



Grant Awards Programme Application Form 2023/2024

Section 1 - Details of your organisation

What we need to know.	Your response.
Name of organisation. The name of the organisation should be the same as in your constitution.	
Address and post code of your organisation. The address where your organisation meets.	
Email address of your organisation.	
Contact telephone number.	

About your organisation

What we need to know.	Your response.
Is your organisation a registered charity?	Please answer yes or no.
If your organisation is a registered charity please insert charity number?	
Is your organisation a limited company?	Please answer yes or no.
If your organisation is a limited company please insert company registration number?	
Has your organisation received a grant through this programme before?	Please answer yes or no.
If your organisation has received funding before please insert application number?	

Section 2 – Contact Details for your organisation

Please detail two responsible persons who are recognised as representatives of your organisation, of which one must be a Management Committee or Board member. These representatives will be approached in relation to the assessment of the application, and will be expected to talk about your application in detail, if required.

Details of main contact or signatory.	Your response.
Title For example, Mr, Mrs, Ms	
Full name	
Position in organisation	
Address	
Postcode	
Email address. Please note the correspondence will be via email.	
Contact Number	

Details of second contact or signatory.	Your response.
Title For example, Mr, Mrs, Ms	
Full name	
Position in organisation	
Address	
Postcode	
Email address. Please note the correspondence will be via email.	
Contact Number	

Section 3 - About your application

3.1 Which areas will your project cover?

Please put a cross (x) beside the relevant area.

Area

Airdrie

Bellshill

Coatbridge

Cumbernauld

Kilsyth & Village

Motherwell

Northern Corridor

Wishaw

Shotts

North Lanarkshire Wide

3.2 Do you target any areas of poverty or deprivation?

N.B. this may be a geographical area or a group of people with a shared interest.

Yes

No

Describe the areas of poverty this project will be targeting.

3.3 Equality Act 2010 – Public Sector Duty (General Duty)

Although the onus of the Public Sector Duty is on public bodies, the Council requires that the organisations it funds should also pay due regard to the general duty. Further details, including some examples are contained within the Application Guidance Note which you should read and, if the activities proposed within this application specifically address one or more of the needs – please cross (x) the appropriate box/boxes below and give details.

Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct.

Please provide details.

Advance equality of opportunity between people who share a relevant protected characteristic and those who do not.

Please provide details.

Foster good relations between people who share a protected characteristic and those who do not.

Please provide details.

3.4 What project activities will the grant help you deliver?

Describe your project's activities.

Targets should be expressed as an amount and timescales should be specific. This section will be used for the evaluation at 6 and 12 months.

Proposed activity 1

Groups targeted

Please indicate if your project will deal specifically with any of the following groups by marking the relevant boxes.

- Disabled people and people with long-term conditions
- Black and minority ethnic people
- Lesbian, gay, bisexual and transgender people
- People with a specific religious belief (or beliefs)
- People of a specific gender (e.g. single sex activities)

Numbers targeted	Please enter a number
Children (under 12)	
Young People (12-25)	
Adults (26-50)	
Older people (50+)	

Date to be completed by

Proposed activity 2

Groups targeted

Please indicate if your project will deal specifically with any of the following groups by marking the relevant boxes.

- Disabled people and people with long-term conditions
- Black and minority ethnic people
- Lesbian, gay, bisexual and transgender people
- People with a specific religious belief (or beliefs)
- People of a specific gender (e.g. single sex activities)

Numbers targeted	Please enter a number
Children (under 12)	
Young People (12-25)	
Adults (26-50)	
Older people (50+)	

Date to be completed by

Proposed activity 3

Groups targeted

Please indicate if your project will deal specifically with any of the following groups by marking the relevant boxes.

- Disabled people and people with long-term conditions
- Black and minority ethnic people
- Lesbian, gay, bisexual and transgender people
- People with a specific religious belief (or beliefs)
- People of a specific gender (e.g. single sex activities)

Numbers targeted	Please enter a number
Children (under 12)	
Young People (12-25)	
Adults (26-50)	
Older people (50+)	

Date to be completed by

Proposed activity 4

Groups targeted

Please indicate if your project will deal specifically with any of the following groups by marking the relevant boxes.

- Disabled people and people with long-term conditions
- Black and minority ethnic people
- Lesbian, gay, bisexual and transgender people
- People with a specific religious belief (or beliefs)
- People of a specific gender (e.g. single sex activities)

Numbers targeted	Please enter a number
Children (under 12)	
Young People (12-25)	
Adults (26-50)	
Older people (50+)	

Date to be completed by

Proposed activity 5

Groups targeted

Please indicate if your project will deal specifically with any of the following groups by marking the relevant boxes.

- Disabled people and people with long-term conditions
- Black and minority ethnic people
- Lesbian, gay, bisexual and transgender people
- People with a specific religious belief (or beliefs)
- People of a specific gender (e.g. single sex activities)

Numbers targeted	Please enter a number
Children (under 12)	
Young People (12-25)	
Adults (26-50)	
Older people (50+)	

Date to be completed by

Proposed activity 6

Groups targeted

Please indicate if your project will deal specifically with any of the following groups by marking the relevant boxes.

- Disabled people and people with long-term conditions
- Black and minority ethnic people
- Lesbian, gay, bisexual and transgender people
- People with a specific religious belief (or beliefs)
- People of a specific gender (e.g. single sex activities)

Numbers targeted	Please enter a number
Children (under 12)	
Young People (12-25)	
Adults (26-50)	
Older people (50+)	

Date to be completed by

3.5 How does your project contribute to the priorities in The Plan for North Lanarkshire?

Describe how your project contributes to the following priorities. You don't need to fill every box – only the most relevant priorities.: [Priorities | North Lanarkshire Council](#)

3.5.1 Will your project help improve economic opportunities and outcomes?

Yes No

3.5.2 How will your project do this?

3.5.3 Will your project help support all children and young people to realise their full potential?

Yes No

3.5.4 How will your project do this?

3.5.5 Will your project help improve the health and wellbeing of our communities?

Yes

No

3.5.6 How will your project do this?

3.5.7 Will your project help enhance participation, capacity and empowerment across our communities?

Yes

No

3.5.8 How will your project do this?

3.6 How is your organisation best placed to deliver the project?

Describe the specific skills, abilities or expertise your organisation brings to the project's success.

3.7 Will you partner with other organisation(s) to deliver the project?

Yes

No

Describe other agencies or organisations that you will work with to deliver the project.

3.8 If we are unable to fund your entire request, how will you manage the funding shortfall?

Section 4 - Financial breakdown

How you will spend the grant awarded by us?

4.1 Breakdown of grant requested

Total grant requested

This the total grant that you request from us.

£

Of which:

4.1.1 Employee costs

The costs of employees engaged in the project and directly employed by the organisation. External organisations and individuals contracted should be listed under project costs.

£

4.1.2 Property costs

You can include rental or leasing costs, but we can only fund repairs and maintenance if you own or lease your property.

£

4.1.3 Administration costs

We can fund a portion of your organisation's administration, but detail the costs directly related to the project under project costs.

£

4.1.4 Project costs £

The costs involved in carrying out direct work with the beneficiaries. We will only fund travel costs that are essential to the project.

£

4.2 Does the grant requested cover the total project cost?

Yes

No

What is your project total cost?

£

What amount are you expecting to raise from other grant providers, matched funding and other financial arrangements?

£

What amount are you expecting to raise through fees and fundraising?

£

4.3 Are you applying for property costs?

Yes

No

If yes, choose your organisation's property arrangement

Owned

Leased

Rented

Section 5 - Supporting information

Please attach (or forward) the following information in support of your application: - Please cross (x)

Documents required	Please indicate if you have attached the document, if you have already sent us a copy or whether it is to follow.
<p>A copy of your Constitution or Memorandum and Articles of Association signed and dated by a minimum of 2 members of either the Management Committee or the Board if we don't already have it or if you have recently altered it.</p>	<p>Attached <input type="checkbox"/></p> <p>Already supplied <input type="checkbox"/></p> <p>To follow <input type="checkbox"/></p>
<p>A copy of your most recent Bank Statement showing the account name, account number and sort code.</p> <p>An electronic copy of online bank account statement is acceptable</p>	<p>Attached <input type="checkbox"/></p> <p>Already supplied <input type="checkbox"/></p> <p>To follow <input type="checkbox"/></p>
<p>A copy of the organisation's most recent, fully signed, independently examined annual accounts covering the last full year of your operation.</p> <p>If your organisation doesn't have accounts (e.g. because it is a new organisation) or if the accounts are not independently examined, supply as much financial details as is available.</p>	<p>Attached <input type="checkbox"/></p> <p>Already supplied <input type="checkbox"/></p> <p>To follow <input type="checkbox"/></p>
<p>A completed Bank Mandate Form</p>	<p>Attached <input type="checkbox"/></p> <p>Already supplied <input type="checkbox"/></p> <p>To follow <input type="checkbox"/></p>

Section 6 - Signature

6.1 Privacy Statement

(Data Protection)

6.1.1 How your information will be used?

The data you supply to us is held and processed under the terms of the UKGDPR and the Data Protection Act 2018. The information provided on this form, including personal details, is only used in the processing of your grant application. Your information will not be used for any other purpose and will only be shared with other organisations in the circumstances detailed in 6.1.3 below. It is not used for profiling or for automated decisions.

6.1.2 What personal details will be held?

In processing your grant application we may hold any of the following personal information on the individuals identified within the form and any other individual subsequently identified as assisting in the grant process (e.g. an admin worker):

- Name
- Address
- Telephone numbers (home and work)
- Mobile phone numbers
- Email addresses
- Position within the organisation

6.1.3. Who will have access to your information?

- This information may be provided to individuals or other sections within the Council and partner organisations that are helping us assess applications or monitor grant awards.
- This information may also be shared with other grant funders and partner agencies to help prevent fraudulent applications and co-ordinate the process of complementary applications.

6.1.4 How long will we keep your information?

Information on individual grant applicant signatories and any other organisational contacts provided is held both in paper form and electronically on computer for up to seven years.

6.1.5 Lawful basis for having your information.

The basis on which the Council holds and processes personal information in relation to grant applications and subsequent grant awards is that of Legal Obligation i.e. the data held is necessary in the administration and processing of the grant applications.

6.1.6 Your legal rights regarding this information.

Individuals have the legal right to know and manage the personal data we hold and you have the following rights in terms of this data: -

- The right to know what data we hold on you personally;
- The right to have this information updated or amended
- The right to have this information deleted – although this right is limited by our need to retain information on who received grants.

6.1.7 Who to contact if you wish to update your information.

If you wish to update your information, retrieve it or have it removed from our records you should send an e-mail detailing your request to: -

CommunityDevelopment@northlan.gov.uk

If you are dis-satisfied with how your request to update, retrieve or have your information removed has been handled by the Council, you may raise a complaint using the Council's complaints procedures. Details of how to do so are on [the Council's website www.northlanarkshire.gov.uk](http://www.northlanarkshire.gov.uk)

The Council's response to your complaint will involve the input of the Council's Corporate Data Protection Officer, its Head of Business for Legal & Democratic Solutions. If you are dis-satisfied with the outcome of your complaint, you can raise the matter with the Information Commissioner's Office, who can be contacted at casework@ico.org.uk

Your signature on this form is treated as confirmation that you understand how North Lanarkshire Council may use the information you have supplied to us under the terms of the UKGDPR and the Data Protection Act 2018. If information about this grant application is requested under the Freedom of Information Act, we will release it in line with our Freedom of Information Policy.

6.2 Signature

This application must be signed by a member of the Organisation's Board or by one of the Committee Office Bearers.

Your signature is confirmation that the information contained within this application and any accompanying attachments is accurate and that you agree to comply with the conditions of grant as described in the guidance notes

Print name

Position in organisation

Signature

Date