



Equality Small Grants Scheme 2025-26 Guidance Document

This guidance provides general information about the scheme including who the scheme supports, who qualifies and who doesn't, the amount available, how to apply, timescales and how the decision is made. The second part of the guidance is a step-by-step guide on completing the application form.

General information about the Scheme

1. Who does the Equality Small Grants Scheme support?

The aim of the Bromsgrove District Council Equality Small Grants Scheme is to enable **small** voluntary, charitable or community organisation/groups that operates in Bromsgrove District to deliver an achievable project that would benefit the community and challenges inequality, advances equality and/or celebrates diversity.

It is a small grants scheme focusing on activities which challenge inequality, advance equality and/or celebrate diversity and is specifically for smaller voluntary, charitable or community organisations/groups who would find it hard to meet the criteria of bigger grants.

2. What qualifies and what does not?

To qualify a proposed project must:

1. Address a community issue(s) that supports activities which challenge inequality, advance equality and/or celebrate diversity.
2. Support and encourage community involvement.
3. Seek outcomes which support the Council's Strategic Purposes
4. Be a one-off expenditure within the Financial Year of 2025-26 and not require an on-going commitment from the Council into future years for the project to be delivered.
5. Respond to current needs.

We cannot fund:

- Groups which do not provide services to the community, but use funds to campaign
- A Private Business (unless working in partnership with a voluntary, charitable or community group who would lead the project)
- Activities or projects that promote a political party
- Proselytizing 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)
- Salaries of staff however we will cover the cost of staffing if it is solely to deliver the project and without support the project could not be delivered.

3. What is the maximum grant amount available?

For 2025-26 the max limit is £1000 per funding request. Although **please do only apply for the amount needed** so we can support as many projects as possible. We will require seeing evidence of spend. We feel that it is important, given the changing economic climate, that organisations access funding from different sources for sustainability reasons. The £1000 limit also applies if you are submitting a joint bid with another organisation unless you are bidding for different projects under a shared theme.

4. Can more than one grant application be submitted by the same voluntary, charitable or community organisation/group?

Yes, but not for the same individual event/activity. You can submit multiple bids for different events/projects that contribute to an overarching theme e.g., Black History Month.

5. We have applied before; can we apply again?

Yes, applications will be accepted. Projects must be new or if you have submitted a successful bid in the past for the same or similar project, please ensure that you clearly show how your new bid is different e.g., new partners involved, different activities or target demographic.

Before you apply, if you were successful with a previous grant, you **must** demonstrate your project is now delivered by completing the Grant Feedback Form. Failure to do this could mean your application is not accepted.

6. How do we apply?

Applications are available on Bromsgrove District Councils website, from Customer Services at Parkside, emailing equalities@bromsgroveandredditch.gov.uk or calling (01527) 548284. Please note due to officers working from home there may be a slight delay in posting one to you.

Please complete all sections of the Grant Application Form as we will not be able to consider incomplete forms. The person who deals with finance e.g., Chairman, Treasurer, Secretary should be the one to complete the application form.

- If emailing, please remember to scan the declaration page with a signature.
- If you hand deliver your application, please ask the Parkside Customer Service staff to date and time stamp your envelope.

7. What is the timetable for applying?

In 2025-26, the Equality Small Grants Scheme is open for one round only and will support projects or activities being delivered from when they are rewarded the grant (no later than 1 June 2025) to 31st March 2026.

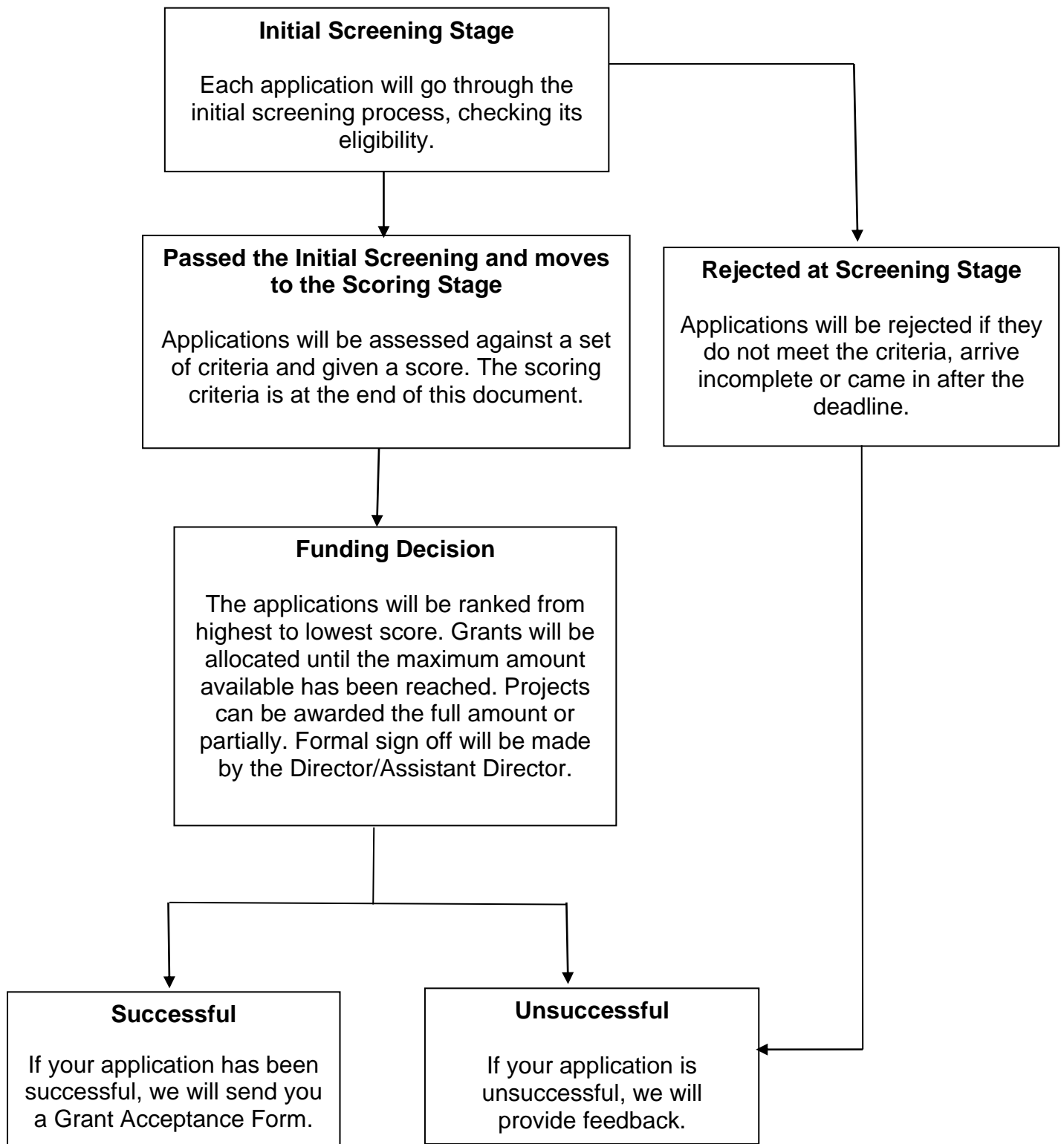
If you have any questions, queries or concerns including having any difficulties completing the application form please email equalities@bromsgroveandredditch.gov.uk or call (01527) 548284.

Closing Date – Midday Wednesday 2 April 2025

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

8. How is the decision made?

The flow chart below sets out the process for how the grants are awarded.



How to Complete the Application Form

1. Details of Organisation/Group

This section is all about the organisation/group that is applying to receive a potential grant from the Council. A range of organisations and groups from small community groups to charity organisations, have applied in the past and we like to have as much information as possible about who you are. Please remember this is a small grants scheme and is specifically for voluntary, charitable or community organisations/groups who would find it hard to meet the criteria of bigger grants that maybe larger organisations can apply to. So don't feel if your organisation/group is too small to apply, we very much welcome and encourage your application.

A constituted group has a governing document such as a constitution, a committee and a bank account, a non-constituted group is an informal or grass roots community group currently without a governing document, committee, or bank account but who may wish to become constituted at a later time.

Please ensure you provide two email addresses including a generic email address for your organisation/group. If you are a small community group without a generic email address, please provide the email addresses of two people who are on the committee.

We have had a few incidents in the past where people have left the organisation/group and details of the project have not been passed on. On some occasions this has resulted in projects not being delivered and grants money having to be returned, even a year or more after the grant was awarded. This is public taxpayer's money, and we must account for how it is spent.

2. Details of Project

Here is your chance to tell us about the project/activity that the grant money is going to be used for. Please provide clear and concise information and the boxes will expand as you type. Helping us to understand clearly what the aims and outcomes of the project are will help us score the project accurately.

3. Details of who is going to benefit

This section of the application is especially important as it informs us about who is going to benefit should you be successful.

The grants have an equality focus, and part of this section is asking you to identify and detail how your project is going to meet at least one of the following equality objectives.

| Objective | Examples |
|---|---|
| Challenging inequality | Activities which aim to eliminate discrimination/advance equality by improving outcomes and access for people to services, information and/or employment, including raising awareness of equality issues. |
| Celebrating diversity | Activities which celebrate or raise awareness of diverse cultures/communities/identities, bring people together, aim to build strong and cohesive communities and/or reduce prejudice or hate crimes and incidents. |
| Support for protected characteristic/minority/disadvantaged groups | Activities which reduce isolation, build resilience and independence, help people stay safe, help people learn or prosper, or help people stay healthy |

Providing detailed and specific information about the geography and protected characteristic is going to greatly help us to map where potential projects could take place and which groups are being covered. Our aim is to provide grants that help deliver projects across the whole district and to as many of the protected characteristics groups as we can. We would favour seeing detailed information rather than putting 'open to all' or 'everyone'. The table below may help you think in more detail about the breakdown of protected characteristics:

| Protected Characteristic | Definition | Examples (this list is not exhaustive) |
|---------------------------------|---|--|
| Age: | A person belonging to a particular age or range of ages. | A particular age e.g., 16yrs, 32yrs or 66yrs old or an age range e.g. 18 to 30 year olds, over 65s |
| Disability: | A person has a disability if she or he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities. | Vision, hearing, thinking, learning, movement, mental health, remembering, communicating and social relationships |
| Gender reassignment: | Gender reassignment refers to individuals, whether staff, who either: Have undergone, intend to undergo or are currently undergoing gender reassignment (medical and surgical treatment to alter the body). Do not intend to undergo medical treatment but wish to live permanently in a different gender from their gender at birth. | A person who was born female decides to spend the rest of their life as a man or born male and decides to spend the rest of their life as a woman |
| Pregnancy and maternity: | Pregnancy is the condition of being pregnant or expecting a baby. Protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding. | Women who are pregnant, new mothers and parents. |
| Race: | It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins. | White e.g., British, Gypsy or Traveller, Mixed/multiple ethnic groups e.g. White and Black Caribbean, Asian/Asian British e.g. Indian, Chinese, Black/African/Caribbean/ Black British, other ethnic group e.g. Arab |
| Religion or belief: | Religion refers to any religion, including a lack of religion. Belief refers to any religious or philosophical belief and includes a lack of belief. | Islam, Christianity, Judaism, Sikhism, Buddhism, Hinduism, Rastafarianism, Scientology, Paganism, Protestants, Methodists, Jehovah's Witnesses, Orthodox, Reform Judaism, no belief, humanist etc |

| | | |
|----------------------------|---|---|
| Sex: | A man or a woman | Man or woman |
| Sexual Orientation: | Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes. | Gay or lesbian, heterosexual, bisexual. |

The Council Plan 2024-27 sets the strategic direction for the Council, and we would like to know how the delivery of your project can contribute to its delivery.

Our Vision - 'We aspire to create a welcoming environment that prioritises quality of life, where residents and businesses feel a deep sense of belonging and connection.'

To read Bromsgrove District Council Plan 2024-27 in full please click here:

www.bromsgrove.gov.uk/council/corporate/the-council-plan/

4. Financial Breakdown

Please be clear and specific about the financial breakdown for your project and provide as much information as you can to support your application. The information is 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 to show all spend. |
| How much does the project cost in total? | This is to help us understand the overall cost for the project. If it costs more than what is being requested, please complete section 5 further down about how other sources of income/possible additional funds are being raised. Please leave blank if not applicable. |
| How will the grant be spent? | Please provide a breakdown of how the grant you are requesting from us will be spent. We understand costs do change but this helps us to see clearly how the grant is intending to 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 information about how the project is being supported in other ways helps us see that the reliance for delivery is beyond just the council grant. We want projects to become sustainable and this helps do this. |
| If applicable, please list all other sources of income/possible additional funds you have applied for to deliver this project e.g., County Council, Big Lottery | This helps us to understand how the project will be delivered if more money is required and for us to know if it is achievable. We feel that it is important, given the changing economic climate, that organisations access funding from different sources for sustainability reasons. |

Example of how to complete the financial breakdown section:

Provision of a weekly gardening/allotment club for people aged 60+ with Dementia for 12 weeks. Each session will last two hours with tutorials from experienced gardeners each week about growing fruit/plants/vegetables. A support worker will be at each session.

| | | | | | |
|--|---|----------------------------------|-----|------------|-----|
| How much are you applying for? Max is £1000 and only apply for what you need | | £600 | | | |
| How much does the project cost in total? * | | £895 | | | |
| How will the grant be spent? | | Breakdown of key elements | | | |
| Gardening Tools | | £195 | | | |
| Refreshments (20 people x12 weeks) | | £120 | | | |
| Transport for project users | | £125 | | | |
| Bulbs/seeds | | £120 | | | |
| Tables and chairs for working at (x20) | | £185 | | | |
| Support Worker expenses | | £150 | | | |
| Are any parts of the project or activity being provided in-kind, from volunteer support or from your own funds? | | Breakdown of key elements | | | |
| Gardener to lead tutorials | | Provided in-kind | | | |
| Contribution from members of club (£2.50 x 20) | | £50 | | | |
| If applicable, please list all other sources of income/possible additional funds you have applied for to deliver this project e.g., County Council, Big Lottery | | | | | |
| Name of Funder | How much have you have applied for and is the funding, applied for or has it been confirmed? | | | | |
| Application to AGE UK | £245 | Applied? | Yes | Confirmed? | Yes |

5. Policies and Procedures

If your project works with children, young people, or vulnerable adults you may need to have staff and volunteers to have been checked with the relevant DBS checks and for your organisation to have policies in place that explains how they'll be safe. We might ask to see any policies if we decide to give you a grant. The NSPCC have advice about child safeguarding policies.

You must have a bank account in the name of that group or organisation and have two or more signatories for cheques, as this is standard good practice to help avoid fraud. The signatories should not be related to each other, and at least one should be a senior committee member/trustee such as Chair or Treasurer.

If your organisation/groups **do not** have its own bank account, please contact us before applying.

6. Declaration

The application must be signed by hand or a scanned signature for us to accept it.

7. Advice and Support

If you have any questions, queries or concerns including having any difficulties completing the application form please email equalities@bromsgroveandredditch.gov.uk or call (01527) 548284.

Closing Date – Midday Wednesday 2 April 2025

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8. Privacy Notice

| | |
|---|---|
| Bromsgrove District 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 Bromsgrove District Council. |
| What are your rights? | <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 |
| Why do we need your personal data? | <p>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:</p> <ul style="list-style-type: none">• Name• Address• Contact Details <p>If this data is not provided, grants cannot be awarded.</p> <p>This information will be accessible by those staff working on grants and may be seen by elected members or community 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 found at</p> <p>www.bromsgrove.gov.uk/council/corporate/your-access-to-information/privacy-notice.aspx</p> |
| 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@bromsgrove.gov.uk . |
| How can you request for | If you want Bromsgrove District Council to stop processing initial application and |

| | |
|--|--|
| your information to be erased? | erase your information, you are entitled to request this under specific circumstances. To make a request email foi@bromsgrove.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: <ul style="list-style-type: none"> • Encryption • Access controls on systems • Security training for all staff |
| Data protection Officer (DPO) | 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 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 . |

9. Scoring Matrix

BDC Equality Small Grants Scoring Matrix

Organisation Name –

| Details of Project | | A (0) | B (1) | C (3) | D (5) | |
|--------------------|--|-------|-------|-------|-------|------------------|
| 1 | Clearly sets out the aims and aspirations of the project | | | | | Section 2 |
| 2 | Has set out the intended outcomes, need and/or demand for the project. | | | | | Section 2 |
| 3 | Is considered of low risk to the council | | | | | Panel assessment |

Section Score /15

| Who is going to benefit? | | A (0) | B (2) | C (4) | D (6) | |
|--------------------------|--|-------|-------|-------|-------|-----------|
| 4 | Gives clear details about geographical area/s the project will reach | | | | | Section 3 |
| 5 | Provided specific details about the group/s of Protected Characteristic the project is targeting | | | | | Section 3 |
| 6 | Has carefully considered the equality objective/s the project meets | | | | | Section 3 |
| 7 | Clearly states how it will support the delivery of the Council Plan | | | | | Section 3 |

Section Score /24

| Financial Breakdown & Policies and Procedures | | A (0) | B (3) | C (5) | D (7) | |
|--|---|--------------|--------------|--------------|--------------|------------------|
| 8 | Has carefully considered the amount they are applying for | | | | | Section 4 |
| 9 | Has a clear robust financial outline for how the grant will be spent including how elements not covered by the grant will be funded | | | | | Section 4 |
| 10 | Relevant policies and procedures are in place | | | | | Section 5 |
| 11 | Overall project is achievable | | | | | Panel assessment |

Section Score /28

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|--------------------|------------------|
| Final Score | Out of 67 |
|--------------------|------------------|

Additional Comments/ Recommendations