Lanarkshire Educational Trust Scheme

Application Form – Educational Establishment

# GENERAL INFORMATION

The Trust, by virtue of utilising the income generated within any one financial year, demands that applications adhere to strict deadlines. Applications, complete with the relevant evidence must be submitted by the closing date, these are 15 August and 15 December each year, if an application is received after either closing date it will be held over to the next committee cycle.

No comments on the success or otherwise of an award can be made on an individual basis. Applications are presented to the Educational Trust Committee. Applicants, successful or otherwise, will be informed of the Committee’s decisions shortly after each meeting.

In conjunction with the accompanying notes and guidelines, you must select the category most appropriate to your situation and include all of the necessary evidence (e.g. formal confirmation of; a course/event, course fees paid, travel/flight costs paid etc).

# Section 1 – Applicant Details

| **Name of establishment** |
| --- |
|  |

| **Address of establishment** |
| --- |
|  |

| **Name of contact** | **Put your details in the boxes below.**  |
| --- | --- |
| Title (Ms, Mrs, Mr etc.) |  |
| First Name |  |
| Surname |  |
| E-mail address |  |
| Telephone Number |  |
| Mobile Number |  |

## Section 2 – Category of Applicant

Please indicate the category within which a grant is requested by marking with a (x)

25. Special equipment [ ]

26. Achievement in Sport [ ]

27. Educational Excursions [ ]

29. Promoting Education in the Visual Arts, Music and Drama [ ]

## Section 3 – Purpose and Costs

| 3.1 Area of curriculum identified |
| --- |
|  |

3.2 How many individuals will be participating in this specific activity for which funding is sought?

3.3 Costs

| **Please provide a breakdown of the costs you are applying for.** | **Enter the costs in pounds.** |
| --- | --- |
| Course costs | £ |
| Activity costs | £ |
| Travel costs | £ |
| Equipment costs | £ |
| Event costs | £ |
| Other costs (please provide details below) | £ |
| Details of other costs | £ |

3.4 Course / Activity / Travel / Equipment / Event costs

Give details of the purposes for which the grant is requested (e.g. benefit of course / research / travel to be undertaken)

3.5 Amount requested from the Trust

£

3.6 Use this space to define the educational benefit to be gained from such a grant

### Section 4 – Previous and current grant awards

4.1 Have you previously received a grant from the Lanarkshire Educational Trust Scheme?

Yes [ ]  No [ ]

| If yes please provide date and amount of previous awards from LETS |
| --- |
|  |

4.2 If yes have you provided the Lanarkshire Educational Trust Committee with a written report of the project/activity previously funded by this Trust?

Yes [ ]  No [ ]

## Section 5 – Signature

## 5.1 Privacy Statement

### (Data Protection)

 5.1.1 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 5.1.3 below. It is not used for profiling or for automated decisions.

 5.1.2 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.

5.1.7 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: -

ef.lanarkshiretrust@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.

## Section 5.2 – Declaration and Signature

The application must be signed by two recognised representatives of the club / organisation / group, of which one must be a Management Committee or Board Member.

On behalf of (insert educational establishment name)

we confirm that the information supplied in this application form and supporting documents is, to my knowledge, accurate.

| **Signature of main contact (as per section 1)** |
| --- |
| Sign here: |
| Print name  |
| Position in establishment |
| Date |

| **Signature of Head of Establishment (if not applicant)** |
| --- |
| Sign here: |
| Print name  |
| Position in establishment |
| Date |