

St Albans City & District Community Grants Project Fund 2023-24

Application Form for Round 1

Please read the criteria document before completing.
Hover over answer sections for additional guidance on answering.

Your organisation					
Organisation		Registered Charity No.			
Lead Contact		Position in Organisation			
Address					
Email address					
Phone Number					
Are you a constituted voluntary organisation?	Yes		No		
How many people are involved in running your organisation and its activities?					
Management committee/ Trustees		Volunteers		Paid staff	
Name of Chair of Trustee Board/ Committee	Name				
	Phone number				
	Email address				

Your project		
1. Project Name		
Your project costs		
2. Give details of the project costs and funding sources	a. Total cost of project	
	b. Amount you are applying for from the Community Project Fund	
	c. Other funding needed	

	d. Source of other funding			
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			
Project Summary				
4. Give a brief summary of your project				
5. Outline the timeline for the project including each step of the project plan. Please include start and completion dates.				
6. If your project will continue after the funding period, explain how you plan to do this and how it will be funded.				
7. Describe your experience of running activities/ projects like the one you have described in your application. Give examples where possible.				

Your beneficiaries

8a. Demonstrate, with evidence, how you know people in the community want or need the project/activities.

8b. Explain how your service users/beneficiaries have been involved in making this application and if they have helped to write it.

9a. Who are your targeted beneficiaries for this project?

9b. Where in the District will they come from? (Refer to particular Wards where relevant)

10. How many people will benefit from this grant?

Direct beneficiaries

Indirect beneficiaries

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. non-binary

Ethnicity

Asian/Asian British including Bangladeshi, Indian, Pakistani/Chinese or any other Asian background

Black/African/Caribbean/Black British or any other Black background

	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.		

	Enable local people to become involved in community life.	
	Encourage people from different groups to get on well together.	
	Having a say - Increase people's involvement in local decision making.	
13. Describe three changes that the project/ activity will have for your beneficiaries/service users and how you will achieve and measure them.	Change 1	
	What will you do to achieve this?	
	How will you measure it?	
	Change 2	
	What will you do to achieve this?	
	How will you measure it?	

	Change 3	
	What will you do to achieve this?	
	How will you measure it?	

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.	
15. Outline how you will publicise the activity/project	

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)	
17. Equality – Explain what you will do to ensure your project is inclusive (please do not just refer to policy, give examples)	

18. Environmental impact –
Explain how you will ensure that your project has minimal negative environmental impact

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 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

I agree to give consent

Date

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

Applications must have in the subject box: name of organisation and 'Final Application - Community Grants Project Fund Round 1 2023-24'

Deadline for applications: 20 July 2023

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. 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.

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-notice/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-notice/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 Grants Funds and you will not receive any communications about Community Grants Funds.