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**Application form**

**Section 1: Organisation details**

|  |  |
| --- | --- |
| Name of lead organisation |  |
| Main address for correspondence |  |
| If a partnership bid, please list all partner organisations |  |
| Contact name |  |
| Contact telephone number |  |
| Contact email address |  |

|  |
| --- |
| Legal status of your organisation (please tick as appropriate)  |
| Voluntary organisation / community group with formal rules |  |
| Faith Group involved in voluntary/social action  |  |
| Trust |  |
| Community Interest Company |  |
| Social Enterprise |  |
| Registered Charity |  |
| Registered Friendly Society |  |
| Registered Social Landlord |  |
| Other (Please specify) |  |

|  |  |
| --- | --- |
| Registration number, if application  |  |

**Section 2: Your project**

|  |  |  |
| --- | --- | --- |
| 2.1  | Your project title |  |
| 2.2  | Briefly describe your proposal stating how you will achieve the desired outcomes.  |  |
| 2.3 | Where will your project be based? Please give details of any venues, geographical locations if known.  |  |
| 2.4 | What skills, knowledge and experience does your organisation have in delivering this type of project? |  |
| 2.5 | How will your project be managed? |  |

**Section 3: Outputs and Outcomes**

|  |  |  |
| --- | --- | --- |
| 3.1 | What are the expected outputs and outcomes for the project? Please refer to the community safety delivery plan for the outcomes and outputs we expect to see delivered. |  |
| 3.2 | How will you measure the outputs and outcomes of your project? |  |
| 3.3 | How will your evaluate success? |  |
| 3.4 | How will your project help to change people’s behaviour in the long term?  |  |

**Section 4: Financial information**

Please provide details of how you will use the funding allocated to this project:

|  |  |  |
| --- | --- | --- |
| **Revenue Items**  | **How was this cost calculated** | **Amount required** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Capital Items**  | **How was this cost calculated** | **Amount required** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL**  |  |  |

**Section 5: Supporting documents**

Please tick to confirm if you hold the following insurances and can provide copies if your application is successful:

|  |  |
| --- | --- |
| Public liability  |  |
| Employers liability  |  |
| Professional indemnity  |  |

If you are successful, you will need to provide copies of these insurances.

Please tick to confirm if you hold the following policies and procedures and can provide copies if your application is successful:

|  |  |
| --- | --- |
| Equal opportunities policy |  |
| Health and Safety policy |  |
| Data Protection policy |  |
| Safeguarding policy |  |

If you are successful, you will need to provide copies of these policies.

**Section 6: Data protection**

**Data Protection – what you need to know:**

The Data Protection Act (2018) and General Data Protection Regulations (Regulation (EU) 2016/679) give you rights about how your personal information is obtained and used by Lichfield District Council. The Act also places obligations on the Council about how we store and protect your personal data. The information below gives you details about how and why we collect your information, how it will be stored and who it will be shared with.

**Data Controller**

Lichfield District Council of the District Council House, Frog Lane, Lichfield Staffs WS13 (telephone number 01543 308000) is what is known as the ‘controller’ of your personal data.

**Data Protection Officer**

Our ‘Data Protection Officer’ can be contacted at the address and via the number given above or via DPO@lichfielddc.gov.uk.

**Purpose of processing**

We use the personal data you provide, such as contact details for individuals at your organisation, to help you apply for a grant and to assess your application. We may also carry out checks on the individuals named in your application to detect and prevent fraud. If a grant is awarded, we will use the personal data to manage and monitor the grant, carry out evaluations and research, and to check the money is being used appropriately.

The data we will collect from you includes personal, identifiable data relating to the grant applicant. This may include:

* Full name
* Address
* Email
* Contact number

Additional information collected may include:

* details of management committee members or trustees
* details of staff and volunteers working on the project
* address details where any grant funded activities will take place

**Legal basis**

Lichfield District Council will collect your personal data included in a grant application in order to make a thorough assessment of your proposal. We may also use the information for the purposes of internal audit and to monitor the grant you receive and general trends in grant giving. By signing and submitting the grant application form you are consenting to use collecting and using your personal data in the way described here.

**Recipients**

We may share your information with officers within Lichfield District Council or other funders, if necessary, to help us carry out a proper assessment of your application.

**General**

You can find more information in the Council’s data protection policy which can be found [here](https://www.lichfielddc.gov.uk/freedom-information/data-protection-policy/1)

**Retention**

We only retain your personal data for as long as is necessary to fulfil the purposes we collected it for. This includes meeting any legal, accounting or reporting requirements. In most cases we will keep your data for no longer than 6 years after which we will ensure it is securely disposed of. In some circumstances this period may differ.

**Your rights -in brief**

If we process your personal data you may, depending on your circumstances, have the following rights:

* a right of access to your personal data
* a right to correct inaccurate information
* a right to restrict our processing of it
* a right to have your personal data erased.

Full details of your rights, and when they apply, can be found [here](https://www.lichfielddc.gov.uk/freedom-information/data-protection-policy/7) or on the [ICO website](https://ico.org.uk/your-data-matters/) at

If you wish to exercise a right please contact a member of the community safety team at District Council House, Frog Lane, Lichfield, WS13 6YU or email or telephone 01543 308005.

**Complaints**

Please speak to a member of the community safety team initially or our Data Protection Officer.

If you have any concerns about the way we have processed your personal information then you can contact the Information Commissioners Office which is an independent body set up to uphold information rights in the UK. They can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

**Section 7: Declaration**

I am authorised to make this application on behalf of the organisation and certify that all information is correct to the best of my knowledge. I understand that if any of this information is incorrect, it may result in the application being delayed or deferred.

|  |  |  |
| --- | --- | --- |
| Person submitting the form | Name  |  |
| Position |  |
| Date |  |
| Chair or Senior Representative  | Name  |  |
| Position |  |
| Date |  |