



# Stirchley and Brookside Parish Council

## Grant Application

2018

The Parish Council prioritises grant applications from local groups, i.e. those which meet in and serve the local community of Stirchley and Brookside. Applications from groups which offer services on a wider basis (town or country-wide) or from national organisations must be able to demonstrate a direct, quantifiable benefit to our local community and must undertake to spend any grant received to the benefit of residents of Stirchley and Brookside.

We cannot consider your application unless all the requested information and documentation is provided and the privacy policy is signed and dated.

<b>Name of Organisation</b>	
<b>Name, address and phone number of Chair</b>	
<b>Name, address and phone number of Treasurer</b>	
<b>Name and address of bank</b>	
<b>Name and number of account</b>	
<b>Aims of your organisation</b>	
<b>How long has your organisation been in existence?</b>	

<b>How does your organisation meet the council's priorities (see Grants Policy)</b>	
<b>Purpose of grant:</b>	
<b>Amount requested (up to £200 see policy)</b>	
<b>How much will this cost?</b>	
<b>How much have you raised towards it?</b>	
<b>What other grant applications have you made for this?</b>	
<b>How much do you hope to raise from other grants?</b>	
<b>How will the grant help you meet the needs of local residents?</b>	
<b>Number of residents of Stirchley and Brookside <u>directly</u> benefiting from your organisation</b>	
<b>What is the age range of the people you've counted above?</b>	

### **Child Protection Checklist for Groups Seeking Grants**

This checklist should be completed by all groups who provide activities for young people between the ages of 0-18 years as part of their grant application. Applicants must meet the essential minimum criteria for their applications to be considered.

<b>Have the Designated Person for child protection and any volunteers working with young people undergone DBS (Disclosure and Barring Service) checks?</b>	YES / NO
<b>Do you have in place a child protection policy? Please attach a copy</b>	YES/NO
<b>Do you operate an equal access policy (i.e. activities are open to all young people?) Please attach a copy</b>	YES / NO

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<b>Have you enclosed the following?</b>	<b>Grants will not be given unless all the necessary documentation is provided</b>
Annual audited accounts	YES/NO
Latest bank statement	YES/NO
Constitution	YES/NO
Date of application	YES/NO

**Successful applications will be required to agree to the following terms and conditions and complete a monitoring form.**

### **Terms and Conditions**

The grant will only be used for the purpose stated on the grant application form.

If for any circumstance you are unable to spend the grant for that purpose it must be returned in full to Stirchley and Brookside Parish Council.

Receipts must be retained for any purchases, copies of which may be required by the Parish council.

It is expected that Stirchley and Brookside Parish Council will be acknowledged for their support in any publicity connected with the project.

Successful applicants will be required to submit a monitoring form on the success of the project. Failure to meet this requirement may result in a request for funds to be returned.

## Grant Privacy Policy

Your personal information is being processed by Stirchley and Brookside Parish Council. We are committed to managing personal information in line with current legislation and best practice, this includes the new General Data Protection Regulation (GDPR) which is active from May 25th, 2018. Whenever you provide personal information, we will treat information in accordance with our privacy policy.

### Description of processing

The following is a broad description of the way this council processes personal information:

### Reasons for processing information

We process personal information to enable us award grants and for accounting purposes.

### Type of information processed

We process information relating to the above purposes. This information may include personal details- such as name, address and contact details.

We do not need to process sensitive classes of information.

### Who the information is processed about

We process information regarding the person/organisation named in the grant application form.

### Who the information may be shared with

We may share this information with committees involved in considering your grant application.

### Retention policy

<b>Retention Period</b>	All information below will be kept for 6 years for VAT and accounting reasons: <ul style="list-style-type: none"><li>• application forms</li></ul>
<b>Where stored:</b>	Electronic, paper
<b>Authority:</b>	Stirchley and Brookside Parish Council
<b>Information Asset Owner:</b>	Stirchley and Brookside Parish Council
<b>Location Held:</b>	Electronically and Secure File
<b>Permanent Preservation:</b>	No
<b>Sensitive Personal Data:</b>	No

## Rights of Data Subjects

<b>The right to be informed</b>	Data subjects should be clear about what, why and in what way, Personal Identifiable Information (PII) will be processed.
<b>The right of access</b>	Data subjects have the right to learn what PII is held on them by whom and why
<b>The right of rectification</b>	Data subjects can request corrections to their PII
<b>The right to erase</b>	Data subjects can request to be forgotten
<b>The right to restrict processing</b>	Data subjects can ask organisation to stop processing their PII
<b>The right to data portability</b>	Data subjects can ask for their PII in machine readable format or to have it sent to another organisation
<b>The right to object</b>	Data subjects can object to organisation processing their PII
<b>Automated decision making and profiling</b>	Protection against targeted marketing and decision making

If you wish to require more information regarding rights, you can do this by consulting the Information Commissioners Office (ICO) website or for more specific enquires at [peter@dmpayrollservices.co.uk](mailto:peter@dmpayrollservices.co.uk).

Please sign and date below to confirm you understand and agree with our privacy policy.

Signature:

Date: