

# Community Project Grant Scheme Application Form 2020/2021

Please refer to the "Notes to accompany application form" attached to the scheme details.

<b>Question</b>	<b>Answer</b>
1. Name of organisation	
2. Name, position in organisation, address, of person submitting application	
Daytime telephone number and email address	
3. Purpose for which grant is requested. Please give further details on separate sheet.	
4. Date project will be completed	
5. Addresses of site	
6. Who uses/will use the facilities/ equipment/training?	
7. How many people will benefit from the project?  What percentage of the users will be Uttlesford residents (estimated figure)  Consideration needs to be made towards the nine protected characteristics under the Equalities Act 2010. Please explain how your organisation considers these?	



Question	Answer
<p>14. The council may not be able to fund all the grant you have requested in 11(c). Please give details of work that can be carried out by 20 March 2021 if you receive:</p>	
<p>(a) 75% of your request?</p> <p>(b) 50% of your request?</p> <p>(c) 25% of your request?</p>	
<p>15 Parish and town councils need not complete this section</p> <p>(a) What is the current membership of the organisation?</p> <p>(b) What are the subscription rates?</p>	
<p>16 Have you received and/or applied for any other grant from Uttlesford District Council in respect of this project?</p> <p>If yes, please give full details</p>	
<p>Is your organisation a registered charity? If so, please supply your charity number</p>	

I confirm that:

- (a) to the best of my knowledge the information given above is accurate
- (b) I am authorised to make this application on behalf of the organisation named overleaf
- (c) neither I nor the organisation is seeking to obtain any personal or financial benefit from the project initiative.

Signed: .....

Dated : .....

## 17 Enclosures

A copy of each of the following documents should accompany this application.  
Please tick boxes to confirm inclusion in application pack

Project brief giving full details of your project (mandatory)

Plan showing existing and proposed works and associated planning permission or building consent (if applicable)

Estimates or quotations for proposed project (mandatory)

Copies of letters guaranteeing financial support (if applicable)

Latest accounts (mandatory)

Estimate of income and expenditure for current year (mandatory)

Copy of organisation's constitution (if applicable)

Facilities letting policies and scale of charges for community use and commercial use (if applicable)

Please ensure all mandatory enclosures are appended. Applications received without these enclosures will not be considered.

Uttlesford District Council needs to ensure that any organisation or individual they give grant aid to has their own safeguarding policy, where appropriate. Please indicate whether you/your organisation have a policy, if not please explain why it is not applicable to you. The Council may ask to see a copy of your policy.

Thank you for completing the above please return this form with all relevant documents to:

Sue Hayden  
Community Development Officer  
Uttlesford District Council  
London Road  
Saffron Walden  
CB11 4ER

Closing date for receipt of application is **midday on Thursday 19 November 2020**. This date will not be extended.

Organisations already in receipt of a successful community project application in 2020/21 are not eligible to apply again.

## PRIVACY NOTICE

This notice is provided for clarification on what information the council needs in order to process grant funding applications.

It is necessary for the Council to gather, collect, store and process personal information relating to grant funding applicants. The council puts measures in place to protect the privacy of individuals throughout this process.

As a public authority, the Council takes your rights and freedoms seriously and will only release information when required under law or with your consent. Further information about your rights, how to contact the Data Protection Officer, how long information is held or how we process your personal information can be found at: <https://www.uttlesford.gov.uk/privacy-notice>

### Information we may collect

- Name
- Address and Postcode
- Telephone details
- Email address
- Bank & Building Society details

### We may share the information with

- Other departments of the Council for purpose of payment and transparency.

The council will only keep your information for as long as necessary, for grant purposes this is seven years. After this time your information will be securely destroyed.