

Applications must be received by 26th February 2021

Please ensure you complete this form fully before submission.

An incomplete form may delay the processing of the application.

## About your organisation

**1** Organisation name

**2** Contact name

**3** Position held in the organisation

**4** Contact details

Address (including postcode):

Telephone:

Email:

**5** Which of the below categories does your organisation fall in to?

Not for Profit Company Limited by Guarantee.....

Constituted Community/Voluntary Group.....

Parish or Town Council.....

Parochial Church Council.....

Registered Charity.....

Social Enterprise.....

Other (please provide details):

**6** I confirm that the organisation is not for profit and has a formal governing document which includes: *(Please note Town/Parish Councils do not need to complete question 6.)*

- a 'dissolution' clause that guarantees any assets are kept for community benefit even if the group comes to an end or is 'dissolved'.....Yes  No
- an open membership policy .....Yes  No

**7** Your organisation's bank/building society account details

Name on bank account:

Bank Sort Code:

Bank Account Number:

Building Society Roll Number (where applicable):

**8** I confirm that a minimum of two unconnected persons must sign to authorise all withdrawals (including cheques and online transactions)

.....Yes  No

## About your project

**9** Please provide a 'Project Name' for your application

**10** Where will your project take place?

**11** When will your project take place?

Start date:

Completion date (must be within 12 months of receiving the grant):

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**12** How much will the project cost?

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**13** How much funding are you requesting? (Minimum £100 - Maximum £1,000)

For community resilience projects there is no minimum grant and the maximum grant is £2,000.

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**14** What will you spend the grant on?

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**15** What benefits will the project deliver to the local community?

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**16** How many people will benefit from your project?

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**17** Which of the following aims will your project contribute towards?

*Tick all that apply – your project must support one of the following.*

- Support community resilience in light of the COVID-19 pandemic.....
- Help enable a supply of homes that meet needs and aspirations .....
- Support our town centres to remain vital and viable as shopping habits change .....
- Adapt to meet the challenge of a changing natural environment .....
- Maximise healthy and active lives .....
- Create an environment that helps businesses to survive and grow .....
- Improve equality of opportunity across the district and in target areas .....

# Applicant Declaration

## 18 Applicant declaration

I confirm that the information contained within this application is accurate and truthful to the best of my knowledge.....Yes  No

I confirm that I have read the Councillors' Community Grant Scheme Policy and Information Guide, and understand and agree to the 'General Terms and Conditions' of the funding.....Yes  No

I confirm that I have the authority of the named organisation to submit this grant application.....Yes  No

I confirm that the project will not be commenced or costs incurred before I receive a grant confirmation letter .....Yes  No

*Please note that community resilience projects that address issues caused by COVID-19 may commence prior to the receipt of a confirmation letter and may be retrospectively funded if there is demonstrable requirement for this.*

I agree to keep the Councillor funding this project informed of progress and will provide confirmation to the Councillor when the project is completed .....Yes  No

I acknowledge that East Lindsey District Council may publicise the award of this grant in local media and agree to be contacted if additional information is required.....Yes  No

I confirm that the organisation has compiled annual accounts within the last twelve months or is newly formed and will compile annual accounts at the end of its first financial year .....Yes  No

I confirm that the organisation has sufficient funds available to meet immediate debts and liabilities.....Yes  No

I confirm that the organisation has no overdue accounts or payments due to East Lindsey District Council.....Yes  No

## 19 Data Protection Consent

I consent to ELDC processing my personal data for the purposes detailed on page 6.....Yes  No

Name/Signature:

Date:

# Data Protection

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## Data Protection Notice

East Lindsey District Council is a Data Controller and can be contacted at Tedder Hall, Manby Park, Louth, Lincolnshire, LN11 8UP (Tel: 01507 601111). The Data Protection Officer can be contacted at the same address.

We are collecting your personal data (name and contact details) in order to administer your application for a Councillors' Community Grant for the group that you represent.

Your data will be shared with District Councillors supporting your application, Public Sector Partnership Services (the Council's Data Processor) for the processing of the grant application and may also be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

In line with our retention policy your data will be kept for 6 years after the financial year in which the grant is processed or if the grant application is unsuccessful your data will be kept for 6 months after the financial year in which the application was made.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (Tel: 0303 123 1113)

If you do not provide the information required on the form then we will not be able to process your application for a grant as we need your contact details in order to do this.

For further information on our Data Protection Policies please go to our website.

You can withdraw your consent at any time by contacting the Data Protection Officer. Please note that all processing of your personal data (contact details) will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

## Councillor's Award & Declarations

To be completed by the Councillor(s) awarding funding to the project. All Councillor(s) wishing to contribute to the project must complete the section below. Subsequent applications for the same project will not be accepted.

Before awarding funding the Councillor should satisfy themselves that the:

- Applicant organisation is eligible to apply for funding under the Councillors' Community Grant Scheme.
- Proposed project is eligible for support under the Councillors' Community Grant Scheme and the project will benefit the residents of their ward.
- Applicant organisation has not already incurred the expenditure/costs associated with this project.
- Proposed project and funding award provides value for money.

*Please note that community resilience projects that address issues caused by COVID-19 may commence prior to the receipt of a confirmation letter and may be retrospectively funded if there is demonstrable requirement for this.*

If a Councillor has any interest in the project or organisation concerned, this should be declared in the table below, the grant will be awarded at the discretion of the Chief Executive.

Councillor Name	Declaration of Interest (if none, state none)	Amount Awarded	Date
1		£	
2		£	
3		£	

## Chief Executive Approval

The Chief Executive retains the right to reject any applications for funding which are not considered to fall within the permitted activities or 'intended spirit' of the scheme. In the event of there being differing interpretations or application of policy regarding a particular award, the Chief Executive's decision will be final.



Councillors' Community Grants, East Lindsey District Council,  
Tedder Hall, Manby, Louth, Lincolnshire, LN11 8UP

Tel: 01507 601111

[www.e-lindsey.gov.uk](http://www.e-lindsey.gov.uk)

Email: [community.grants@e-lindsey.gov.uk](mailto:community.grants@e-lindsey.gov.uk)