St Albans City & District Community Grants Project Fund 2024-25

Application Form

**Please make sure you read the criteria document before** **completing this form.**

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| **Your organisation** | | | | | | | | | | |
| Organisation | Click or tap here to enter text. | | | Registered Charity No. | | | | | Click or tap here to enter text. | |
| Lead Contact | Click or tap here to enter text. | | | Position in Organisation | | | | | Click or tap here to enter text. | |
| Address | Click or tap here to enter text. | | | | | | | | | |
| Email address | Click or tap here to enter text. | | | | | | | | | |
| Phone Number | Click or tap here to enter text. | | | | | | | | | |
| Are you a constituted voluntary organisation? | | | Yes |  | | | No |  | | |
| How many people are involved in running your organisation and its activities? | | | | | | | | | | |
| Number of Management committee/ Trustees | Click or tap here to enter text. | Number of Volunteers | | | Click or tap here to enter text. | | Number of paid staff | | | Click or tap here to enter text. |
| Name of Chair of Trustee Board/ Committee | | Name | | | 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. | | | | | |
|  | | | | | | | | | | |
| **Your project** | | | | | | | | | | |
| 1. Project Name | | | | Click or tap here to enter text. | | | | | | |
| **Your project costs** | | | | | | | | | | |
| 2. Give details of the project costs and funding sources | | | | a. Total cost of project | | Click or tap here to enter text. | | | | |
| b. Amount you are applying for from the Community Project Fund (between £200 and £2000) | | Click or tap here to enter text. | | | | |
| c. Do you need any more funding to make this project happen? If so, how much? | | Click or tap here to enter text. | | | | |

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|  | d. If you do need other funding, where are you going to receive it from and when? | | Click or tap here to enter text. | | |
| 3. Have you made any other funding applications for the same items/services detailed on your budget? | Yes |  | | No |  |
| If yes, give details of who you have applied to, how much and when you expect to hear if you have been successful | | | | |
| Click or tap here to enter text. | | | | |
| **Project Summary** | | | | | |
| 4. Give a brief summary of your project | Click or tap here to enter text. | | | | |
| 5. Outline the timeline for the project including each step of the project plan. Please include start and completion dates. | Click or tap here to enter text. | | | | |
| 6. If your project will continue after the funding period, explain how you plan to do this and how it will be funded. | Click or tap here to enter text. | | | | |
| 7. Describe your experience of running activities/ projects like the one you have described in your application. Give examples where possible. | Click or tap here to enter text. | | | | |

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| **Your beneficiaries** | | | |
| 8a. Demonstrate, with evidence, how you know people in the community want or need the project/activities. | Click or tap here to enter text. | | |
| 8b. Explain how your service users/ beneficiaries have been involved in making this application and if they have helped to write it. | Click or tap here to enter text. | | |
| 9a. Who are your targeted beneficiaries for this project? | Click or tap here to enter text. | | |
| 9b. Where in the District will they come from? (Refer to particular Wards where relevant) | Click or tap here to enter text. | | |
| 10. How many people will benefit from this grant? | Direct beneficiaries | Click or tap here to enter text. | |
| Indirect beneficiaries | Click or tap here to enter text. | |
| 11. Please tick who your project will benefit and tell us how many, if known. |  | **Tick** | **Approximate number (*if known)*** |
| **Gender** | | |
| Male |  |  |
| Female |  |  |
| Other, e.g.  non­binary |  |  |
| **Ethnicity** | | |
| Asian/Asian British including Bangladeshi, Indian, Pakistani/Chinese or any other Asian background |  |  |
| Black/African/Carib bean/Black British or any other Black background |  |  |

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|  | White including English, Welsh, Scottish, |  |  |
| Gypsy/Irish Traveller |  |  |
| Any other white background (including Irish) |  |  |
| Other ethnic backgrounds |  |  |
| **People with disabilities** | | |
| Physical disability |  |  |
| Learning Disability/Difficulty |  |  |
| Hearing or sight impairment |  |  |
| Autism |  |  |
| **Age** | | |
| Children aged 0-17 |  |  |
| Young adults aged 18-25 |  |  |
| Adults aged 26-64 |  |  |
| Adults aged 65+ |  |  |
| **People who are LGBTQ+** | | |
| Bisexual |  |  |
| Gay Men |  |  |
| Gay women/lesbian |  |  |
| Transgender |  |  |
| **People who are Carers** |  |  |
| **The difference your project will make** | | | |
| 12. These are the St Albans City & District grant priorities. Outline how your project will support these | Provide support to vulnerable communities leading towards greater equality within the district. | | |
| Click or tap here to enter text. | | |

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|  | Enable local people to become involved in community life. | |
| Click or tap here to enter text. | |
| Encourage people from different groups to get on well together. | |
| Click or tap here to enter text. | |
| Having a say - Increase people’s involvement in local decision making. | |
| Click or tap here to enter text. | |
| 13. Describe up to three outcomes that the project/ activity will have for your beneficiaries/service users and how you will achieve and measure them. | **Outcome 1** |  |
| What will you do to achieve this? | Click or tap here to enter text. |
| How will you measure it? | Click or tap here to enter text. |
| **Outcome 2** |  |
| What will you do to achieve this? | Click or tap here to enter text. |
| How will you measure it? | Click or tap here to enter text. |

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|  | **Outcome 3** |  |
| What will you do to achieve this? | Click or tap here to enter text. |
| How will you measure it? | Click or tap here to enter text. |

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| **Working with others** | |
| 14. List any other local organisations you will work with to support the delivery of your project and how you will do this. | Click or tap here to enter text. |
| 15. Outline how you will publicise the activity/project | Click or tap here to enter text. |
|  | |
| **Your organisations practices** | |
| 16. **Safeguarding** – Explain what you will do to keep the people who use your project safe from harm (please do not just refer to policy, give examples) | Click or tap here to enter text. |
| 17. **Equality** – Explain what you will do to ensure your project is inclusive (please do not just refer to policy, give examples) | Click or tap here to enter text. |

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| 18. **Environmental impact** – Explain how you will ensure that your project has minimal negative environmental impact | Click or tap here to enter text. | | |
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| ***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 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 authorised person*** | Click or tap here to enter text. | | |
| ***Signature of authorized person*** |  | | |
| ***I agree to give consent*** |  | ***Date*** | Click or tap here to enter text. |

# Application Checklist Have you:

|  |  |
| --- | --- |
| **Tick** | **Activity** |
|  | Read the privacy notice below and consented to processing your data as part of the declaration |
|  | **Gathered the following documents to send with your application.** |
|  | Application form with all sections completed |
|  | A separate budget for your proposed project/ activity |
|  | A copy of your constitution |
|  | **Gathered audited/certified accounts for most recent financial year (including the following)** |
|  | Income and Expenditure Account (also known as Profit and Loss Account) for last financial year |
|  | Balance Sheet for last financial year |
|  | Notes to the financial statements for last financial year |
|  | Your organisations bank statements for the last 3 months |

**Please note: Applications without all the above information provided will be ineligible and not therefore considered for funding.**

Applications from organisations that are new in the district/ have not been funded by SADC before may be required to submit additional financial information upon request of the SADC Finance Team. Applications may also be referred to SADC Internal Audit if deemed necessary.

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.

|  |  |
| --- | --- |
| **Tick** | **Documents** |
|  | Safeguarding Children/Adults at Risk policies |
|  | Health and Safety Policy |
|  | Risk assessment example |
|  | Environmental Policy |
|  | Equality Policy |

**Email your application and all required information to**

[**StAlbansGrants@communities1st.org.uk**](mailto:StAlbansGrants@communities1st.org.uk)

**Applications must have in the subject box:** name of organisation and ‘*Final Application - Community Grants Project Fund 2024-2*5

**Applications are presented to SADC Grants Panel monthly.** You can expect to hear on the outcome of your application within 6 weeks of submission.

# Deadline for applications for 2024-25: 5 January 2025

# (Deadline for Summer 2024 activities is 17 June 2024)

**Thank you for your interest.**

**St Albans City and District Council Community Grants Funds 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 and 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 Community Grants Fund 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](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 to request a copy of your personal data, 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.

You can find out more about your rights on our website: [https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-](https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notices/Individual%20Rights%20GDPR%20Website%20Notice.pdf) [notices/Individual%20Rights%20GDPR%20Website%20Notice.pdf](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-](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/) [gdpr/individual-rights/](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-](https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notices/GDPR%20Personal%20Data%20Policy.pdf) [notices/GDPR%20Personal%20Data%20Policy.pdf](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 Judith Adamson, Solicitor and Regulatory Team Leader. She can be contacted by emailing [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk) or calling 01727 866100 for the FOI 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

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