

ReNEW Small Grant Scheme 2024-25
a NEW Cultural Compact programme
Supported by the UK Shared Prosperity Fund



Application Form Guidance – Redditch & Bromsgrove

This guidance provides general information about the ReNEW Small Grant Scheme which is a North East Worcestershire Cultural Compact programme, supported by the UK Shared Prosperity Fund (UKSPF). Guidance includes what the scheme supports, who does and doesn't qualify, the amount available, how to apply, timescales and how decisions will be made. The second part of the document is a step-by-step guide to completing the application form.

General information about the ReNEW Small Grants Scheme

1. What is the purpose of the ReNEW Small Grants Scheme?

To provide funds for groups and individuals with creative ideas for bringing Redditch and Bromsgrove's redundant and unusual spaces back to life or for better use. Projects that help tell people's stories and can create pride in a place.

Criteria in brief

- Grants up to £2,000.
- Individuals and groups can apply.
- Proposed activities must involve those aged 16 years of age and above.
- Projects need to target areas in either Redditch Borough or Bromsgrove District.
- There are a finite number of grants available, they will be allocated based upon strength of application and balancing criteria.
- All groups must hold a bank account and/or individuals must be set up as self-employed.

Closing Date: Monday 22nd July at Midnight for projects linked to Heritage Open Days.

Monday 2nd September at Midnight for all other projects

2. What qualifies for funding?

To qualify for the fund, a proposed project/activity must meet the aims of the programme:

- Increase participation and engagement in arts and creative activity.
- Participation must be easy to access, and free.
- Projects in unusual and unloved spaces, e.g. empty public spaces, natural & heritage sites

The types of projects that will be funded are:

- Projects that work with artists or creative practitioners.
- Projects where visual, performing, combined or digital arts are part of the process and outcomes.
- Projects making an effort to involve people from groups less likely to be involved (young people 16-25, people from minority ethnic communities, people with disabilities, LGBTQ+, mental ill-health, on lower incomes).

We welcome projects that:

- Create new partnerships, especially those that sees local businesses and local groups collaborating.



Contact Us
renew@bromsgroveandredditch.gov.uk
Office: 07968 018653

Bromsgrove District Council
Parkside, Market Street,
Bromsgrove, Worcestershire, B61 8DA
www.bromsgrove.gov.uk

Redditch Borough Council
Town Hall, Walter Stranz Square
Redditch, Worcestershire, B98 8AH
www.redditchbc.gov.uk

- Link with established participatory activities in the area e.g. choirs, craft groups, youth group, clubs etc.
- Link with environmental and heritage sites in the area.
- Are new projects from applicants who were in receipt of a grant from the first round of ReNEW Small Grants.

Applicants and activities that cannot be funded are:

- Applicants that do not provide activities directly to the community but use funds to campaign, fundraise, signpost or solely for promotional reasons.
- Activities or projects that promote a political party.
- Evangelising or preaching activities or projects for religious activities such as acts of worship or religious buildings (this does not exclude applications from faith-based groups who want to deliver community-based projects)

3. What is the maximum funding amount available?

For 2024-25 the maximum limit per project/activity is £2,000 although please only apply for the amount actually needed so that we can support as many projects as possible. The minimum amount available is £500. Evidence of spend will be required.

4. Can more than one funding application be submitted by the same applicant?

No, due to the size of the funding available only one application can be submitted per applicant. If there is still funding available after the application deadline, additional funding may be offered to applicants who require this support.

5. Can more than one application be received for the same project?

Yes, if the applicants are partners and there's a clear difference between how the funds will be used (no double funding). It needs to be clear what additional benefits there will be from funding multiple applicants for the same project, not just increasing the budget.

6. Can match funding and in-kind be included?

Yes. Please do look at how other grants, donations, earned income, existing funds and in-kind resources can enhance your budget. However, if you do not have any cash match funds, this will not negatively impact on the scoring of the financial section. Activities must be free to participants – otherwise grants could be subject to Subsidy Control regulations.

7. How do you apply?

Application forms are available to download from our websites ([Bromsgrove](#) and [Redditch](#)) or can be obtained by emailing renew@bromsgroveandredditch.gov.uk.

All sections of the application form must be completed.

All applications to be emailed to renew@bromsgroveandredditch.gov.uk

Please remember to electronically sign and date before sending.

Please note applications received after the closing date and time will not be accepted.

8. Advice and Guidance

Please do get in touch if you would like support completing the application form renew@bromsgroveandredditch.gov.uk

9. Access Support

If you require access support to complete your application, please contact us:

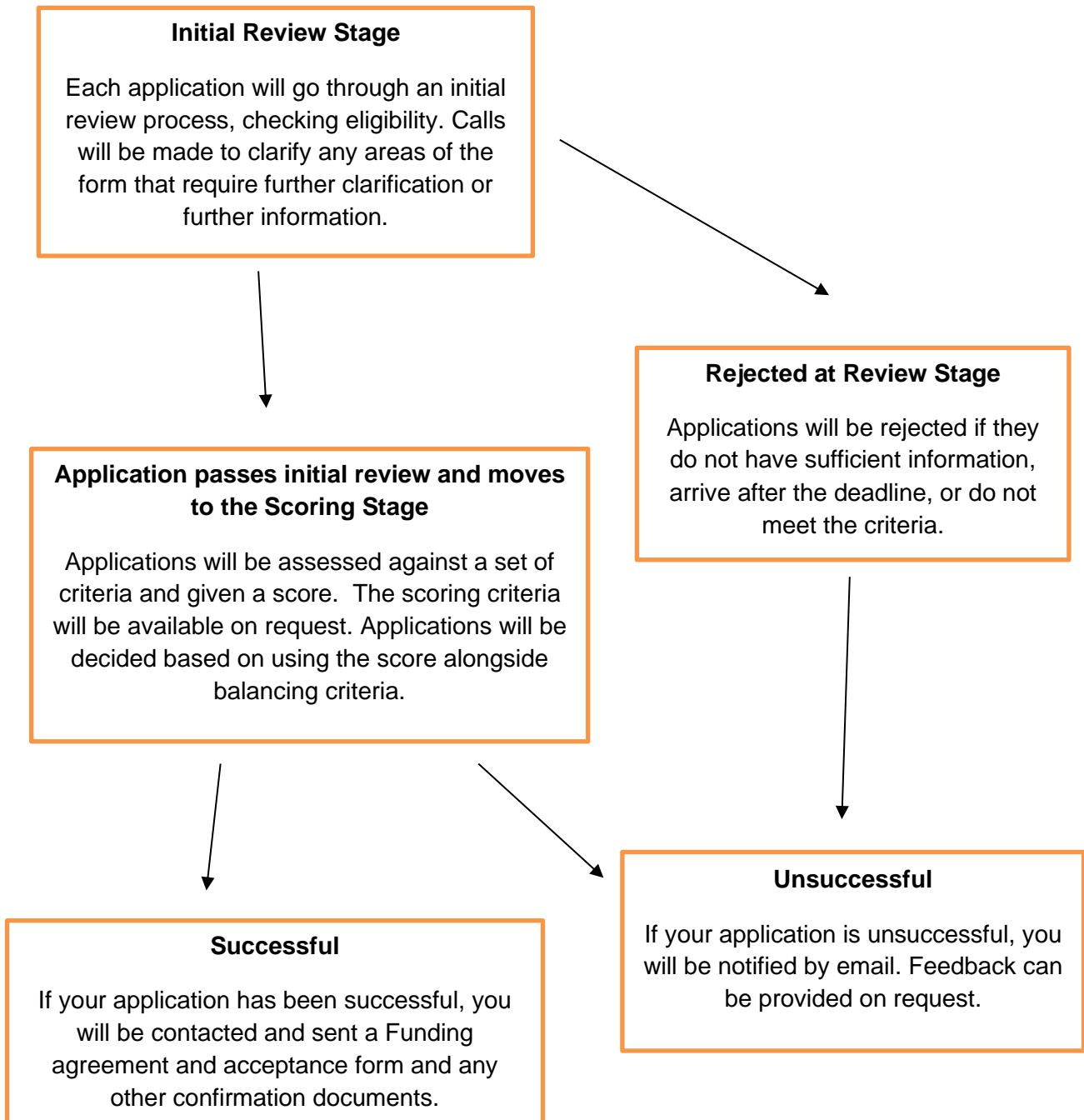
renew@bromsgroveandredditch.gov.uk

10. What is the timetable for applying and delivery?

For 2024-25 grants will support projects or activities being delivered up from 31 July until 31 January 2025.

How is the funding decision made?

This flow chart sets out the process for how the applications will be reviewed and a selection are awarded.



A Step-by-Step Guide on How to Complete the Application Form

1. Details of applicant

This section is all about the applicant that is applying to receive funding. Tell us about the type of organisation applying and any relevant registrations and affiliations in place. Or indicate if you are an individual (individuals must be registered as self-employed).

2. Details of the proposed project/activities

This is your chance to tell us about the project/activities you wish to fund. Please provide clear and concise information and the boxes will expand as you type.

Think about how your project will help deliver on the ambition for the ReNEW programme – for people to share their stories about the past in a bid to shape the future of the Borough for residents.

- Title of the Project/Activity.
- How much funding are you applying for?
- Please describe the Project/activities you will deliver:
 - What specifically do you want to use the funding for and why?
 - How will people share their stories about the past and create pride in unloved or underused spaces, to shape the future of the area for residents?
 - What place(s) will you work in?
 - Who will be involved (participants/beneficiaries)?
- Who will lead your project and activities and what experience will they bring to your project?
e.g. artists, creatives, leaders etc
- Please tell us about any partners you will work with.
If you have worked with them before and what they will help you to deliver/achieve.
- Main aims of the Project/activities:
 - What do you want to you achieve?
 - What will be the legacy of the project/activities?
- Intended outcomes of the Project/Activities:
 - What will success look like short term and long term?
 - How will you know you have achieved it?

3. Details of who is going to benefit.

This section informs us about who is going to benefit should you be successful.

- **Where your activity will take place**
Is it Redditch Borough or Bromsgrove District? Any specific neighbourhood or place?
- **Who will benefit**
This section is asking who you will engage from under-represented groups, and they must be aged 16+. If there is a group not listed that you believe is a priority, please detail who they are in the 'other' box.
- **How many**
Tell us how many people you plan to have involved. Be realistic and estimate thinking about quality and not necessarily quantity. Put a number to all headings that apply (you don't need to complete all boxes, only the ones relevant).

4. Financial Breakdown

Please be clear and specific about the financial breakdown for your project/activity and provide as much information as you can to support your application. The information should be broken down into the following: -

How much are you applying for?	Please only apply for the exact amount you need. This means we can support as many projects as possible. We will require copies of invoices/receipts to show evidence of spend.
How much does the project cost in total?	This is to help us understand the overall cost for the project. Your total maybe more than your ask if you have match finances.
How will the funding be spent?	Please provide a breakdown of how the funding you are requesting from us will be spent. We understand that costs do change but this helps us to see that you have a clear plan for how the funding will be spent.
Are any of the parts of the project or activity being provided in-kind, from volunteer support or from your own funds?	Providing any additional information about how the project is being supported in other ways helps us see where delivery is not solely reliant on this fund. This could be cash match or the use of existing resources or in-kind support from people or in spaces.

An example of how to complete the financial breakdown section:

Provision of four open access workshops working with an artist. Each session will be delivered for a two-hour period.

How much funding are you applying for? <i>(Min £500 - Max £,000 but please only apply for what you need)</i>	£650.00
If Match Funding is available, how much will the Project/Activity cost in total?	£1,200.00
How will the funding be spent? <i>Please provide a clear breakdown setting out the key individual elements of your project / activity to show how this funding will be spent e.g., tasks, activities, equipment, staffing.</i> <i>For more information, please read the fund guidance.</i>	<i>Funding amount breakdown per key element (£)</i>
<i>Artist 4 x ½ day sessions at £100 a half day</i>	£400.00
<i>Resources, e.g. equipment, artists materials etc.</i>	£250.00
Are any parts of the Project/Activities being supported by cash match contributions from partner or your own funds? Please provide a clear breakdown	<i>Cost breakdown by key elements (£)</i>
<i>Two staff working 2.5 hrs a session each at £15ph x 4 sessions (incl. set-up and close down)</i>	£300.00
Are any parts of the Project/Activities being provided by in-kind contributions from volunteer support, partners or from your own funds? Please provide a clear breakdown	<i>In-kind breakdown by key elements (£)</i>
<i>Venue Hire, 2.5hr a session at £25ph x 4 sessions - from partner</i>	£250.00

5. Referees

Please provide the details for 2 referees who would be happy to provide a reference about your work. They should not be related to you or your organisation or financially benefit from your

proposed project. They could be a Councillor, a partner, member of the Compact etc.

6. Policies and Procedures

As your project works with young people, or vulnerable adults you will need to have staff and volunteers who have all undergone appropriate DBS checks, and your organisation must have policies in place that explains how young/vulnerable people will be kept safe. We might ask to see any policies if your application is successful.

You must have a bank account in the name of the applicant with suitable financial systems in place for the type of entity. E.g. For not-for-profit groups and organisations, you will have two or more signatories for cheques and payments, as standard good practice to help avoid fraud, with the signatories not related to each other.

7. Declaration

The application must be signed by hand or an electronic signature to be accepted.

8. Return the Application

Please submit your completed application to renew@bromsgroveandredditch.gov.uk

Closing Date

**Monday 22nd July at midnight for projects linked to Heritage Open Days in September
You will get a decision within one week.**

Monday 2 September at midnight for all other projects

Further Advice and Support

If you have any questions, queries or concerns including having any difficulties completing the application form, please email renew@bromsgroveandredditch.gov.uk.

Privacy Notice

<p>ReNEW is delivered on behalf of Redditch and Bromsgrove Cultural Compact by Bromsgrove District Council. Bromsgrove District Council is committed to protecting your privacy when you use council services. The Privacy Notice explains how the Council uses information about you and the ways in which we protect your privacy.</p>	
<p>What is Personal Data?</p>	<p>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 Bromsgrove District Council.</p>
<p>What are your rights?</p>	<p>You have the right to request the following: the Council will consider any request in line with the current regulations.</p> <ul style="list-style-type: none"> • 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
<p>Why do we need your personal data?</p>	<p>The purpose for collecting this personal data is to allocate funding to applicants 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 funding fairly and properly. The data collected may include:</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>If this data is not provided, funding cannot be awarded. This information will be accessible by those staff working on fund and may be seen by Elected Members or decision panel representatives. Headline data will also be published on the Council's website. This information will not be shared or sold to any other activity/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 funding. No decisions around this data are made by automated means. General data protection information relating to the Council can be found at - https://www.bromsgrove.gov.uk/council/corporate/your-access-to-information/privacy-notice.aspx</p>
<p>How can you access the information we hold about you?</p>	<p>You have the right to ask for all the information we have about you and your activities. To make a request for your information email foi@bromsgrove.gov.uk</p>
<p>How can you request for your information to be erased?</p>	<p>If you want Bromsgrove District Council to stop processing your initial application and erase your information, you are entitled to request this under specific circumstances. To make a request email foi@bromsgrove.gov.uk</p>

<p>How do we keep information secure?</p>	<p>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:</p> <ul style="list-style-type: none"> • Encryption • Access controls on systems • Security training for all staff
<p>Data Protection Officer (DPO)</p>	<p>The Data Controller is Bromsgrove District Council, and the Data Protection Officer is Deborah Poole who oversees the Information Management team. To contact the DPO or the IMT please email - information.management@bromsgroveandredditch.gov.uk</p>
<p>Where can I get advice, or lodge an official complaint?</p>	<p>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 https://ico.org.uk/ or email casework@ico.org.uk</p>