



# Tamworth Borough Council FESTIVE GRANT APPLICATION

This side to be completed by the Ward Councillor

Name of Voluntary Organisation \_\_\_\_\_

Which Tamworth Ward does this project serve? \_\_\_\_\_

Name of Ward Councillor \_\_\_\_\_

Name and address of main contact: \_\_\_\_\_

\_\_\_\_\_

Telephone no \_\_\_\_\_ Email address \_\_\_\_\_

If the organisation is a registered charity, please provide the registration number.  
(Please enclose a copy of your organisation's constitution even if you are not a registered charity)

\_\_\_\_\_

What are the main aims and purposes of the organisation?

What is the total amount of grant aid requested from Tamworth Borough Council?

\_\_\_\_\_

What will the grant be used for?

How many people will benefit from this grant? \_\_\_\_\_

Please explain how the residents of Tamworth will benefit if your application is successful.  
Who will be the main beneficiaries?

Please describe any contributions the organisation is making towards this project:

## This side to be completed by the group

### Please tell us your Bank Account details:

Organisation's Account Name \_\_\_\_\_

(Please make sure this is the exact name that appears on your Group's Bank Account)

Bank Account No \_\_\_\_\_ Bank Sort Code No \_\_\_\_\_

Authorised signatories for this account

1 \_\_\_\_\_

2 \_\_\_\_\_

Please enclose a copy of your most recent bank statement. Please state your current balance/reserves:

£ \_\_\_\_\_ Date \_\_\_\_\_

**Before posting please check that you have enclosed:** (Please tick)

|   | Yes                      | No                       | N/A                      |
|---|--------------------------|--------------------------|--------------------------|
| A copy of your most recent bank statements  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A copy of your Organisation's Constitution  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A Safeguarding Children Policy (this is required for all projects working with any children or young people)                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Vulnerable Adults Policy (this is required for all projects working with vulnerable adults)                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does your organisation have Disclosure and Barring Service certificates for staff working with children or vulnerable adults? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you consent to being contacted via email about other sources of grant funding available?                                   | <input type="checkbox"/> | <input type="checkbox"/> |                          |

### Privacy Policy and Information Sharing

Tamworth Borough Council is the Data Controller for all personal data collected in this application. We collect your personal information to allow us to process your grant application, provide administration for award panels and to process payment for successful applications. We will use it to ensure you are meeting the conditions of your grant award. We will use it to communicate with you regarding contact you have had with us and to document your relationship with us. We may use some of your personal information to publicise grants we have awarded through press releases and social media. All awarded grants are publicised on our website. The information includes the name of the organisation or person (where individuals have applied), amount of grant awarded and the details of the project funded. With your consent, we will use your information to inform you of grant funding opportunities.

We may share your personal information with third-parties where required to by law or where it is necessary to process your application. Full details about the types of personal information we collect, the purpose we collect it, third parties we share it with, third party providers, and how we maintain the security of your information, can be found in our **Fair Processing Notice on the Privacy Notice page of the council website**. A hard copy is available upon request. **Please ensure you read our fair processing notice before submitting your personal information to us.** Information you give us will be kept for no longer than necessary. **Our Retention Schedule can be found on the same page.**

If you have a concern about the way that we are collecting or using your personal data, we ask that you contact us in the first instance. Our Data Protection Officer can be contacted on [data-protection@tamworth.gov.uk](mailto:data-protection@tamworth.gov.uk). Alternatively, you can contact the Information Commissioner's Office. You have certain rights under UK Data Protection law. For information on your rights, please visit the Information Commissioner's Officer Website [www.ico.org.uk](http://www.ico.org.uk).

### Declaration

I declare, on behalf of the Organisation, that: The application is submitted with the support of the Organisation's Management Committee. To the best of my knowledge and belief the information I have given is correct. I have read the privacy policy.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Office Held \_\_\_\_\_

Date \_\_\_\_\_

Please return this form to your Ward Councillor.

You can find out who your Councillor is on our website: [www.tamworth.gov.uk/councillors](http://www.tamworth.gov.uk/councillors)