

# £ Community Investment Fund

## COMMUNITY SERVICES – APPLICATION FOR FUNDING

Bromsgrove District Council is offering grants of £2,000 - £10,000 to organisation that deliver activities and services to the community on a non-commercial basis. The funded services should be free to participate in, enhance residents' well-being, increase life opportunities and contribute to a better quality of life.

### **Eligible Projects**

The funding can be used to deliver a wide range of activities and services. Eligible projects include friendship groups, fitness classes, arts & craft activities, volunteering, mental health support and mindfulness, life skills classes, employability support, exhibitions, performing arts shows, hobby groups, etc. This list is not exhaustive. For further guidance on eligibility of your project, email [economicdevelopment@bromsgrovandredditch.gov.uk](mailto:economicdevelopment@bromsgrovandredditch.gov.uk)  
The primary beneficiaries of the services should be Bromsgrove residents.  
All events and activities must be delivered by 31 March 2028.

### **Who can apply?**

The grant is open to organisations including local Parish Councils, registered charities, community interest companies, formally constituted, unincorporated community groups and associations, local authority trading companies.

### **How to apply**

Organisations should complete and submit the application form (please read the terms and conditions before completing the forms).  
Applicants can submit an application at any time during the application window but applications will not be assessed until the application window is closed. Applications will be assessed by a grant panel to see how well the proposed activity meets the aims of the programme. This is a competitive grant programme and grants will be awarded at the end of each funding round, based on assessment scores. Grants are subject to available funding.  
Successful applicants will be issued with a grant funding agreement detailing the full terms and conditions of the grant.  
Grants will be paid to successful applicants on receipt of a claim form and evidence of defrayed expenditure. When claiming the grant, successful applicants will be required to evidence their procurement procedure (ie provide 3 quotes for each item of expenditure) and evidence that they have all the required licences to deliver the activity.

**Important information**

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 priorities.

All grant recipients will be required to complete monitoring statements and provide project updates. This will include reporting on outcomes for the project.

|                                  |  |
|----------------------------------|--|
| 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     |  |
| 2 <sup>nd</sup> 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:                    | <input type="text"/>     |
| Charitable Incorporated Organisations | <input type="checkbox"/> | Company number:                    | <input type="text"/>     |
| Community group                       | <input type="checkbox"/> | Constituted voluntary organisation | <input type="checkbox"/> |

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. 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"/> | <b>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 <a href="mailto:office@barn.org.uk">office@barn.org.uk</a></b> |

5. How much are you applying for?

|   |                      |                       |                      |
|---|----------------------|-----------------------|----------------------|
| £ | <input type="text"/> | Project/service name: | <input type="text"/> |
|---|----------------------|-----------------------|----------------------|



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 priorities. (max 250 words)

9a. Please provide a brief statement which will evidence that your organisation is Bromsgrove based and how your project funding will be for the benefit of Bromsgrove residents only. (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 |          |
|---|----------|
| <b>Expenditure for lifetime of project</b>                                | <b>£</b> |
| 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)   |          |
|   |          |
| <b>Total</b>  |          |

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. | 2026-2027 (applied for) | Additional funding confirmed? | Any Comments |
|---|-------------------------|-------------------------------|--------------|
|   | £                       |                               |              |
|   | £                       |                               |              |
|   | £                       |                               |              |
|   | £                       |                               |              |
|   | £                       |                               |              |
| TOTAL   | £                       |                               |              |

16. Your banking arrangements - To receive a grant from Bromsgrove District 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

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):   |     |    |                              |

# 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 District 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 2028.
- I will immediately inform the relevant District Council if my organisation and/or partners foresee difficulties in carrying out the work which the District 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 [7 June 2026](#)

Where possible please return this form by email to [economicdevelopment@bromsgroveandredditch.gov.uk](mailto:economicdevelopment@bromsgroveandredditch.gov.uk) **\*\* If you are emailing your application, where possible please scan this page to include the signature(s).**

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## Terms & Conditions

1. All applications will be scored against an assessment matrix. The decision of the grant panel is final and there is no right to appeal.
2. All grant funded expenditure must be procured in compliance with the Public Contracts Regulations 2015 as detailed on the application form and in the funding agreement.
3. Details of grants awarded will be published on Bromsgrove District Council's website. By accepting the grant, recipients agree to participate in publicity to promote the Community Investment Fund and its projects.
4. Grant recipients must adhere to the publicity and branding guidelines. The requirements relate to all communications materials and public facing documents, including print and publications through to digital and electronic materials.
5. Successful applicants will be required to submit quarterly reports, after the date of the funding agreement, detailing the project's progress against key milestones and, once the project is completed, a final evaluation detailing the impact of the project on the community. The reports must be submitted by the deadline provided to the project deliver.
6. The Community Investment Fund closes on 31 March 2028 and no payment from the fund can be made after this date.
7. Applicants may start delivery of the project, at risk. Bromsgrove District Council will not reimburse any expenditure incurred by unsuccessful applicants.
8. Grants will be paid upon receipt of evidence of defrayed project expenditure. In exceptional circumstances, grants may be paid in advance. Where this is agreed, project deliverers must provide evidence of expenditure upon project completion and pay back any unused grant.
9. If project deliverers are requested to repay any unused grant, they must do so within 7 working days.