

## Royal Sutton Coldfield Chamber of Commerce Charity Selection Process Terms and Conditions 2026

The Royal Sutton Coldfield/Lichfield and Tamworth Chambers of Commerce are committed to fostering a strong and supportive community by partnering with a charitable organisation that shares our dedication to enhancing the well-being and development of our local area. Our Charity of the Year initiative aims to provide a platform for the selected charity to gain visibility, support, and resources through a structured and collaborative partnership. This document outlines the terms and conditions governing the selection, participation, and promotion of the chosen Charity of the Year. By participating in this initiative, the selected charity will have the opportunity to engage with the business community, raise funds, and increase awareness of their cause, contributing to the overall betterment of the Royal Sutton Coldfield/Lichfield and Tamworth communities.

### Selection Process

1. Royal Sutton Coldfield Chamber of Commerce encourage charities across the town to nominate themselves to be considered for the position as chosen charity for a period of 24 months from July 2026 until July 2028.
2. A charity is defined as an organisation which is registered as a Community Interest Company or Charitable Organisation in the UK.
3. When selected, the charity must be a member of Royal Sutton Coldfield Chamber of Commerce.
4. The application process will involve organisations submitting an application detailing:
  - a. The work the organisation does to support the community of Royal Sutton Coldfield
  - b. The work the organisation undertakes to support the wider Greater Birmingham area

- c. Highlight any current links/campaigns/history of engagement with the business community in Royal Sutton Coldfield
5. The deadline for applications is 11:59pm on 3rd June 2026.
6. The Royal Sutton Coldfield Chamber President and Vice President's will shortlist no more than four nominations from the applications sent.
7. The shortlisted applicants will then be invited to present on 22nd June 2026 [CE1.1](10-minute slot) to the Royal Sutton Coldfield Chamber Executive Committee- material on the content of the presentation will be sent to shortlisted applicants upon notification of their success[CE2.1].
8. The Royal Sutton Coldfield Chamber Executive Committee will vote (anonymously) for their chosen charity and the winner confirmed once all votes are counted.
9. The chosen charity will be notified by email no later than w/c 6th July[CE3.1].
10. The chosen charity will be formally announced at the Royal Sutton Coldfield Chamber AGM on 15th July 2026 [CE4.1]and published through Chamber channels (newsletter).

## Events

1. The following events will be fundraising opportunities for the Charity of the Year, hosted by the Royal Sutton Coldfield/Lichfield and Tamworth Chambers of Commerce:
  - a. Christmas Social (if applicable)
  - b. Regional Awards (if applicable)
2. The Charity of the Year is entitled to have a stand at Royal Sutton Coldfield/Lichfield and Tamworth events to fundraise. This stand can be used for bake sales, raffles, etc.
3. The Charity of the Year is entitled to a complimentary stand at the Annual Fair, subject to availability.

4. The Charity of the Year is entitled to bring a branded banner to Royal Sutton Coldfield events, subject to the event being sponsored. When the event is sponsored, the right to having a banner may be suspended for that specific event.

5. The Charity of the Year is entitled to make a brief speech at the beginning of Royal Sutton Coldfield events, subject to the event being sponsored. When the event is sponsored, the right to having a brief speech may be suspended for that specific event. This brief speech should be no longer than approximately 3 minutes.

6. The Charity of the Year can come along to 3 premier events a year, subject to availability. This is a complimentary opportunity to network; they may not have a banner, a stand or make a speech.

7. The Executive Committee may fundraise for the Charity of the Year, subject to availability.

### Promotion

8. The Royal Sutton Coldfield/Lichfield and Tamworth Chambers of Commerce will support and promote the Charity of the Year's events and campaigns through the Royal Sutton Coldfield/Lichfield and Tamworth newsletter and LinkedIn

9. The Charity of the Year's logo will feature on the Royal Sutton Coldfield/Lichfield and Tamworth Committee webpage in their capacity as the selected Charity of the Year for the Sutton/Lichfield and Tamworth Chambers of Commerce.

### Data collection

10. The Charity of the Year will keep track of income/income in kind received as a consequence of being selected as the Charity of the Year for the Royal Sutton Coldfield/Lichfield and Tamworth Chambers of Commerce.

### Planning

11. The terms outlined above are open to flexibility depending on the focus of the Charity of the Year, subject to availability.