



KNOWSLEY
TOWN COUNCIL

COMMUNITY GRANT FUND

Reviewed and approved by the Town Council

6th December 2023

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

COMMUNITY GRANTS FUND

ELIGIBILITY CRITERIA

1. Grants will be available for community and voluntary groups to help in their formation, assist in their development or to boost their present activities.
2. The Town Council particularly wishes to encourage people thinking of forming a group to identify projects or schemes which stimulate new ideas and approaches of a general advantage to the community.
3. Projects must be based in the Town Council area, schemes outside this area but which serve residents living in the area will be considered.
4. Priority will be given to projects helping the more disadvantaged sections of our community and 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.
5. Grants must not be used for political or sectarian activities.
6. Grants cannot be used for repairs and maintenance (including decoration) to either premises, equipment, or vehicles.
7. Grants must not normally be used for trips outside the Borough of Knowsley, unless:
 - a. the trip is of an educational or sporting nature, or
 - b. the trip is for people with learning or physical disabilities.
8. When applicants 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.
9. Preference will be given to schemes or projects that demonstrate match funding from the organisation itself applying for a grant.
10. No organisation or individual may apply for a grant more than once within a rolling twelve-month calendar year period of a previous successful application.
11. The Town Council reserves the right not to award grants to applicants who in the Town Council's absolute opinion, are legally funded for such projects or activities from their prime funding source.
12. Applications will be considered from individuals who, in the absolute opinion of the Town Council, will use any grant awarded to benefit the more disadvantaged sections of our community.

KNOWSLEY TOWN COUNCIL

GRANT GUIDELINES AND CONDITIONS

1. Grants will NOT be paid for expenditure incurred prior to grant approval.
2. All applications will be approved, rejected or, pending the supply of further information, deferred.
3. The applicant of any projects or activities involving children and young people must provide evidence that current DBS 'clearance' is held by the individuals supervising the project / activity.
4. Written evidence that the grant has been used for the intended purpose, along with copies of receipts, must be supplied to the Town Council upon request.
5. Knowsley Town Council has the right to reclaim unused funding or misappropriated funding.
6. Organisations or individuals in receipt of grant aid must acknowledge the assistance given by Knowsley Town Council in any of their publicity material e.g. website, newsletter, leaflets or, social media platforms.
7. Knowsley Town Council reserves the right to make specific provisions on the use of particular grants.
8. Registered Charities applying for a grant should ensure that in compliance with the Charities Commission's regulations, that annual accounts have been submitted. Knowsley Town Council will verify that such action has been taken and may defer or reject any application if such compliance is not found to have been submitted.
9. Applications from schools will be deemed outside the remit of the fund unless the activity is carried out by an acknowledged voluntary body e.g. parents / friends association and is primarily for the benefit of the local community.
10. Applications for kit and running expenses of adult and junior football clubs will be considered within the remit of the fund as will applications aimed at promoting children's play and youth provision.
11. The canvassing of Elected Members in relation to an application for grant funding, will result in the application being disqualified.
12. The maximum grant that the Council will award to an organisation / individual is £500.
13. The decision of Knowsley Town Council regarding an application is final and unsuccessful applicants have no right of appeal.

THE PROCESS

Once received, your application will be reviewed and if there are any issues that require clarification, we will be in touch with you.

Fully completed applications will be placed on the agenda and considered by the Town Council's Finance and General Purposes Committee, dates of which are in the Town Council's website www.knowsleytowncouncil.gov.uk. Once considered by the Town Council, applicants will be informed of the outcome.

Bearing in mind item 1 above, applicants must ensure that their application is received by the Town Council at least 10 working days before the target date for consideration.

KNOWSLEY TOWN COUNCIL
COMMUNITY GRANT APPLICATION FORM

PART A: INFORMATION ABOUT YOUR ORGANISATION OR SELF

1. **GROUP OR INDIVIDUAL** (Delete as applicable)
2. **CONTACT DETAILS:** (Please give details of two contacts)

FIRST CONTACT

Name:

Position:

Address:

.....

.....

Telephone No:

Email address:

SECOND CONTACT

Name:

Position:

Address:

.....

.....

Telephone No:

Email address:

3. BANK DETAILS

Bank Name:

Address:

.....

Account Name:

Sort Code: Account No:

PART B: DETAILS OF YOUR GRANT REQUEST

1. Please describe *specifically* why you are seeking this grant and if you are applying on behalf of an organisation, the aims and objectives of the organisation.

.....

.....

.....

.....

2. Please give a breakdown of the cost of your project?

£

£

£

£

£

(A) Therefore the total cost of the project is £.....

3. Do you have any other sources of finance?

£

£

£

£

£

(B) Therefore the total of other sources of finance is £.....

4. Community Grant request from this application (B minus A) = £.....

5. Specifically, on what will any grant awarded be spent?

£

£

£

£

£

PART C ADDITIONAL INFORMATION IN SUPPORT OF YOUR REQUEST

1. Over the last 12 months have you received a grant from any other organisation? (If so, please give details of the dates, amount and how it was spent).

.....
.....

2. Have you / your organisation previously applied to Knowsley Town Council for financial assistance? (If so, please give details of the dates and amount granted)

.....
.....

3. Does you / your organisation have any other forms of financial income e.g. grants, subscriptions, fees? (If so, please give details)

.....
.....

4. How many members of the community will benefit from the grant if awarded?

ADULTS	CHILDREN

6. How many of the above members stated in question 4 live within the Town Council area?

ADULTS	CHILDREN

7. Who will benefit from any grant awarded?

ADULTS		COMMUNITY / RESIDENTS ASSOCIATIONS	
CHILDREN (0-18)_		RESIDENTS WITH ADDITIONAL NEEDS	
SPORTS		ARTS	

8. How will you assess the success of your project?

.....
.....

9. How will you publicise any grant awarded by the Town Council?

.....
.....

IF YOU ARE APPLYING ON BEHALF OF AN ORGANISATION, PLEASE PART D BELOW AND SIGN THE DECLARATION AT THE END.

IF YOU ARE APPLYING AS AN INDIVIDUAL, PLEASE IGNORE PART D AND SIGN THE DECLARATION AT THE END

PART D – APPLICANT ORGANISATIONS - ADDITIONAL INFORMATION

1. Please give the address where the organisation meets?

.....
.....

2. What are the aims and objectives of the organisation?

.....
.....
.....

3. How long has the organisation been established?

4. How many paid staff does your organisation have, if any?

5. Is the organisation registered Charity, if so, please give the Charity Number)

.....

6. Does your organisation have a constitution, if so please attach a copy)

.....

7. Does your organisation produce annual accounts, if so, please attach a copy of the latest accounts).

.....

8. Do you consider your organisation to be 'profit making' and if so, how are profits used?

.....
.....
.....

9. Does your organisation have any of the following insurances? (delete as necessary)

Public Liability	Yes	No
Buildings	Yes	No
Contents	Yes	No
Other (please specify)	Yes	No

10. Does your organisation have any purpose or links with any of the following, if so please give details.?

Religion	Yes	No
Politics	Yes	No
Trade Unions	Yes	No
Other (please specify)	Yes	No

.....

11. Are there any employees / Members of the Town Council involved in any capacity in the running or the supplying of services of your organisation, if so please give details?

.....
.....

12. If your grant application is unsuccessful, will the project still go ahead?

YES / NO (delete as appropriate)

.....

PART E: DECLARATION (to be signed by one of the contacts stated in part A 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 and that if I / we accept any grant that we will have to sign an agreement promising to spend it promptly and allow 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 will 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

***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:
jane.thomas@knowsley.gov.uk