

## COUNCILLOR COMMUNITY GRANT APPLICATION 2024-25

### I. Organisational Details

Name of organisation: .....

Address of organisation: .....

Organisation type: .....

*Charity/ Community Interest Company/ Social Enterprise/ Voluntary/ Community organisation*

Registered charity number (if applicable) .....

Project Name: .....

Date of application: .....

Amount requested: .....

### 2. Applicant Details

Name: .....

Position in organisation: .....

Address: .....

Telephone number: .....

Email: .....

Please provide a brief summary of your organisation's key aims and objectives

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## 3. Councillor(s) Details

Please provide the details of the councillor(s) you are requesting funding from

If you are applying for funding from more than one councillor, please list them all with the amount you are requesting.	Councillor(s) name(s)	Please tick to confirm you have discussed your project with each councillor named. <input checked="" type="checkbox"/>	Amount requested from each councillor

## Your Project

– please tick which of the following grant criteria your project addresses:

- Assists community with Cost-of-Living challenges
- Helps tackle the causes of inequality in our communities
- Reduces social isolation
- Helps develop and safeguard our environment and open spaces
- Increases opportunities to participate in arts, heritage, and sports activities
- Increases volunteering and civic pride
- Helps tackle causes and effects of poverty and financial hardship
- Promotes and develops community cohesion
- Considers outstanding individuals or groups who by achievement in arts, culture or sports support and promote Tamworth as a place

Project Start Date .....

Project End Date .....

## **COUNCILLOR COMMUNITY GRANT APPLICATION 2024-25**

### **4. Project Details**

- a) Describe your project – please include the following details:
- The specific activities you plan to carry out with the grant
  - Project location – ward name and venue details
  - Who the beneficiaries of your project will be
  - Who will deliver the project e.g., volunteers /staff /sessional worker



## **COUNCILLOR COMMUNITY GRANT APPLICATION 2024/25**

### **6. Bank Account Details**

Organisation's Account Name

\_\_\_\_\_

**(Please ensure this is the exact name that appears on your organisation's bank account)**

Bank Account No \_\_\_\_\_ Bank Sort Code No \_\_\_\_\_

Branch Bank address \_\_\_\_\_

Authorised signatories for this account:

1 \_\_\_\_\_

2 \_\_\_\_\_

Please note signatories must not be related or co-habiting.

Please state your current balance/reserves:

£ \_\_\_\_\_ Date \_\_\_\_\_

**A copy of the organisations most recent bank statement must be submitted.**

### **7. Supporting Documents**

**Before submitting your application, please ensure that you have attached the following supporting documents:**

- A copy of your most recent bank statement
- A copy of your organisation's Constitution
- A Safeguarding Children Policy (this is required for all projects working with any children or young people)
- Adults at Risk Policy (this is required for all projects working with vulnerable adults)
- Public Liability Insurance

## **COUNCILLOR COMMUNITY GRANT APPLICATION 2024/25**

### **8. Privacy Notice**

Tamworth Borough Council is the Data Controller for all personal data collected in this application, processing is necessary for the performance of a task carried out in the public interest. We collect your personal information to allow us to process your grant application, provide administration for award panels and to process payment for successful applications. We will use it to ensure you are meeting the conditions of your grant award. We will use it to communicate with you regarding contact you have had with us and to document your relationship with us. We may use some of your personal information to publicise grants we have awarded through press releases and social media. All awarded grants are publicised on our website.

The information includes the name of the organisation or person (where individuals have applied), amount of grant awarded, and the details of the project funded. With your consent, we will use your information to inform you of grant funding opportunities. We may share your personal information with third parties where required to by law or where it is necessary to process your application. Full details about the types of personal information we collect, the purpose we collect it, third parties we share it with, third party providers, and how we maintain the security of your information, can be found at <https://www.tamworth.gov.uk/privacy-notice>. A hard copy is available upon request. Please ensure you read our fair processing notice before submitting your personal information to us. Information you give us will be kept for no longer than necessary.

Our [Retention Schedule](#) can be found on the same page. If you have a concern about the way that we are collecting or using your personal data, we ask that you contact us in the first instance. Our Data Protection Officer can be contacted on [data-protection@tamworth.gov.uk](mailto:data-protection@tamworth.gov.uk). Alternatively, you can contact the Information Commissioner's Office. You have certain rights under UK Data Protection law. For information on your rights, please visit the Information Commissioner's Officer Website [www.ico.org.uk](http://www.ico.org.uk).

**Please forward application and supporting documents to Partnership Officer Grants and Funding [stephanie-ivey@tamworth.gov.uk](mailto:stephanie-ivey@tamworth.gov.uk)**

### **9. Declaration**

I declare, on behalf of the Organisation, that:

- The application is submitted with the support of the organisation's management committee.
- To the best of my knowledge and belief the information I have given is correct.
- The organisation has appropriate and adequate insurances in place.
- Where applicable the organisation carries out and manages **appropriate** Disclosure and Barring Service checks on **eligible** individuals whom it engages to deliver the project.
- By applying for funding, I agree to complete an end of project evaluation form on the activities undertaken and provide details on the benefits the grant has brought.

Please note if funding is awarded all receipts for expenditure must be retained and produced upon request.

**Signature of applicant:**

**Print name:**

**Date:**

**Office held:**

**Signature of Ward Councillor Authorising:**