

**MADELEY TOWN COUNCIL**

**LEISURE AND COMMUNITY COMMITTEE – GRANT APPLICATION**

If you have any questions or need further assistance, please contact the Deputy Town Clerk  
(tel: 01952 567280 – e.mail vicky@madeleytowncouncil.gov.uk)

Your application will be considered at the next meeting of the Leisure and Community Committee

**To be considered at the next meeting please return this form by 9<sup>th</sup> September 2019.**

**1. YOUR GROUP**

a. The name of your group

.....

b. Approximately how long has your group been operating?

.....

c. Please give a brief description of your group’s activities

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.....  
.....  
.....

d. Website address (if you have one)

.....

e. The address of the premises where you meet

.....  
.....

Telephone number.....

f. Approximately how many members/beneficiaries does your group have? .....

How many of them live within Madeley Civic Parish?.....

**2. YOUR PEOPLE**

a. Is your group run by a committee? Yes/No

If **Yes**, please supply the names of the officers

Chair..... Secretary.....

Treasurer.....

If **No**, please supply the names of the organisers with a brief description of their roles and responsibilities.

.....  
.....  
.....

b. Is your group supported by a statutory organisation? Yes/No

If **Yes**, please describe the nature of the support (staffing, finance etc)

.....

c. Does your group have a constitution? Yes/No

(We may ask you to supply us with a copy

d. Name and address of person to whom correspondence should be sent

.....  
.....  
..... Telephone number.....  
E-mail address .....

**3. YOUR FINANCE**

a. The name of your bank.....

b. The name on your bank account.....

c. Are your group's accounts audited or independently examined annually? Yes/No  
If **Yes** please attach a copy of your most recent accounts

If **No** please give details of annual income and expenditure (include a separate sheet if necessary).

.....  
.....  
.....

**4. YOUR GRANT APPLICATION**

a. For what purpose is funding sought?

.....  
.....  
.....

b. Cost of the above, please itemise and attach quotes, estimates or any information you may have

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.....  
.....

c. Amount raised so far .....

d. From where? (Other organisations, group fundraising etc)

.....  
.....  
.....

e. Amount requested from Madeley Town Council .....

If you have additional information about your group that would support your application, please include it on an additional sheet.

Signed..... on behalf of.....

Position..... Date.....

Please tick the following box, if applicable:

I would like to have a link from the Madeley Town Council website to the group's website.

**Please also read the following privacy policy and sign it to say that you have understood it and agree with it.**

## **Grants Privacy Policy**

Your personal information is being processed by Madeley Town Council. We are devoted 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 named in the grant application form.

### **Who the information may be shared with**

We will not need to share this information with any third party.

### **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>• grant application forms</li> <li>• correspondence relating to grant applications</li> <li>• accounting records</li> </ul> |
| <b>Where Stored:</b>            | Electronic, paper   |
| <b>Authority:</b>               | Madeley Town Council  |
| <b>Information Asset Owner:</b> | Madeley Town Council  |
| <b>Location Held:</b>           | Computer network and hard 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 find out 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: .....

## Madeley Town Council Grants Policy



Madeley Town Council will consider applications for grants from voluntary groups, charitable and other organisations carrying out community activities.

Applications for financial assistance will fall into one of two categories: -

**Grants** are applications of up to £1,500 and will be decided by the Leisure and Community Committee.

**Partnerships** are defined as an application for £1,500 or more and greater detail will be required from the applicant. The application will first be assessed by the Leisure and Community Committee who will make a recommendation to Finance and General Purposes Committee, who will make the final decision. Awards made under the Partnership Funding arrangements will be subject to more rigorous standards of accountability that will be detailed in a Partnership Agreement.

In determining the validity of an application, the committees will refer to the following guidelines:

### Applications will be considered for the following purposes: -

1. For the purpose of purchasing equipment either in part or in full.
2. For the funding of transport that will enable group members to partake in a group trip or outing regardless of their incomes.
3. For training activities, or to purchase the expertise of an outside trainer/ instructor/ facilitator.
4. For activities that raise the profile of the area.
5. For running costs of a viable group that is experiencing a period of hardship.
6. For hosting special events or celebrations.
7. For the provision of recreational facilities.
8. Small start-up grants for new groups.

### Conditions: -

1. **To qualify for an award the applicant must be able to demonstrate that any funding from Madeley Town Council will benefit the civic parish or residents of the civic parish.**
2. Grants will not be awarded to individuals
3. Grants will not be awarded for similar items on a regular basis.
4. Additional applications within a 12 month period will not normally be considered.
5. The award must be used for the purpose for which the application was made.
6. If the group is unable to use the award for the stated purpose, all monies must be returned to Madeley Town Council.
7. All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If Madeley Town Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
8. Donations to Registered Charities in response to a general fundraising appeal will be subject to funding availability and at the discretion of the Leisure & Community Committee.

### Eligibility: -

1. Any Charity, Voluntary Group or Community Organisation.
2. Agencies that operate within the Madeley Town Council boundary and are of benefit to the local community, with the following proviso:
  - Madeley Town Council will not fund activities that it considers to be the responsibility of a Statutory Authority.
3. Groups operating outside the Town Council boundary may be eligible to apply provided they can demonstrate that the project will benefit the residents of the Madeley civic parish.