



Volunteer NL Challenge fund application

How to complete this application:

It is important that each part of the application is completed in full. The more information we have on your club / organisation will support your funding application. If you do not make the required declarations, or if you provide an answer that demonstrates that your application does not meet the criteria for this fund it will be rejected. Please refer to guidance notes that support funding application. Further information on how we will use your information and your rights under UK data protection legislation can be found in the privacy statement at the end of this application. Please ensure all supporting documents are included.

Please send your completed application to Volunteering@northlan.gov.uk by 14th of October 2024

Section 1

ORGANISATION DETAILS	
Organisation name	
Organisation address	
Postcode	
Organisation phone number if applicable	
Organisation email address	
Organisation website and/or social media address	

Section 2

CONTACT DETAILS (please provide details of 2 contacts who have responsibility for your organisation and delivery of this project)

Title:	
First name:	
Surname:	
Position in organisation	
Title:	
First name:	
Surname:	
Position in organisation	

Section 3

ABOUT YOUR ORGANISATION

Is your organisation a recognised charity? If yes please provide your OSCR number?	
What is the total membership of your group or organisation?	
What is the total number of volunteers within your organisation?	
How many volunteers would you hope to have after funding?	
How long has your organisation been running?	
Is your organisation governed by individuals appointed by the club / group?	
Does your organisation own its own premises?	
Does your organisation lease its premises?	
If you have answered yes to the question above how long does your current lease have remaining?	
Do you work from a premises that isn't owned or leased? If so, please specify.	

Section 4

ORGANISATION DESCRIPTION – PLEASE PROVIDE A BRIEF DESCRIPTION OF YOUR ORGANISATIONS MAIN ACTIVITIES – 300 WORDS MAX

Section 5

PURPOSE OF GRANT – OUR ORGANISATION REQUIRES UKSPF FUNDING TO IMPLEMENT AND SUPPORT THE FOLLOWING	YES
Promotion/marketing of volunteering opportunities	
Events	
Training for volunteers	
Uniforms	
Travel expenses for volunteers	
Recruitment of volunteers	
Miscellaneous volunteer expenses	
Other – Please provide details	

Section 6

PROJECT INFORMATION	
Project Name:	
Estimated start date (Project must not start until after you have received a formal grant decision from NLC)	
End date (project must be completed by March 2025)	
<p>Project Benefits (300 words max)</p> <p>– Outline the ways in which this project will improve your volunteer pathways and assist new or existing volunteers carrying out their current roles within your club / organisation</p> <p>- outline how the current services/activities you provide for your local community will be improved.</p> <p>- how many users are likely to benefit from the improved volunteer support in their local community facility?</p> <p>You should include the main beneficiary groups that your project will support such as young people, disabled people, ethnic minorities.</p> <p>You should include on why you need funding to take this project forward. This should include expected impact on the community, with a particular reference on how your project will strengthen social fabric and lead to demonstrable community benefits. Although not specifically used as an assessment criteria the strongest applications will reinforce the council's commitment to The Plan for North Lanarkshire.</p> <p><u>The Plan for North Lanarkshire</u></p> <p>You should also note if your project will benefit an area of deprivation, including areas of rural isolation.</p> <p><u>Scottish Index of Multiple Deprivation 2020 - gov.scot</u> (www.gov.scot)</p> <p><u>SIMD (Scottish Index of Multiple Deprivation)</u></p>	

Need for grant
– please state, in your own words,
why local authority financial support
is required for this project to
progress.

300 words max.

Section 7

FINANCIAL INFORMATION

Please provide breakdown of the costs that your project will incur.

How will your organisation meet the ongoing costs of supporting new and existing volunteers once this funding has come to an end?

Provide information on any other funding you have approved for this project or which you will be applying for.

Section 8

Additional information

– If your project enables your organisation to be more environmentally sustainable, please provide details below.

SUPPORTING DOCUMENTATION REQUIRED

Please note that the following must be provided in support of your application

- Evidence of incorporation – such as the constitution or memorandum and articles of association of the applicant group
- Evidence of ownership or lease of the community facility where the group / volunteering will take place – this could be a copy of the lease summary for the premises or proof of ownership.
- Evidence of project costs – this would be a copy of invoicing from suppliers of uniforms, training providers etc
- Cashflow projection – this should be provided for the following 12-month period to provide evidence that the applicant can meet on-going revenue costs to ensure that the project meets funding requirements.
- A copy of most recent bank statement showing account name, sort code and account number
- A copy of the most recent accounts signed and dated by the appropriate persons.
- A copy of your policy covering vulnerable adults and children.

EXTRA SPACE

Please use this space if you need to add any additional information.

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

4.1.3 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.

4.1.4 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.

4.1.5 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.

4.1.6 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.

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: - Volunteering@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.

Signature: