# North Lanarkshire Council Logo

# Community Grant Application Form

Before completing the form, read the guidance notes at the end and read through the questions – additional guidance is attached to each question as appropriate.

## 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 recognised charity? | Please answer yes or no. |
| Do you have a written policy in place covering the protection of children and vulnerable adults? | Please answer yes or no. |
| What is the total membership of your group or organisation? |  |
| How long has your organisation been running? |  |

### Please indicate which Council wards your organisation operates in.

Please put a cross (x) beside all the relevant wards.

| **Area** | **Ward number** | **Ward name** |
| --- | --- | --- |
| North | 1 | Kilsyth |
| North | 2 | Cumbernauld North |
| North | 3 | Cumbernauld South |
| North | 4 | Cumbernauld East |
| North | 5 | Stepps, Chryston and Muirhead |
| North | 6 | Gartcosh, Glenboig and Moodiesburn |
| Coatbridge | 7 | Coatbridge North |
| Coatbridge | 10 | Coatbridge West |
| Coatbridge | 11 | Coatbridge South |
| Airdrie | 8 | Airdrie North |
| Airdrie | 9 | Airdrie Central |
| Airdrie | 12 | Airdrie South |
| Bellshill | 14 | Thorniewood |
| Bellshill | 15 | Bellshill |
| Bellshill | 16 | Mossend and Holytown |
| Motherwell | 17 | Motherwell West |
| Motherwell | 18 | Motherwell North |
| Motherwell | 19 | Motherwell South East & Ravenscraig |
| Wishaw | 13 | Fortissat |
| Wishaw | 20 | Mourdouston |
| Wishaw | 21 | Wishaw |

### Premises

If you are applying for costs associated with building or repair costs please answer the following two questions.

| **What we need to know.** | **Your response.** |
| --- | --- |
| Does your organisation lease or own its own premises? |  |
| Does your organisation lease its premises? |  |
| If you have answered yes to the question above how long does your existing lease run for? |  |

## 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 |  |

The Council is responsible for ensuring public funds are properly managed and used, and that organisations receiving funds have good systems in place for this purpose. You need to provide us with details of those people who will have management responsibility for your organisation i.e. the management committee or board. Please also identify which position is held by each office bearer e.g. chairperson, treasurer, secretary etc.

| **Names of any office bearers not detailed above** | **Position held** |
| --- | --- |
| Name: | Position: |
| Name: | Position: |
| Name: | Position: |
| Name: | Position: |
| Name: | Position: |

| **Names of other committee or board members** |
| --- |
| Name: |
| Name: |
| Name: |
| Name: |
| Name: |

## Section 3 – Financial breakdown of your request

### Describe below what you want the grant for and what it will enable you to do.

|  |
| --- |

### If the funding is requested for specific purposes please provide details below.

|  |
| --- |

### Please indicate the main beneficiaries your activities target.

Please put a cross (x) against those that are applicable.

* Children and families
* Young people
* Women and girls only
* Men and boys only
* Adults
* Young Carers
* People 50 years of age and over
* Disabled people
* Ethnic minorities
* Particular religion
* Other beneficiaries not already mentioned

### Please give extra details if any of your beneficiaries fall into these categories:

| **Beneficiaries** | **Details** |
| --- | --- |
| Disabled people | If it is a specific disability that is target please say which here. |
| Ethnic minorities | Please say which minority here. |
| Particular religion | Please say which religion here. |
| Other beneficiaries not already mentioned | Please say which here. |

### What is the total cost of running this activity?

Please write the total cost in pounds.

### Please give a breakdown below of grant money requested and total applying for.

| **What you are applying for.** | **The amount you are applying for. (please write total cost in pounds)** |
| --- | --- |
| Equipment Costs | £ |
| Accommodation Costs / Let Charges | £ |
| Social Events Costs | £ |
| Running Costs | £ |
| Trips and Outings Costs | £ |
| Programme Costs | £ |
| Improvement and Repair Costs | £ |
| Covid Recovery | £ |
| Total applied for. | £ |

## Section 4 – Signatories

# 4.1 Privacy Statement

### (Data Protection)

4.1.1 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 4.1.3 below. It is not used for profiling or for automated decisions.

4.1.2 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

* + 1. 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.

* + 1. 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.

* + 1. 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.

* + 1. 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.

4.1.7 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: -

[communitygrants@northlan.gov.uk](mailto:communitygrants@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](mailto: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.

# 4.2 Signature

The application must be signed by the two recognised representatives of the organisation that are listed in section two of this form.

On behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(please enter the name of the organisation) we confirm that the information contained in this application and any accompanying attachments is accurate and that we agree to comply with the conditions of grant as described in the guidance notes.

Main signature (as per section 2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position in organisation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Second signature (as per Section 2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position in organisation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 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.** |
| --- | --- |
| 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. | Attached  Already supplied  To follow |
| A copy of your most recent **Bank Statement** showing the account name, account number and sort code. | Attached  Already supplied  To follow |
| A copy of your most recent **Annual Accounts signed and dated by the appropriate persons** or a note of yourincome and expenditure covering the last six months of your operation. | Attached  Already supplied  To follow |
| A completed **Bank Mandate Form** | Attached  Already supplied  To follow |

# Community Grants Scheme – Guidance Notes

Please read these guidance notes before completing the application form.

## What is the purpose of this grant scheme?

This grant scheme exists to provide small amounts of funding, within a short timescale, to promote projects or activities which bring community benefit.

## Who can apply?

To apply you must be a voluntary organisation or community group operating in North

Lanarkshire, and run democratically. This means that your organisation or group must be governed by people who are elected or appointed by the members of your organisation and that membership is open to appropriate sections of the community (e.g. all senior citizens within the area).

Individuals, profit distributing organisations, private clubs (i.e. clubs without open memberships), political parties and Trade Unions may not apply.

Religious organisations may apply if the focus of the project is open to all sections of the community and it doesn’t involve the promotion of a particular faith or religious viewpoint.

## What can be funded

Grants may be used for various purposes including equipment, accommodation/let charges, social events, running costs, trips and outings, programme costs, improvements / building repairs and Covid Recovery. However, organisations must take into consideration and ensure that any proposed activity can be delivered safely in line with any relevant Covid-19 guidelines.

## What can’t be funded?

Grants are not made for: -

•activities that commenced prior to the application being made;

•items of equipment of a personal nature, or

•repairs or improvements to premises not owned by or leased by the organisation.

## How much can be applied for?

The maximum you can apply for is £1,000. You can apply up to 3 times in any one financial year for different activities (or for the same activity if 6 months have passed since the last application) but the total funded to any one organisation in any one year must not exceed the £1,000 limit.

## What is the timescale for submitting applications?

Community Grant applications are considered at specific times throughout the year, please see email for details, you should apply in plenty time for your application to be processed.

## What is the Application Process?

Complete an application form. All additional information should be sent with your application in an electronic format such as a scan or photo. You need to tell us which council wards will benefit from your project. Your application will not be considered if you do not tell us this. (see a list of Councillors and Ward Numbers at the end of these notes).

Your application form and additional information should be sent to [communitygrants@northlan.gov.uk](mailto:communitygrants@northlan.gov.uk)

## Please make sure that: -

• The form is fully completed and signed by two members involved in running the organisation;

• You attach your constitution which must be signed and dated by a minimum of 2 members of either the Management Committee or Board, a recent bank statement, a completed Bank Mandate form and a copy of your most recent annual financial statement which must be signed and dated by the appropriate persons.

## Where can I get help with the form?

If you would like any help or advice in completing the application form please contact the appropriate Grants Administration Officer on the details below.

Airdrie and North Area 07929016753

Motherwell, Bellshill, Wishaw Area 07971174685

Coatbridge Area 07976947238

## What happens next?

On receipt of the application an email will be sent confirming that it has been received, allocating the application with a reference number and detailing any additional or missing information required. The email will also indicate the date on which your application will be considered. Grant payments will be paid directly into your organisations bank account.

## Community Grants Scheme – Conditions of Grant

If your organisation is awarded a grant you will be expected to comply with the undernoted conditions of grant.

Your signature on the application form confirms that you agree to abide by these conditions:

• The grant award may only be used for the purpose (or purposes) originally applied for;

• In the case of repairs/improvements to premises, (a) your organisation should own or lease property (at least five years), and (b) comply with any relevant legislation;

• The funding contribution received from the Council is acknowledged in any publicity material;

• All purchases and/or services paid through the grant award must be backed up with receipts. You may be asked to submit these receipts as proof of expenditure and so should retain these for at least 2 years and all financial records relating to the grant award and its subsequent expenditure should be made available for inspection by Council Officers if requested;

• Undertake to keep any equipment purchased (a) secure (b) properly maintained and (c) not disposed of without prior permission from the Council;

• Any monitoring reports that have been requested should be completed promptly.

(N.B. failure to comply with monitoring requirements will mean that future grant applications cannot be accepted and late monitoring returns will delay processing of applications;

* Supporting information for your application should be submitted promptly to reduce the risk of an offer of funding being withdrawn;

• Return any unused grant to the Council and

• Return to the Council any remaining grants monies, equipment or facilities purchased through the grants scheme in the event of the organisation disbanding.