**St Albans City & District**

**New Applicants - SADC Community Revenue Fund 2022-23 Application Form**

**Please read the Guidance and Criteria document before completing**

This application form is for **new applicants** -please complete *all* sections, provide reference and sign declaration.

If you need clarification, please contact vcsgrants@stalbans.gov.uk before you complete.

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| **Details of organisation** |
| Name of organisation as it appears on your constitution or set of rules  |  |
| Address  |  |
| Phone number |  |
| Email address |  |
| Website |  |
| What is the status of your organisation? | Charity | Registered charity number:  |
| Company limited by guarantee Company Number:  |
| Constituted voluntary/Community Group |
| Other  | Describe here:  |
| How many people are involved in running your organisation and its activities?  | Management committee/trustees  |
| Paid staff  |
| Volunteers  |
| Other  |
| Name of Chair of Trustee Board/ Committee  | Name: Phone number: Email:  |
| **Details of lead contact** |
| Name of lead contact |  |
| Position in organisation  |  |
| Address (if different from above) |  |
| Phone number |  |
| Email address |  |
| **Your application** |
| 1. Describe your overall service/activities *max 25 words* |
| 2. Amount requested |  |
| 3. Have you applied for funding for your service/activities elsewhere? If so, when are you likely to hear of the outcome? |
| 4.Will the funding be used to continue an existing service, to develop/expand an existing service or to set up new service?   |
| 5. What will happen to your delivery if your application for Community Revenue Funding is not successful? |
| 6. What skills and experience does your organisation have in planning, managing and evaluating services/activities such as the ones described in your application?*max 150 words* |
| 7. Explain how you have identified the need for the service(s) within the district and provide evidence of this need. You may include evidence such as service satisfaction questionnaires, testimonials, letters received as well as national and local statistics and quotes from research papers that support the need for your type of service.*max 300 words*  |
| 8. How many people will benefit from your service? |
| 9. What percentage of your beneficiaries live/work or study in St Albans City and District? If it is less than 100 per cent, please explain how you will ring-fence this fund for those who do live, work or study in the district. |
| 10. Where in the District will those who benefit from your service come from? (refer to particular Wards where relevant) |
| 11. Please describe the people who will benefit from your service. Provide numbers and percentages of the total for each category. This will form part of your monitoring if granted funding.*If you do not know, put ‘unknown’. Make sure that the data you submit does not compromise the privacy of your beneficiaries, particularly if you are supporting small numbers. If this is the case, put ‘unavailable’* | **Gender** | Number | Percentage |
| Male |  |  |
| Female |  |  |
| Other, e.g. non-binary |  |  |
| **Ethnicity**What percentage are from BAME (Black, Asian and Minority Ethnic) backgrounds? | Number | Percentage |
| Please provide details |
| **Disability**What percentage have a disability | Number | Percentage |
| Please provide details |
| **Age** | Number | Percentage |
| Children aged 0-17 |  |  |
| Young adults aged 18-25 |  |  |
| Adults aged 26-64 |  |  |
| Adults aged 65+ |  |  |
| **LGBTQ+**What percentage identify as LGBTQ+? | Number | Percentage |
| **Carers**What percentage are carers? | Number | Percentage |
| 12. **How will your service help to deliver the following priorities?** *(max 100 words for each)* |
| 12a. Provide support to vulnerable communities leading towards greater equality within the District.  |   |
| 12b. Enable local people to become involved in community life. |   |
| 12c. Encourage people from different groups\* to get on well together.*\* i.e. different faith and cultural backgrounds or those with or without a disability.* |  |
| 12d. Increase people’s involvement/interest in local decision making  |  |
| 13. What will you do to ensure your service/activities are inclusive? (do not just refer to policy, give examples) |
| 14. Do some people pay for your service? Yes No If yes, please provide details of any means testing applied to enable individuals to access your services. |
| 15.What **outputs and outcomes** would this grant enable you to provide? |
| 15a. **Outputs** (for example, how many beneficiaries, how many sessions?) |  |
| 15b. **Outcomes** (what improvements or changes are the outputs likely to bring about?)  | *max 150 words* |
| 16. **Monitoring and Evaluation**  |
| 16a. What tools do you currently use to effectively monitor and evaluate your services?*max 100 words*16b. Will you be developing any new tools to monitor and evaluate your services over the coming year? If so, please give details?*max 100 words* |
| 17. How will you publicise your services? |
| 18. How will you work with other local organisations in order to deliver your services? Please name any such organisations you either work with already or aim to work with*max 100 words* |
| 19. **Safeguarding** - What do you do to keep the people who use your project safe?(please do not just refer to policy, give examples) *max 150 words* |
| 20. Do any of your activities take place virtually/online? If so, what steps are taken to ensure that your service users are kept safe online? |
| 21. What type(s) and level of **insurance** cover does your organisation hold? |
| 22. **Environmental impact** - how will you ensure that your project has minimal negative environmental impact?*max 150 words* |
| 23. Provide details of any **quality assurance standards** your organisation has achieved |
| 24. Any additional information to support your application *max 150 words* |
| **Reference**Please provide the name of an organisation you have provided a service for or from whom you have received funding in the past.Name and role: Their organisation: Describe how your organisations are linked: Email: Phone number: *(Please obtain this person’s permission before including any of their information, due to GDPR)* |
| ***Declaration****The information given on this application form is correct to the best of my knowledge.****Privacy Notice****This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.  We will use your information for the purposes we have set out; keep it securely; destroy it when we no longer need it; tell you the rights applicable to this personal information and how to exercise them; tell you who to complain to.**We collect the following personal data: Name, Address, Telephone number, Email address.**All this information is set out in full on the privacy notice with this form.  Please read the privacy notice at the end of this document for more details.****Consent****By completing this form you are giving consent for us to process your personal information for the purposes of outlined in the privacy notice with the form.* *You have a right to withdraw your consent at any time by emailing* *GDPR@stalbans.gov.uk**. or calling the Council on 01727 866100.****If you withdraw consent we will stop processing your application. If you supply us with an alternative contact we will require consent for that contact. If you withdraw consent after a grant has been awarded, we will withdraw the grant unless an alternative suitable contact has been provided.*** *I agree to give consent* *I confirm I have ensured that all names and contacts agree to have their details made available.  I will make sure that all Management Committee members and people involved in delivering are aware of this declaration and the privacy notice.**Name of Chairperson (please print):* *Signature (please insert a scan of the signature if possible)* *Date:*  |

**Checklist, have you:**

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| **Completed all sections on the application form** [ ] **Signed and dated the application form** [ ] **Read the privacy notice below and ticked the consent box under the declaration** [ ] **Sent the below documents with your application:**Budget indicating how you will spend the grant[ ] A copy of your constitution [ ] Your organisations bank statements for the last 3 months [ ] Audited / Certified Accounts for most recent financial year (including the following information): [ ] * Income and Expenditure Account (also known as Profit and Loss Account)
* Balance Sheet for your last financial year
* Notes to the financial statements

**EMAIL YOUR COMPLETED APPLICATION AND ABOVE DOCUMENTS TO:** **vcsgrants@stalbans.gov.uk**Please note: Applications without all the above information provided will be ineligible and not therefore considered for funding**Please indicate below if you have the following documents available. DO NOT SUBMIT these now, however they may be requested as part of the application process. Please ensure they are available upon request.** Safeguarding Children/Adults at Risk policies [ ] Health and Safety Policy [ ] Risk assessment example [ ] Equal Opportunities Policy [ ] Data Protection/GDPR Policy [ ] Environmental Policy [ ] Reserves Policy/Statement [ ]  |

Please do not send any information other than requested with your application, it will not be considered or returned.

**DEADLINE FOR APPLICATIONS: Midday 5th January 2022.**

**Thank you for your interest**

**St Albans City and District Council Community Grant Funds Privacy Notice**

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services

**What information do we collect about you?**

The information that the Council will collect varies depending on how you use the Council’s Services. We are using the information provided in this case because you have agreed to share it with us voluntarily. You will be asked to give your consent.

You will be asked to provide the following information: your contact details- Name, Address, Telephone number, Email address] [Art. 6(1)(a)GDPR]. We are collecting personal information so that we can contact you about your application to Community Grant Funds to request monitoring on your project if successful.

You can withdraw your consent at any time by emailing GDPR@stalbans.gov.uk. Your rights are set out below.

**How will we use the information about you?**

If you complete this form the information you provide will be used to enable you to submit a Community Grant Funds application. We will use your information to process your application and contact you on the outcome of your grant application. If successful *we will then use your information to contact you to request monitoring information and to invite you to meetings to discuss your project.*

*We will share the information with Communities 1st*

*We will not share the personal information we hold with any external organisations except for partner organisations. By partner organisations we mean Communities 1st where sharing your data is necessary to deal with your application.* We may be required to share your personal information with the Police, or similar agency, or another Council for the purposes of preventing and detecting fraud or for Safeguarding purposes

We will ensure that all personal information is kept securely.

**How long will you keep this information?**

We will destroy this personal information in accordance with our Disposal Schedules. We consider what the legislation states and what is good practice to determine how long we need to keep your information. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information please contact GDPR@stalbans.gov.uk.

**Individuals’ Rights**

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact foi@stalbans.gov.uk and ask for a subject access request.

You have the following rights in respect of the information you have consented to share with us:

* To be forgotten i.e. your details will be deleted
* To have us correct an error
* To have us restrict the way we use the information
* To object to us using the information
* To have your information shared at your request (data portability)

We will consider your request and respond within one month. Please contact GDPR@stalbans.gov.uk.

You can find out more about your rights on our website: <https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notices/Individual%20Rights%20GDPR%20Website%20Notice.pdf>

You can also find out more about your rights on the Information Commissioner’s website: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

**Changes to our Data Protection Policy**

We have a Data Protection Policy in place and this can be found here: <https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notices/GDPR%20Personal%20Data%20Policy.pdf>

We review this policy annually.

**Data Protection Officer**

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is Charles Turner, Solicitor to the Council. He can be contacted by emailing GDPR@stalbans.gov.uk or calling 01727 819209 for our Complaints Team.

**How to contact us**

Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle your information: by emailing foi@stalbans.gov.uk or write to us at: FOI Team, St Albans City & District Council, St Peter’s Street, St Albans, AL1 3JE.

**Complaints**

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website: <https://ico.org.uk/concerns/> or by emailing: casework@ico.org.uk or calling their helpline on 0303 123 1113.

**Consent**

By submitting this form you are giving consent for us to process your personal information for the purposes outlined above. You have a right to withdraw your consent at any time by emailing GDPR@stalbans.gov.uk.

If you withdraw consent you will not be able to continue with your application to Community Grant Funds and you will not receive any communications about Community Grant Funds.