

# Cost of Living Grant Application



Bromsgrove  
District Council  
www.bromsgrove.gov.uk

## 1. Group or organisation details

Name of group or organisation	
Address and postcode	
Telephone	
Email address	

## 2. Contact details

Position in group or 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:	
Charitable incorporated organisations	<input type="checkbox"/>	Company number:	
Community group	<input type="checkbox"/>	Constituted voluntary organisation	<input type="checkbox"/>

Another type of not-for-profit organisation (Please explain)

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Are you a branch of, or affiliated to, a large organisation or federation? (Please explain)

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#### 4. Group constitution

**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		Please provide a copy of your constitution with your application.
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NO		<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> For further information please see the Guidance Notes.</b>
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#### 5. Financial Conduct Authority details

Is your organisation FCA Accredited, if so please provide reference number below.	YES		NO	
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Does your organisation work in partnership with a FCA Organisation? If yes please provide details below including the reference number.	YES		NO	
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Details:

#### 6. What is the aim(s) of your organisation?

#### 7. Please describe in no more than 750 words the details of how you would deliver to meet the requirements set out in Section 2.

**8. Please describe in no more than 500 words how you meet the evidence set out in Section 3.**

**9. Please list the outputs and outcomes you would propose to achieve over the lifetime of the grant.**

**10. Sustainability - how will you ensure sustainability of the service you provide once this grant has ceased?**

**11. 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

**12. Your Accounts - Please include a copy of your most recent approved accounts, signed and dated by your chair, secretary or treasurer and by your auditor or independent examiner where appropriate - we cannot assess this application without them. The accounts you send should not be more than 12 months old. If your organisation's financial year-end coincides with the period in which you are sending us your application then please send us your previous accounts and a copy of your most recent management accounts.**

Have you attached your accounts and/or management accounts?

YES

NO

**13. Safeguarding - working with children and young people under the age of 18 or vulnerable adults?**

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 safeguarding and health and safety training or guidance for staff and volunteers
- Carry out a risk assessment, if appropriate
- Secure extra insurance cover, if appropriate

Does your organisation meet these requirements?

YES

NO

**14. 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 procedure			
Complaints procedure			
Equal opportunities and diversity policy			
Safe recruitment practices, including DBS checks for staff & volunteers working with children, young people or vulnerable adults (if applicable)			
Health and safety policy and procedures			
Written financial procedures			
Volunteer policy/guidance			
Others (please state):			

Please note: In line with Bromsgrove Council's practice we will be publishing all successful grant applicants and funding approved on the council website.

## 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 Council.
- I certify that, if funding is provided, it will only be used for the purposes specified in this application.
- I will immediately inform the Council if my organisation foresee difficulties in carrying out the work which the Council's funding will support.

I confirm that the organisation named in this form has authorised me to sign this application on their behalf.

Signed		Date	
Name (in block capitals)			
Position within organisation (e.g. manager)			

Please return this form by 4pm on Monday 6th January 2025 by emailing your application to Sarah Carroll, [sarah.carroll@bromsgroveandredditch.gov.uk](mailto:sarah.carroll@bromsgroveandredditch.gov.uk)

To view the Council privacy notice please visit [here](#)