



## 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, 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.
- 2. Include with your letter:**
  - The name of the funder
  - The amount of money asked for 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 or governing document
  - A copy of your group's current bank statement
  - A copy of your latest annual accounts
  - 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. If the funder sends a cheque to you direct (but made out to VODA), please

arrange to bring it in to VODA, together with appropriate ID, see section 5.

- 5. 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 licence
  - 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.
- 6. 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. Alternatively we may be able to transfer the funds electronically. **Please note, there is a charge of £10 for this service.**

### 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.

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

# INFORMATION SHEET 4.6



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### **SUBSEQUENT FUNDING APPLICATIONS**

As some of the information you provide us within the accompanying documents (see Section 2) can change over time, please be aware that we need you to send in a fresh request for permission to use our registered charity number for every subsequent funding application you make (whichever the funder). Therefore, we will need to see the latest versions of everything listed in Section 2 again so we can check if anything has changed since the last time you requested this service.

**If you don't do this for any and all subsequent funding applications, we cannot provide our permission to use our registered charity number for any further funding applications you may wish to submit**

### **ALL REQUESTS SHOULD BE MADE IN WRITING TO:**

VODA Chief Executive  
North Tyneside VODA  
Spirit of North Tyneside Wing,  
2nd Floor,  
Wallsend Library and Community Hub  
16 The Forum,  
Wallsend,  
NE28 8JR

### **RELATED DOCUMENTS**

- 4.1 Fundraising - before you start
- 4.2 Developing a fundraising strategy
- 4.3 Preparing a project plan
- 4.4 Evidencing need and defining outcomes
- 4.5 Effective grant applications
- 4.6 VODA processing grants on your behalf
- 4.7 DIY Fundraising
- 4.8 Raffles, lotteries and tombolas
- 4.9 House-to-House and Street Collections

**For more information contact VODA on  
0191 323 2040 or email [admin@voda.org.uk](mailto:admin@voda.org.uk)**

**North Tyneside VODA | [www.voda.org.uk](http://www.voda.org.uk) | Charity number 1075060**