

KNOWSLEY TOWN COUNCIL

IMPORTANT: PLEASE READ PRIOR TO APPLYING FOR FUNDING

GRANT PRIVACY NOTICE

When You Contact Us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will not be shared or provided to any other third party.

The Council's Right To Process Information

General Data Protection Regulations Article 6 (1) (a) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security

Knowsley Town Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected and only for as long as it necessary. After which it will be deleted. (You may request the deletion of your data held by Knowsley Town Council at any time).

Access to Information

You have the right to request access to the information we hold on you. You can do this by contacting our Data Information Officer: Jane Thomas on 0151 548 4545 or by email: jane.thomas@knowsley.gov.uk

Information Correction

If you believe that the information we hold about you is incorrect, you may contact us to request it be updated to keep your data accurate.

Information Deletion

If you wish Knowsley Town Council to delete the data held on you, please contact Jane Thomas on 0151 548 4545, or email: jane.thomas@knowsley.gov.uk

Right to Object

If you believe that your data held by us is not being used for its intended purpose you have the right to object.

Rights Related To Automated Decision Making and Profiling

Knowsley Town Council does not use any form of automated decision making or the profiling of individual personal data.

Complaints

If you have a complaint regarding the way in which your personal data has been processed you may make a complaint to Knowsley Town Council's Data Information Officer: Jane Thomas, or the Information Commissioners Office on 0303 123 1113 or email: casework@ico.org.uk

Summary

In accordance with the law, Knowsley Town Council only collect a limited amount of information that is necessary for correspondence, information and service provision. Knowsley Town Council does not use profiling, does not sell or pass data to third parties. Knowsley Town Council does not use data for any purposes other than specified. Knowsley Town Council makes sure that data is stored securely. Knowsley Town Council deletes all information deemed to be no longer necessary. Knowsley Town Council constantly reviews its privacy policy to keep it up to date in order to protect all data. (A copy of the data protection policy can be supplied upon request).

KNOWSLEY TOWN COUNCIL

IMPORTANT INFORMATION GRANT APPLICATIONS

In 2018 the Local Council Tax Support Grant from Central Government was ceased. This has resulted in the Town Council losing funding towards the provision of its services.

In order to balance the overall Town Council budget for 2018/19, the grant funding budget was reduced.

The Town Council's General Purposes and Community Grants Committee has resolved that due to the reduction in the grant funding budget, preference will be given to grant applications received from newly formed organisations. However, established organisations who can demonstrate that they are actively seeking new membership will be considered.

KNOWSLEY TOWN COUNCIL

CRITERIA FOR GRANT ALLOCATION

1. Grants will only be awarded to organisations, not individuals.
2. A grant will be available to community and voluntary organisations to boost their present activities and to help in the formation of new groups.
3. The Town Council particularly wishes to encourage people thinking of forming a group to identify projects of a general advantage to the community.
4. Projects must be based in the township, schemes outside the township but which serve residents living in the Town Council area will be considered.
5. Preference will be given to schemes which stimulate new ideas and approaches that are of an advantage to the community.
6. Priority will be given to projects helping the more disadvantaged sections of the community within the township.
7. Preference will also be given to those groups which can display a good record of achievement or to new groups which can demonstrate future potential.
8. Grants must not be used for political or sectarian activities.
9. The grant cannot be used for repairs and maintenance to either equipment or premises.
10. The grant must not normally be used for trips outside the Borough of Knowsley, unless:
 - a. the trip is of an educational nature, or
 - b. the trip is for people with learning or physical disabilities.
11. When groups receive other forms of assistance from the Town Council, that assistance will be taken into account when determining the amount of grant to be awarded.
12. Preference will be given to schemes or projects that demonstrate match funding from the organisation itself applying for a grant.

KNOWSLEY TOWN COUNCIL

GRANT GUIDELINES

- Grants will **NOT** be paid for expenditure incurred prior to grant approval.
- All applications will be approved, rejected or deferred (pending the supply of further information).
- Knowsley Town Council has the right to reclaim unused funding or misappropriated funding.
- Organisations in receipt of grant aid must acknowledge the assistance given by Knowsley Town Council.
- Knowsley Town Council reserves the right to make specific provisions on the use of particular grants.
- Registered Charities applying for a grant should ensure that in compliance with the Charities Commission's regulations, that annual accounts have been submitted.
- **Applications from schools** will be deemed outside the remit of the fund unless the activity is carried out by an acknowledged voluntary body primarily for the benefit of the local community.
- Applications for kit and running expenses of **adult and junior football clubs** will be considered within the remit of the fund.
- Grants are available to support playgroups and Knowsley Town Council encourages applications aimed at **promoting children's play and youth provision.**
- The maximum grant that the Council will award to a single application is £500.
- The maximum amount that an organisation will be granted in any year is £500.

KNOWSLEY TOWN COUNCIL

GRANT APPLICATION FORM (2022/2023)

PART A: DETAILS OF YOUR GRANT REQUEST

1. WHAT PROJECT IS THE GRANT REQUEST SPECIFICALLY FOR?

.....
.....

2. HOW MUCH DOES THE PROJECT COST? £

3. HOW MUCH MONEY ARE YOU REQUESTING? £

4. HOW MUCH MONEY IS YOUR ORGANISATION
CONTRIBUTING TO THE PROJECT? £

5. HOW WILL THE TOWN COUNCIL GRANT BE SPENT:

Costs

.....	£
.....	£
.....	£
.....	£
Total Costs	£

6. OVER THE LAST TWELVE MONTHS, HAVE YOU RECEIVED A
GRANT FROM ANY OTHER AGENCY? (If so, please give details of
the dates, amount and how it was spent).

.....
.....

7. HAS YOUR ORGANISATION PREVIOUSLY APPLIED TO THE
TOWN COUNCIL FOR FINANCIAL ASSISTANCE? (If so, please give
details of the dates and amount granted)

.....
.....

8. WHERE DOES YOUR ORGANISATION RECEIVE FINANCIAL
INCOME? (E.g. grants, subscriptions etc.)

.....
.....

9. HOW MANY MEMBERS OF THE COMMUNITY WILL BENEFIT FROM THE GRANT? (How many people will benefit from the grant request the organisation is applying for?)

ADULTS	CHILDREN

10. HOW MANY OF THE ABOVE MEMBERS STATED IN QUESTION 9 LIVE WITHIN THE TOWN COUNCIL AREA?

ADULTS	CHILDREN

11. WHO WILL BENEFIT FROM THE AWARD? (please tick)

YOUTH		OLDER PEOPLE	
COMMUNITY/RESIDENTS ASSOCIATIONS		COMMUNITY	
DISABILITY		SPORTS/ART	

12. HOW WILL YOU ASSESS THE SUCCESS OF YOUR PROJECT?

.....

.....

13. HOW WILL YOU PUBLICISE THE GRANT FROM THE TOWN COUNCIL?

.....

.....

14. ANY OTHER POINTS TO SUPPORT YOUR APPLICATION?

.....

.....

NOTES TO CONSIDER:

- THE ANSWER TO QUESTION 2 SHOULD EQUAL THE COMBINED ANSWERS TO QUESTIONS 3 AND 4.
- THE DETAILS IN QUESTION 5 SHOULD EQUAL THE FIGURE IN QUESTION 3.

PART B: DETAILS OF YOUR ORGANISATION

15. NAME OF ORGANISATION/GROUP:

16. CONTACT DETAILS: (Please give details of two contacts)

Name:

Position:

Address:

..... ..

..... ..

Telephone No:

17. ADDRESS WHERE ORGANISATION MEETS:

..... ..

18. WHAT DOES YOUR ORGANISATION DO?

..... ..

..... ..

..... ..

19. HOW LONG HAS THE GROUP BEEN ESTABLISHED?

20. HOW MANY PAID STAFF DOES YOUR GROUP HAVE?

21. IS YOUR GROUP/ORGANISATION A REGISTERED CHARITY?
(If so, please give the Charity Number)

22. DOES YOUR ORGANISATION HAVE A CONSTITUTION? (If so,
please attach a copy)

23. DOES YOUR ORGANISATION PRODUCE ANNUAL ACCOUNTS?
(If so, please attach a copy)

24. DOES YOUR ORGANISATION/GROUP HAVE ANY OF THE
FOLLOWING INSURANCES?

Public Liability	Yes	No
Building	Yes	No
Contents	Yes	No
Other	Yes	No

25. DOES YOUR ORGANISATION/GROUP HAVE ANY PURPOSE/LINKS WITH THE FOLLOWING:

Religion	Yes	No
Politics	Yes	No
Trade Unions	Yes	No

If yes, please attach details

26. DOES YOUR ORGANISATION HAVE A BANK/BUILDING SOCIETY OR POST OFFICE ACCOUNT Yes No

Bank Name:

Sort Code: Account No:

Address:

.....

27. ARE THERE ANY EMPLOYEES OR MEMBERS OF KNOWSLEY TOWN COUNCIL INVOLVED OR HELPING YOUR GROUP?
(If so, please give details)

.....

.....

28. IF YOUR GRANT APPLICATION IS UNSUCCESSFUL, WILL YOUR PROJECT STILL GO AHEAD Yes No

PART C: DECLARATION

This declaration is to be signed by one of the contacts stated in part (B) of the form.

I confirm that the information detailed in this application is, to the best of my knowledge, correct. I understand that Knowsley Town Council may put conditions on any money offered. If we accept any money we realise that we will have to sign an agreement promising to spend it promptly and allowing the Town Council to inspect our financial records.

I confirm that I have read and understood Knowsley Town Council's Privacy Policy and consent to the information contained within this form being held by the Town Council.

SIGNED:

PRINT NAME:

POSITION:

DATE:

IMPORTANT

The Town Council can only consider your application if:

- you complete all the questions on the form
- the form is signed by the appropriate person/s
- all documentation requested is provided

The checklist below is for guidance only

CHECKLIST

Tick

- ☐ I have enclosed Bank Statements for one year prior to the date of this application (except newly formed organisations).
- ☐ I have enclosed a Bank Statement showing the organisations bank account (newly formed organisations only).
- ☐ I have enclosed a list of all itemised income and expenditure for one year prior to the date of this application (except newly formed organisations).
- ☐ A full breakdown of the costs are included in Question 5 of the application form.
- ☐ I have enclosed a copy of the organisation's aims and objectives.

THE GRANT APPLICATION WILL NOT BE CONSIDERED BY KNOWSLEY TOWN COUNCIL UNTIL THE FORM IS FULLY COMPLETED WITH SUPPORTING DOCUMENTATION

PLEASE RETURN THE APPLICATION FORM AND SUPPORTING DOCUMENTATION, OR CONTACT KNOWSLEY TOWN COUNCIL IF YOU REQUIRE ANY ASSISTANCE.

The Clerk of the Council,

**Knowsley Town Council, Bob Whiley Community Centre,
Shop Road, Knowsley Village
Merseyside, L34 0HD
Tel: 0151 548 4545
EMAIL:
heather.weightman@knowsley.gov.uk**