Trustee or Management Committee member to read the declaration and sign the form on behalf of your organisation.  
In line with Redditch Borough Council practice we will be publishing successful grant applications on Redditch Borough Council's website.

**Declaration**

I confirm that the organisation/group named in this form has authorised me to sign this application on their behalf, and that the information contained in this application is correct, to the best of my knowledge. I confirm that any grant received will be used solely for the purposes specified in the application.

*\*\* If emailing application please scan this page with signature.*

Signature	
Name of person signing This must be different from the person who completed the form and should be a senior trustee eg Chair	
Position in Organisation	
Date	

**Please return this form and the budget spreadsheet by:**

**2<sup>nd</sup> Round Deadline - 4pm Friday 13<sup>th</sup> June 2014**

We cannot accept incomplete, late or faxed applications, hand-deliver your application to Main Reception at The Town Hall, or post it by recorded delivery in advance of the deadline to the address shown below:

**Please address your application to:**

Grant Application  
Grants Team  
Leisure, Environment and Community Services  
Redditch Borough Council  
Town Hall  
Walter Stranz Square  
Redditch, B98 8AH  
01527 64252 ext: 3015

**Alternatively you can email your completed application to**

**[grants.team@redditchbc.gov.uk](mailto:grants.team@redditchbc.gov.uk)**

*\*\*If emailing please remember to scan the declaration page with signature.*

If you hand deliver your application, please ask the Reception staff to date and time stamp your envelope.

**For office use only**

Grant Ref Number:	Assessed by:	Work inspected by/on:
Date received:	Panel recommendation: Grant of £	Ledger code:
Date ack. sent:		Cheque/BACs raised: