

APPLICATION FOR COMMUNITY INFRASTRUCTURE GRANT

Bromsgrove District Council is offering grants of between £5,000 – £30,000 for projects to create new or improve community facilities. Larger grants, up to £200,000, may be available for projects that demonstrate significant impact such as creating a new facility which allows the delivery of new services in a ward, or projects which have a broad geographical reach covering multiple wards.

Eligible Projects

Eligible projects include the creation or improvement of:

- Public buildings including community centres, village halls, community libraries, public toilets
- Green or blue spaces including parks, gardens, woodlands, allotments, cemeteries, play areas
- Public realm including street furniture, wayfinding, car parks, visual amenity
- Arts, heritage, cultural, or sporting facilities

If applying for a grant over £30,000:-

- A *new facility* means a new physical location providing new community services.
- This does not include works to an existing building where services are already delivered, even if alterations enable additional services from that site.
- The project should have a district-wide benefit or a broader geographical reach.

All projects must:

- Be located within Bromsgrove District, and
- Demonstrate that the primary beneficiaries will be Bromsgrove District residents

Properties which are leasehold must have at least 3 years remaining on the lease. The improvements must be designed to create a better public space and increase usage or footfall. Maintenance of existing facilities is not an eligible project. Applicants must deliver their project within 6 months of the date of the funding agreement. The Community Investment Fund closes on 31 March 2028.

Who can apply?

Applications will be accepted from:

- Parish Councils
- Registered Charities
- Community Interest Companies (CICs)
- Formally constituted, unincorporated community groups and associations
- Bromsgrove District Council departments in support of Members

Eligible organisations must:

- Operate on a not-for-profit basis
- Have appropriate governance and financial controls
- Hold a bank account requiring at least two unrelated signatories
- Demonstrate the ability to deliver and manage the project

How to apply

Applications should be submitted using this form. The deadline for submitting completed forms is 7 June 2026. This is a competitive application process. Applications will be assessed as to how well they meet the aims of the programme and the potential impact of the proposed project. Consideration may be given to the geographical spread of projects. Successful applicants will be notified by 3 July 2026.

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 that goods and services have been procured compliantly. Funding will be available from July 2026.

Section 1: Applicant Details:

Applicant Organisation:		
Registered Address: (including postcode)		
Legal Status:		Registration No.
Contact Name:		
Position held:		
Contact Email		
Contact Telephone Number:		

Section 2: Project Details

Project proposal	
Property Address / Area	
Is the property freehold or leasehold?	
Who is the legal owner of the property?	
Length of lease remaining	
If leasehold, has the landlord consented to the proposal?	
Have the relevant permissions been sought, eg planning permission? Please provide details.	

Section 3: Project Impact

Please provide details of how your project will positively impact residents. Include details of number of users of the facility, where they are resident.

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What will the impact of your project be on residents? Please describe what additional services will be provided, to whom, and the number of beneficiaries. For applications for funding over £30,000 please provide population figures and a map showing geographical spread. Provide details of how you collect evidence that residents from multiple wards use the facility.

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Deliverables

Area of building or green/blue space to be created / improved (Sqm)	
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Please confirm how the project aligns to the Council Plan or other published Council strategies.

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Section 4: Project Management

Please provide details of who will be responsible for the delivery of the project and their experience of delivering similar projects.

Please provide a detailed project plan including key milestones with dates. This should include any preparatory work such as planning consent, permissions etc, Please ensure that the dates align with the funding period as achievement of milestones will be a condition of funding agreements for successful applicants.

For applications for funding over £30,000 please provide details of all risks associated with delivering the project and include actions you intend to take to mitigate the risks.

Section 5: Proposed Expenditure & Match Funding

Please note all funded expenditure must follow the Council's procurement rules:-

- Up to £3,000 per item: evidence of competitive enquiries undertaken
- £3,001 - £25,000 per item: 3 written quotations and record of how supplier is selected
- £25,001 - £50,000 per item: Advertise a request for quotation via a procurement portal or project deliverer's website
- £50,001+ per item: Issue an invitation to tender via a suitable procurement portal

Expenditure Item	Cost

Total	£

Match-funding	Source
£	

Grant Amount Applied For	£
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Section 6: Subsidy Control Act 2022

Organisations eligible to apply for grants from the Community Investment Fund include those that are defined as Enterprises under the Subsidy Control Act 2022. Under the act, enterprises are defined as any entity engaged in an economic activity which means offering goods and services on a market. Where a successful applicant is judged to be an Enterprise, the grant will be awarded as a Minimal Financial Assistance subsidy (MFA). MFA is capped at £315,000 over 3 financial years (the elapsed part of the current financial year and the 2 financial years immediately preceding).

Does your organisation provide goods or services for a fee?	YES / NO
If yes, please provide details of the goods or services provided, eg room hire	

Please provide details of all public subsidies received in the previous 3 years and sign the declaration. (You will find details of subsidies that you have received in a letter from the subsidy awarding body.)

Body providing the subsidy	Value of subsidy (£)	Date Subsidy Awarded	Nature of Subsidy

STATEMENT AND DECLARATION OF PREVIOUS SUBSIDY RECEIVED UNDER MINIMAL FINANCIAL ASSISTANCE

I confirm that (organisation) has been in receipt of the above Minimal Financial Assistance during the previous three fiscal years (this being the current fiscal year and the previous two fiscal years)

Signed

Date

Section 7: Ward Members' Support

Have you discussed your project with the district Councillor for your ward?

Please ask the District Councillor to use the box below to indicate whether they support the application and to provide any other comments that are relevant to the project.

Councillor Name:

Signature:

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. Applicants are responsible for ensuring that all necessary permissions, including planning permission, have been acquired prior to commencing the project.
3. 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.
4. 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.
5. 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.
6. Successful applicants will be required to submit one interim report, three months 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.
7. Applicants will be given 6 months from the date of the funding agreement to delivery their project including financial completion. Where this deadline cannot be met, a short extension may be granted. The Community Investment Fund closes on 31 March 2028 and no payment from the fund can be made after this date.
8. Applicants may start delivery of the project, at risk. Bromsgrove District Council will not reimburse any expenditure incurred by unsuccessful applicants.
9. 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.
10. If project deliverers are requested to repay any unused grant, they must do so within 7 working days.

If you have any questions about the Community Investment Fund or need assistance completing this application form, please email economicdevelopment@bromsgroveandredditch.gov.uk

Please submit the application form to economicdevelopment@bromsgroveandredditch.gov.uk by 7 June 2026.