|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Notes to Applicants:** To help us process your application quickly, please:   * **Read the Applicant Guidance** (enclosed with the covering email) * Read the grant terms and conditions (Annex 1) and privacy notice (Annex 2) below * Complete the application **fully** and include the **supporting information** listed below – this will avoid delays in progressing your application * Complete the Checklist.  Sign and complete the Declaration * Let us know if you have any questions before sending in your application   For security reasons, do not provide your bank details with this application; we will contact you about this separately if your application is successful and we do not already have your bank details on file. | | | | | | | |
| *FOR OFFICE USE:  Date received:* | | | | *Reference Number:* | | | |
| **Name of organisation** | | | |  | | | |
| **Contact name/position** | | | |  | | | |
| **Contact’s full postal address, including postcode (payment cannot be made without a postcode)** | | | | **Address:**  **Postcode:** | | | |
| **Telephone number** | | | |  | | | |
| **Email** | | | |  | | | |
| **Charity Registration Number** (if applicable) | | | |  | | | |
| **VAT Registration Number** (if applicable) | | | |  | | | |
| **Project title** | | | |  | | | |
| **Estimated start date** | | | |  | | | |
| **Which area of Cornwall will benefit?** | | | |  | | | |
| **Name of Cornwall Councillor/s you are applying to for this grant** | | | |  | | | |
| **Please briefly tell us about the project and why you think it should receive Community Chest funding and how you will fund any ongoing running costs.** | | | | | | | |
|  | | | | | | | |
| **Details of project costs and funding required. Please add rows as applicable** | | | | | | | |
| **Project costs** (Please provide a breakdown of the costs of the project below) | **£** | **p** | **Funding** (Please list any other funding you have applied for or raised below and, in the row indicated, state the amount of Community Chest funding you are seeking) | | **£** | **P** | **S = You have**  **secured this funding**  **A = You have applied for this funding**  *(Delete as applicable)* |
|  |  |  | *Other funding:* | |  |  | S/A |
|  |  |  | **Amount you are seeking from the Community Chest:** | |  |  |  |
| **Total cost\*** |  |  | **Total income\*** | |  |  |  |
| **Please note: \*The Total Cost and Total Income amounts must balance** (e.g. Total Cost - £100; Total Income - £100) | | | | | | | |
| **Checklist** (Please attach the following supporting information when you email us your application; if you are unable to provide something because of the crisis, don’t worry, please let us know in the space provided below) | | | | | | | *Please state YES or NO below* |
| Written confirmation of any other funding awarded to your project (a letter or e-mail) **if applicable** | | | | | | |  |
| Copies of any quotations/estimates for goods or services related to the project **if applicable** | | | | | | |  |
| A copy of your organisation’s governing document (e.g. Constitution, Memorandum and Articles of Association, Trust Deed etc.) **if applicable** | | | | | | |  |
| *Any problems with providing documents:* | | | | | | |  |
| **Declaration** (Please complete the declaration below) | | | | | | | *Please confirm YES OR NO below)* |
| I declare that the information supplied in this application is true. | | | | | | |  |
| I declare that I have read and understood the applicant guidance notes, including the privacy notice and terms and conditions. | | | | | | |  |
| I declare that, if this application is successful, any grant money received will be used for the purposes described in this form and in accordance with the grant terms and conditions.  I confirm that I am duly authorised and empowered to confirm this on behalf of the applicant group. | | | | | | |  |
| **Name:** | | | | | | | |
| **Date:** | | | | | | | |

|  |  |
| --- | --- |
| ***FOR OFFICE USE ONLY: GRANT APPROVAL*** | |
| ***SECTION 1: Approval by COMMUNITY LINK OFFICER or COMMUNITY AREA MANAGER*** | |
| *Are you satisfied that this application meets the Community Chest requirements and that, if approved by the relevant Cornwall Councillor/s, it can proceed to payment?*  *YES/NO (if NO, please provide reasons)* | |
| ***Name:*** | ***Date:*** |
|  | |
| ***SECTION 2: APPROVAL/REFUSAL by Councillor*** | |
| *Approval: I agree to provide a grant of £       to this applicant from my Community Chest and declare that (a) I have no disclosable pecuniary interest in the project or sponsorship proposed, or (b) I have a non-registerable interest but not a disclosable pecuniary interest and this interest is not personal to me or to a person with whom I have a close association, or (c) I have no interest of any kind in the application. (delete as appropriate)* | |
| *Refusal: I refuse to provide a grant to this applicant from my Community Chest (delete as appropriate)* | |
| ***No grants can be made where the member judges that he/she has a disclosable pecuniary interest (an interest which appears on their register of interests) or has a non-registerable interest where this interest arises from a close association with a person (such as a friend/family member*** | |
| ***Name:*** | ***Date:*** |

**Annex 1**

**Community Chest: Grant Terms & Conditions**

1. Grants awarded under the scheme must only be used to support the expenditure identified in the application, as approved, and for no other purpose.
2. The grant should usually be spent within six months of being awarded. If it is likely that there will be a delay, the applicant must notify the Localism Team.
3. The applicant should retain all receipts and proof of expenditure for the purposes of possible audit at a later date.
4. The applicant must not use the grant for any unlawful activities, the promotion of political and/or religious activity or activities that are discriminatory on the grounds of religion, race, sex, sexual preference, age or disability.
5. The applicant must not use the grant to pursue any activity required to meet statutory regulations.
6. Projects should not be for private profit.
7. If appropriate, the applicant must have insurance for any activity which the grant will be wholly or partly funding. This includes public liability cover at any community event.
8. Recognition of Cornwall Council financial support must be included on any promotional materials.
9. The applicant will be required to participate in any publicity deemed appropriate by Cornwall Council associated with the offer of funding.
10. Follow guidance on safeguarding:

* <https://www.cornwall.gov.uk/health-and-social-care/childrens-services/child-protection-and-safeguarding/>
* <https://www.cornwall.gov.uk/health-and-social-care/adult-social-care/safeguarding-adults/>

1. The applicant must follow up to date Government requirements and advice relating to Covid-19: [(COVID-19) Coronavirus restrictions: what you can and cannot do - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do)

**Annex 2**

**Community Chest: Privacy Notice**

**Who will control my data?**

The Data Controller for all the information you provide on this form is Cornwall Council, New County Hall, Treyew Road, Truro, TR1 3AY. Data Protection Registration Number: Z1745294.

**There’s something I don’t understand**

If you need help in understanding or completing this form, please contact the Localism Team on telephone number 0300 1234 100 or by emailing [localism@cornwall.gov.uk](mailto:localism@cornwall.gov.uk)

**How we will use the information about you**

The information you provide on this form will be used to take steps prior to entering into a contract to which you or your organisation are a party. The contract is the provision by Cornwall Council of a Community Chest grant to your organisation to support the project set out in your application (the terms and conditions of this contract are set out in Appendix 1 below). The steps we will take include:

* Assessing your application
* Keeping you up to date about the progress of your application

If the grant is approved, the information will also be used for the performance of this contract, including:

* Paying the grant to your organisation
* Keeping in touch with you about your organisation’s use of the grant

(We publish a summary of successful Community Chest applications on our website. These summaries do not include personal information).

**Who else will we share your information with**

We will only use this information in conjunction with your Community Chest application. We will share your information with the Cornwall Councillor or Cornwall Councillors you are applying to for funding, as they need to consider your application as part of the Community Chest process. If your application is approved, we will also share your information with the Council’s finance department (the “Resources Service”) so they can pay the Community Chest grant to your organisation.

Your data will be held within Cornwall Council’s secure network and premises and will not be processed outside of the UK. Access to your information will only be made to authorised members of staff and Cornwall Councillors who are required to process it for the purposes outlined in this privacy notice.

We will not share this information outside of Cornwall Council, except where we are legally obliged to share information e.g. to aid in the prevention and/or the detection of crime or under a court order. However, whenever you consent to share information is required, we will always ask you.

**How long will you keep this information for?**

6 years after the end of the current financial year

**What are my data rights?**

Your personal information belongs to **you** and you have the right to:

* be informed of how we will process it
* request a copy of what we hold about you and in a commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way). You also have the right to request that we transmit this information directly to another data controller.
* have it amended if it’s incorrect or incomplete
* have it deleted (where we do not have a legal requirement to retain it)
* object to us using it for marketing or research purposes

**How do I exercise these rights?**

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact:

Data Protection Officer

Cornwall Council

County Hall

Truro

TR1 3AY

Telephone: 01872 326424

Email: [dpo@cornwall.gov.uk](mailto:dpo@cornwall.gov.uk)

**If you do not provide your information**

If you do not provide the requested information, then the Council may not be able to enter into and perform the contract. This means that it may not be able to assess your Community Chest application and award a Community Chest grant to your organisation.

**I don’t agree with something**

We would prefer any complaints to be made to us initially so that we have the opportunity to see if we can put things right at [localism@cornwall.gov.uk](mailto:localism@cornwall.gov.uk) However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns direct with the Information Commissioner’s Office:

Telephone: 0303 123 1113

Website: <https://ico.org.uk/concerns/>