**St Albans City & District Response Small Items Fund Application 2022-23**

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

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| **Details of organisation/ Lead Contact** | |
| Name of organisation as it appears on your constitution or set of rules | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Lead contact | Click or tap here to enter text. |
| Phone number | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. |
| What is the status of your organisation? | Charity-Registered charity number: Click or tap here to enter text. |
| Company limited by guarantee- Company Number: Click or tap here to enter text. |
| Constituted voluntary/Community Group |
| Other- Describe here: Click or tap here to enter text. |
| **Your application** | |
| 1. **Briefly describe the main aims of your group and the project for the items you are applying for.**   Click or tap here to enter text. | |
| 1. **What small items do you need funding for?**   Click or tap here to enter text. | |
| 1. **How much will these items cost? Please list each item separately here**   Click or tap here to enter text. | |
| 1. **Have you applied elsewhere for this funding? If so, give details of who you have applied to, how much and when you expect to hear**   Click or tap here to enter text. | |
| 1. **When do you need the funds? (Please note it may take up to 6 weeks for funds to be released once an application is approved)** Click or tap here to enter text. | |
| 1. **Focus for 2022-23. How does your service/project support beneficiaries and community groups to cope with the rising cost of living?**   Click or tap here to enter text. | |
| 1. **How many service users will benefit from these items?** Click or tap here to enter text. | |
| 1. **What difference will these items make to your service users?**   Click or tap here to enter text. | |
| 1. **What will happen to your service if you don’t receive funding for these items?**   Click or tap here to enter text. | |
| 1. **How have your service users been involved in making this application?**   Click or tap here to enter text. | |
| 1. **What is the environmental impact of the items you have applied for? How can you minimise any negative impact?**   Click or tap here to enter text. | |
| 1. **What considerations have you made to Health and Safety regulations in terms of the items you are applying for?** E.g. training for proper use of equipment.   Click or tap here to enter text. | |
| 1. **What do you do to ensure your service/activities are inclusive?** (do not just refer to your policy, give examples)   Click or tap here to enter text. | |
| 1. **Safeguarding** - **What do you do to keep the people who use your service safe (including online safeguarding?** (please do not just refer to your policy, give examples)   Click or tap here to enter text. | |
| 1. **Anything else you would like to tell us to support your application?**   Click or tap here to enter text. | |
| ***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*](mailto: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):* Click or tap here to enter text.  *Signature (please insert a scan of the signature if possible) Date:* Click or tap here to enter text. | |

**Send your application form along with a copy of your constitution and most recent accounts to** [**vcsgrants@stalbans.gov.uk**](mailto:vcsgrants@stalbans.gov.uk) **. Please put in the subject box the name of your organisation followed by ‘Response Small Items Application 2022-23’**

**You can also send up to two photos to support your application. Please ensure you have permission of individuals if they are identifiable in the photos**

**Please note: Applications not completed in full will be ineligible and not therefore considered for funding**

**SEND THE COMPLETED APPLICATION FORM, A COPY OF YOUR CONSTITUTION, MOST RECENT ACCOUNTS AND SUPPORTING IMAGES TO:**

[**vcsgrants@stalbans.gov.uk**](mailto:vcsgrants@stalbans.gov.uk)

**ALL ATTACHMENTS MUST BE NO BIGGER THAN 4MB IN TOTAL**

**Please title the email- ORGANISATION NAME- Capital Fund 2022-23**

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

**Applications will be accepted between 1st April 2022 and 1st March 2023**

**Thank you for your interest.**

**You will be contacted within 4 weeks of submitting your application.**

**St Albans City and District Council Community Grant Funding 2022-23 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 Grants Fund to request monitoring on your project if successful.

You can withdraw your consent at any time by emailing [GDPR@stalbans.gov.uk](mailto: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 grant 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 not share the personal information we hold with any external organisations except for partner organisations. By partner organisations we mean Communities 1st as our partner in supporting the SADC grants programme. where sharing your data may be 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](mailto:events@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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:GDPR@stalbans.gov.uk).

If you withdraw consent you will not be able to continue with your grant application and you will not receive regarding SADC grants.