



## Information Sheet 4.6

# VODA Processing Grants on Your Behalf

Some grant funders are only able to release money to groups that are registered charities. However, it is still possible to apply to some of these funders where they state in their criteria that they will release funds to a registered charity that will process the award on the group's behalf. As a registered charity and an 'umbrella body,' VODA may be able to help with this.

If you would like us to consider processing such funds for you, before applying to the funder you need to make a formal request to VODA following the steps below:

- 1. Write to our Chief Executive, Lisa Goodwin, asking if VODA can accept the funds on your behalf:** Your letter should be signed by the most senior person in your group, usually the chair of the management committee or the president.
- 2. Include with your letter:**
  - The name of the funder
  - The amount of money involved and how it will be used
  - A copy of the application form or letter of application
  - A brief description of what your group does
  - A copy of your constitution, if you have one
  - A copy of your group's current bank statement
  - The names and positions of people on your management committee identifying the bank signatories
- 3. Await a response:** We will write to you to let you know our decision. There may be a delay if we require further information, otherwise you will usually receive a response within 10 days.
- 4. Let the funder know:** If we are able to accept the funds for you, you need to let the funder know. They will then send the money to us.
- 5. Collect the money:** Once the funds have cleared our account we will contact you and let you know when you can come in to collect the money. The funds will be paid by cheque to your group, so you need to make sure that you have a bank account in your group's name.  
**Please note, there is a charge of £10 for this service.**
- 6. Provide identification:** Before releasing the money to you, we need to undertake certain checks. You will need to bring with you:
  - photographic identification, such as a passport or driving license
  - proof of address such as a utility bill or council tax bill
  - If you are not a British national you must bring proof of permanent residency. There may be a delay while we confirm your details.

### Please note:

There are reporting requirements in place for the movement of large sums of money. VODA therefore reserves the right to decline to accept money on your behalf. If we are unable to help we may not necessarily be able to give you a reason.



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VODA has no responsibility to monitor the use of funds and cannot hold money on your behalf for more than a few days.

All requests should be in writing to:

Lisa Goodwin,  
Chief Executive,  
VODA,  
Queen Alexandra Campus  
Hawkeys Lane, North Shields  
NE29 9BZ

For more information contact VODA on 0191 643 2626 or email [admin@voda.org.uk](mailto:admin@voda.org.uk)

**North Tyneside VODA**  
Queen Alexandra Campus  
Hawkeys Lane, North Shields  
NE29 9BZ