

Grant Application Form



NewquayCouncil

CorporateService

Grant Application Form

Notes to Applicants

To help us process your application quickly, please:

- Read the Town Council's Grant Policy carefully to ensure your request is eligible.
- Complete the application **fully** and include the **supporting information** listed below – this will avoid delays in progressing your application
- Let us know if you have any questions before sending in your application
- Please note the 1 month before the meeting deadline for applications – the relevant committee meeting dates can be found on the Town Council's website under meetings.

FOR OFFICE USE ONLY: Date Received	/ /	
Reference Number		
Applicant Name (Responsible for any award):		
Position:		
Organisation:		
Contact's full postal address, including postcode		
(payment cannot be made without a postcode):		
	POSTCODE	
Telephone Number:		
E-mail:		
Status of Organisation:		
Charity/Company number (if applicable)	Charity No: Company No:	

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<p>Are there any Members of Newquay Town Council on your Committee? (if so, please list them)</p>		
<p>What geographical area does your organisation cover?</p>		
<p>How long has your organisation been in existence? (please ✓)</p>	<p>Less than one year</p>	
	<p>Between one and five years</p>	
	<p>More than five years</p>	

Please be aware for all applications of £1000 or more, the applicant must perform a presentation to the F&P Committee.

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1. Organisation Background

	Date Applied	Project	Amount Applied for	Were you Successful
<p>Have you ever applied or received a grant from Newquay Town Council within the last 5 Years?</p> <p>(Please list – continue on a separate sheet if necessary)</p>				
<p>What are the aims and objectives of your organisation?</p>				
<p>What are the main activities of your organisation?</p>				
<p>Please demonstrate your organisation's commitment to equal opportunities (please enclose any relevant policies)</p>				

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	Yes / No or N/A
Is this a retrospective grant application?	
Are you part of a religious group?	
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	
If application is for a School – Is it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	
If application is from an Education, health or social service establishment – do you work in partnership with other groups?	
If application is from an Education, health or social service establishment – is project in addition to statutory services?	

2. Your project

Project	Start Date	/ /
	Finish Date	/ /
	Total Cost	£
	Grant Applied For	£

Project title:	
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<p>Description of project (please continue on a separate sheet if necessary):</p>	
<p>Where in Newquay will the project/activity take place?</p>	
<p>Who will benefit from the project (please tell us what groups will benefit and approximately how many people will benefit in total)</p>	
<p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p>	
<p>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)</p>	

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How will the project be managed and how will you measure its success?	
Please give the timescale and key milestones for your project, including a start date and finish date.	
What arrangements do you have in place to ensure safeguarding of children and young people (applicable only if your project involves working with this client group)	

3. How you will pay for your project.

What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	
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Please list any applications you have made for funding from other organisations in the table below:

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Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)

4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organisation's most recent bank statements (mandatory)	
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	
A letter head showing the organisation's address and contact details	
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisation's status)	
A copy of your organisation's latest set of accounting statements (if any exist)	
Copies of any letters of support for your project	
I have read the Privacy Notice at the end of this form and placed an 'x' in the relevant box	

Please confirm if the bank account you project is using is in the projects name/organisation name with 2 authorised representatives required to sign each cheque?	
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Other (please list)	
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If any of the above documents have not been enclosed, please give reasons why in the box below:

5. Declaration by the applicant

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

I/we accept the following:

- (i) that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered,
- (ii) that for applications of £1000 or more, a presentation is required by the applicant(s) to the Town Council. This will be arranged prior to any meeting by the Town Council staff.
- (iii) that any grant offered will be used only for the purposes set out in this application and
- (iv) that we will provide reports on progress at the request of the Town Council
- (v) that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to the Town Council on demand.

Please be aware that the decision as to whether you have been successful in your application will be communicated to you shortly after the relevant Council meeting.

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Signed:		
Name(s):		
Position(s):		
Date:		

Privacy Notice

Newquay Town Council takes your privacy seriously. This notice explains when and why we collect person information, how we use it, the conditions under which we may disclose it to others and how we keep it secure. Any questions regarding this notice should be sent by email to:

dpo@newquay.town

Who will control my data?

Newquay Town Council will control your data.

How do we collect information from you?

When you complete your grant application form, personal data within the form will then be collected and processed.

Why do we do this?

Newquay Town Council will hold and process your personal data for the purposes of reviewing this grant application.

What type of information is collected from you?

The personal information we collect will include;

- Your name, address, telephone number, email address.
- Insurance provider (through a copy of your insurance certification)
- Bank account details (through submission of bank statements/financial accounts)
- Names and details of key people within your organisation (records of your constitution)
- Names and details of any companies that have provided you with information to support your grant request (quotes, letters of support, evidence of other funders etc)

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How we may use your personal information

We will only use your personal information to:

- Review and process your grant application.
- Notify you of relevant Council policies and procedures relating to your application.
- Contact you regarding any further enquiries we may need to make to clarify information which has been submitted.
- Contact you to inform you when your application will be discussed and whether you will be required to attend and give a presentation to Council.
- Notify you of any changes to the privacy notice

Who has access to your information?

Only Newquay Town Council, it's Officers and members, have access to your information. We may need to share this with our Internal and External auditors as part of the Annual Return however we will not share your information with any third party unless you have been notified of this through a change to our privacy notice.

How we will look after your data

Access to your information will only be made to Newquay Town Council to process it for the purposes outline in this privacy notice.

Notification of privacy notice changes

We may update this privacy notice to reflect changes to our information practices. If we make any material changes we may notify you by email (sent to the email address you have provided us).

What are my data rights?

Your personal information belongs to you and you have the right to:

- Be informed of how we will process it
- Request a copy of what we hold about you and in the format you request, for example by email or letter
- Have it amended if it is incorrect or incomplete
- Have it deleted (where we do not have a legal requirement to retain it)
- Withdraw your consent if you no longer wish us to process it
- Restrict how we process it
- Object to us using it for marketing or research purposes
- Object to us using it in relation to a legal task or in the exercise of an official authority
- Request that a person reviews an automated decision where it has an adverse effect on you. (No automated decisions are made)

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How long will you keep this information for?

We will keep your data for as long as is required to process your grant application from submission to completion of the project and the end of the relevant financial year for audit purposes.

How do I exercise these rights?

If you would like to access any of the information we hold about you or have concerns regarding the way we process your information, please contact Newquay Town Council:

Email: dpo@newquay.town

Post: Municipal Offices, Marcus Hill, Newquay TR7 1AF

I don't agree with something

We would prefer any complaints to be made to us initially so that we have the opportunity to see if we can put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns direct with the Information Commissioners Officer.

Tel: 0303 123 1113

<https://ico.org/concerns>

Please mark 'X' below if you understand how your data will be processed and stored and therefore give your explicit consent for Newquay Town Council to hold your data in accordance with this Privacy Notice.

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Please return your completed form to:

Mr A Curtis - Town Clerk and RFO **Email:** townclerk@newquaycouncil.co.uk

Newquay Town Council, Municipal Offices, Marcus Hill, Newquay, TR7 1AF