



Grant Application Form

The Parish Council prioritises grant applications from local groups, i.e. those which meet in and serve the local Parish of Worfield & Rudge. 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 Worfield & Rudge Parish.

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

Name of organisation	
Name, address and position of contact in organisation	
Telephone number of contact and/or email address.	
Is the organisation a Registered Charity?	Yes / No
If yes, please give Registered Charity Number.	
Name and address of bank	
Sort code and account number	
Aims of your organisation	
How long has your organisation been in existence?	
How does your organisation meet the council's priorities (see Grants Policy)	

Purpose of grant	
Amount requested (up to £500, see policy)	
How much will this cost	
How much have you raised towards it?	
What other grant applications have you made for this?	
How much do you hope to raise from other grants?	
How will the grant help you meet the needs of local residents?	
Number of residents of Worfield & Rudge Parish directly benefiting from your organisation	
What is the age range of the people you've counted above?	

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.

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

Have you enclosed the following?	Grants will not be given unless all the necessary documentation is provided
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 Worfield & Rudge Parish Council.

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

It is expected that Worfield & Rudge 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 Worfield & Rudge 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

Retention Period	All information below will be kept for 6 years for VAT and accounting reasons: • application forms
Where stored:	Electronic, paper
Authority:	Worfield & Rudge Parish Council
Information Asset Owner:	Worfield & Rudge Parish Council
Location Held:	Electronically and Secure File
Permanent Preservation:	No
Sensitive Personal Data:	No

Rights of Data Subjects

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

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

Signature:

Date: