**St Albans City & District Council**

**Community Revenue Fund 2024-25 Application Form**

**Please read the Guidance and Criteria document before completing**

Please complete *all* sections, provide reference and sign declaration.

If you need clarification, please contact [vcsgrants@stalbans.gov.uk](mailto:vcsgrants@stalbans.gov.uk) before you complete.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Details of organisation** | | | | | | | |
| Name of organisation as it appears on your constitution or set of rules | Click or tap here to enter text. | | | | | | |
| Address | Click or tap here to enter text. | | | | | | |
| Phone number | Click or tap here to enter text. | | | | | | |
| Email address | Click or tap here to enter text. | | | | | | |
| Website | Click or tap here to enter text. | | | | | | |
| Other social media sites eg Facebook, Twitter, Instagram | Click or tap here to enter text. | | | | | | |
| What is the status of your organisation? | Charity | | | Registered charity number: Click or tap here to enter text. | | | |
| Company limited by guarantee  Company Number: Click or tap here to enter text. | | | | | | |
| Constituted voluntary/Community Group | | | | | | |
| Other | | Describe here: Click or tap here to enter text. | | | | |
| How many people are involved in running your organisation and its activities? | Management committee/trustees Click or tap here to enter text. | | | | | | |
| Paid staff Click or tap here to enter text. | | | | | | |
| Volunteers Click or tap here to enter text. | | | | | | |
| Other Click or tap here to enter text. | | | | | | |
| Name of Chair of Trustee Board/ Committee | Name: Click or tap here to enter text.  Phone number: Click or tap here to enter text.  Email: Click or tap here to enter text. | | | | | | |
| **Details of lead contact (this should be someone who can discuss the application in detail** | | | | | | | |
| Name of lead contact | Click or tap here to enter text. | | | | | | |
| Position in organisation | Click or tap here to enter text. | | | | | | |
| Address (if different from above) | Click or tap here to enter text. | | | | | | |
| Phone number | Click or tap here to enter text. | | | | | | |
| Email address | Click or tap here to enter text. | | | | | | |
| **Your application** | | | | | | | |
| 1. Have you been funded by Community Revenue Fund before?  YES  NO  If yes, please briefly describe the impact the grant made for your organisation and three key successes  Click or tap here to enter text. | | | | | | | |
| 2. Describe the service/activities that this application is for  Click or tap here to enter text.  *max 25 words* | | | | | | | |
| 3. Amount requested | Click or tap here to enter text. | | | | | | |
| 4. Have you applied for funding for your service/activities elsewhere? If so, when are you likely to hear of the outcome?  Click or tap here to enter text. | | | | | | | |
| 5.Will the funding be used to continue an existing service, to develop/expand an existing service or to set up new service?  Click or tap here to enter text. | | | | | | | |
| 6. What will happen to your delivery if your application to the Community Revenue Fund is not successful?  Click or tap here to enter text. | | | | | | | |
| 7. What skills and experience does your organisation have in planning, managing and evaluating services/activities such as the ones described in your application?  Click or tap here to enter text.  *max 150 words* | | | | | | | |
| 8. Explain how you have identified the need for the service(s) within the district and provide evidence of this need. You may include evidence such as service satisfaction questionnaires, testimonials, letters received as well as national and local statistics and quotes from research papers that support the need for your type of service.  Click or tap here to enter text.  *max 300 words* | | | | | | | |
| 9. How many people will benefit from your service?  Click or tap here to enter text. | | | | | | | |
| 10. What percentage of your beneficiaries live/work or study in St Albans City and District?  If it is less than 100 per cent, please explain how you will ring-fence this fund for those who do live, work or study in the district.  Click or tap here to enter text. | | | | | | | |
| 11. Where in the District will those who benefit from your service come from? (Refer to particular Wards where relevant).  Click or tap here to enter text. | | | | | | | |
| 12. Please describe the people who will benefit from your service.  Click or tap here to enter text. | | | | | | | |
| 12a. Please provide data about your beneficiary group if it is known at this stage. See the categories in the table. Please provide numbers and percentages of the total for each category. This will form part of your monitoring if awarded funding.  *If you do not know, put ‘unknown’. Make sure that the data you submit does not compromise the privacy of your beneficiaries, particularly if you are supporting small numbers. If this is the case, put ‘unavailable’* | **Gender** | | | | | Number | Percentage |
| Male | | | | | Click or tap here to enter text. | Click or tap here to enter text. |
| Female | | | | | Click or tap here to enter text. | Click or tap here to enter text. |
| Other, e.g. non-binary | | | | | Click or tap here to enter text. | Click or tap here to enter text. |
| **Ethnicity** What percentage are people who are Asian, Black or are other ethnically diverse people? (i.e., not White British) | | | | | Number  Click or tap here to enter text. | Percentage  Click or tap here to enter text. |
| Please provide details | | | | | | |
| **Disability**  What percentage of people have a disability | | | | | Number  Click or tap here to enter text. | Percentage  Click or tap here to enter text. |
| Please provide details  Click or tap here to enter text. | | | | | | |
| **Age** | | | | | Number | Percentage |
| Children aged 0-17 | | | | | Click or tap here to enter text. | Click or tap here to enter text. |
| Young adults aged 18-25 | | | | | Click or tap here to enter text. | Click or tap here to enter text. |
| Adults aged 26-64 | | | | | Click or tap here to enter text. | Click or tap here to enter text. |
| Adults aged 65+ | | | | |  |  |
| **LGBTQ+**  What percentage of people identify as LGBTQ+? | | | | | Number  Click or tap here to enter text. | Percentage  Click or tap here to enter text. |
| **Carers**  What percentage of people are carers? | | | | | Number  Click or tap here to enter text. | Percentage  Click or tap here to enter text. |
| 13. **How will your service help to deliver the following priorities?**  *(max 100 words for each)* | | | | | | | |
| 13a. Provide support to vulnerable communities leading towards greater equality within the District. | | Click or tap here to enter text. | | | | | |
| 13b. Enable local people to become involved in community life. | | Click or tap here to enter text. | | | | | |
| 13c. Encourage people from different groups\* to get on well together. *\* i.e. different faith and cultural backgrounds or those with or without a disability.* | | Click or tap here to enter text. | | | | | |
| 13d. Increase people’s involvement/interest in local decision making | | Click or tap here to enter text. | | | | | |
| 14a. What will you do to ensure your service/activities are inclusive? (Do not just refer to your Equality and Diversity policy, give examples)  Click or tap here to enter text.  14b. How does your work support the pledges and priorities set out in St Albans Equality, Diversity and Inclusion Strategy? See [[here](https://www.stalbans.gov.uk/sites/default/files/attachments/St%20Albans%20City%20and%20District%20EDI%20Strategy%20July%2022.pdf)](https://www.stalbans.gov.uk/sites/default/files/attachments/St%20Albans%20City%20and%20District%20EDI%20Strategy%20July%2022.pdf).  Click or tap here to enter text. | | | | | | | |
| 15. Do some people pay for your service? Yes No  If yes, please provide details of any means testing applied to enable individuals to access your services.  Click or tap here to enter text. | | | | | | | |
| 16.What **outputs and outcomes** would this grant enable you to provide? | | | | | | | |
| 16a. **Outputs** (for example, how many beneficiaries, how many sessions?) | | | | | Click or tap here to enter text. | | |
| 16b. **Outcomes** (what improvements or changes are the outputs likely to bring about?) | | | | | Click or tap here to enter text.  *max 150 words* | | |
| 17. **Monitoring and Evaluation** | | | | | | | |
| 17a. What tools do you currently use to effectively monitor and evaluate your services?  Click or tap here to enter text.  *max 100 words*  17b. Will you be developing any new tools to monitor and evaluate your services over the coming year? If so, please give details?  Click or tap here to enter text.  *max 100 words* | | | | | | | |
| 18. How will you publicise your services?  Click or tap here to enter text. | | | | | | | |
| 19. How will you work with other local organisations to deliver your services? Please name any such organisations you work with now or aim to work with.  Click or tap here to enter text.  *max 100 words* | | | | | | | |
| 20. **Safeguarding** - What do you do to keep the people who use your project safe?(Please do not just refer to your Safeguarding policy, give examples).  Click or tap here to enter text.  *max 150 words* | | | | | | | |
| 21. Do any of your activities take place virtually/online? If so, what steps are taken to ensure that your service users are kept safe online?  Click or tap here to enter text. | | | | | | | |
| 22. What type(s) and level of **insurance** cover does your organisation hold?  Click or tap here to enter text. | | | | | | | |
| 23. **Environmental impact** - how will you ensure that your project has minimal negative environmental impact?  Click or tap here to enter text.  *max 150 words* | | | | | | | |
| 24. Provide details of any **quality assurance standards** your organisation has achieved.  Click or tap here to enter text. | | | | | | | |
| 25. Any additional information to support your application.  Click or tap here to enter text.  *max 150 words* | | | | | | | |
| **Reference**  Please provide the name of an organisation you have provided a service for or from whom you have received funding in the past.  Name and role:  Their organisation:  Describe how your organisations are linked:  Email:  Phone number:  *(Please obtain this person’s permission before including any of their information, due to GDPR)* | | | | | | | |
| ***Declaration***  *The information given on this application form is correct to the best of my knowledge.*  ***Privacy Notice***  *This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.  We will use your information for the purposes we have set out; keep it securely; destroy it when we no longer need it; tell you the rights applicable to this personal information and how to exercise them; tell you who to complain to.*  *We collect the following personal data: Name, Address, Telephone number, Email address.*  *All this information is set out in full on the privacy notice with this form.  Please read the privacy notice at the end of this document for more details.*  ***Consent***  *By completing this form you are giving consent for us to process your personal information for the purposes of outlined in the privacy notice with the form.*  *You have a right to withdraw your consent at any time by emailing* [*GDPR@stalbans.gov.uk*](mailto:GDPR@stalbans.gov.uk)*. or calling the Council on 01727 866100.*  ***If you withdraw consent we will stop processing your application. If you supply us with an alternative contact we will require consent for that contact. If you withdraw consent after a grant has been awarded, we will withdraw the grant unless an alternative suitable contact has been provided.***  *I agree to give consent*  *I confirm I have ensured that all names and contacts agree to have their details made available.  I will make sure that all Management Committee members and people involved in delivering are aware of this declaration and the privacy notice.*  *Name of Chairperson (please print):*  *Signature (please insert a scan of the signature if possible)*  *Date:* | | | | | | | |

**Checklist, have you:**

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| --- |
| **Completed all sections on the application form**  **Signed and dated the application form**  **Read the privacy notice below and ticked the consent box under the declaration**  **Sent the below documents with your application:**  Budget indicating how you will spend the grant A copy of your constitution  Your organisations bank statements for the last 3 months  Audited / Certified Accounts for most recent financial year (including the following information):   * Income and Expenditure Account (also known as Profit and Loss Account) * Balance Sheet for your last financial year * Notes to the financial statements   Reserves Policy/Statement  **EMAIL YOUR COMPLETED APPLICATION (SAVED IN PDF FORMAT) WITH THE ABOVE DOCUMENTS TO:** [**vcsgrants@stalbans.gov.uk**](mailto:vcsgrants@stalbans.gov.uk)  **Application Deadline: 9am Monday 17th June 2024**  Please note: Applications without all the above information provided will be ineligible and not therefore considered for funding  **Please indicate below if you have the following documents available. DO NOT SUBMIT these now, however they may be requested as part of the application process. Please ensure they are available upon request.**  Safeguarding Children/Adults at Risk policies  Health and Safety Policy  Risk assessment example  Equality Policy  Data Protection/GDPR Policy  Environmental Policy |

Please do not send any information other than requested with your application, it will not be considered or returned.

**DEADLINE FOR APPLICATIONS: 9AM MONDAY 17 JUNE 2024**

**Thank you for your interest**

**St Albans City and District Council Community Grants Fund 2024-25 Privacy Notice**

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

**What information do we collect about you?**

The information that the Council will collect varies depending on how you use the Council’s Services. We are using the information provided in this case because you have agreed to share it with us voluntarily. You will be asked to give your consent.

You will be asked to provide the following information: your contact details- Name, Address, Telephone number, Email address] [Art. 6 (1)(a) GDPR]. We are collecting personal information so that we can contact you about your application and to request monitoring on your project if successful.

You can withdraw your consent at any time by emailing [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk). Your rights are set out below.

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

If you complete this form the information you provide will be used to enable you to submit a Community Grants Fund application. We will use your information to process your application and contact you on the outcome of your grant application. If successful we will then use your information to contact, you to request monitoring information and to invite you to meetings to discuss your project.

We will share the information with Communities 1st.

We will not share the personal information we hold with any external organisations except for partner organisations. By partner organisations we mean Communities 1st where sharing your data is necessary to deal with your application. We may be required to share your personal information with the Police, or similar agency, or another Council for the purposes of preventing and detecting fraud or for Safeguarding purposes

We will ensure that all personal information is kept securely.

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

We will destroy this personal information in accordance with our Disposal Schedules. We consider what the legislation states and what is good practice to determine how long we need to keep your information. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information, please contact [GDPR@stalbans.gov.uk](mailto:events@stalbans.gov.uk)

**Individuals’ Rights**

You have a right to request a copy of the personal information that we hold about you. If you would like to request a copy of your personal data, please contact [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) and ask for a subject access request. You have the following rights in respect of the information you have consented to share with us:

* To be forgotten i.e., your details will be deleted.
* To have us correct an error.
* To have us restrict the way we use the information.
* To object to us using the information.
* To have your information shared at your request (data - portability) We will consider your request and respond within one month. Please contact GDPR@stalbans.gov.uk.

You can find out more about your rights on our website: [https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-](https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notices/Individual%20Rights%20GDPR%20Website%20Notice.pdf) [notices/Individual%20Rights%20GDPR%20Website%20Notice.pdf](https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notices/Individual%20Rights%20GDPR%20Website%20Notice.pdf)

You can also find out more about your rights on the Information Commissioner’s website: [https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/) [gdpr/individual-rights/](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/)

**Changes to our Data Protection Policy**

We have a Data Protection Policy in place and this can be found here: [https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-](https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notices/GDPR%20Personal%20Data%20Policy.pdf) [notices/GDPR%20Personal%20Data%20Policy.pdf](https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notices/GDPR%20Personal%20Data%20Policy.pdf)

We review this policy annually.

**Data Protection Officer**

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is Judith Adamson, Solicitor and Regulatory Team Leader. She can be contacted by emailing [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk) or calling 01727 866100 for the FOI Team.

**How to contact us**

Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle your information: by emailing [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) or write to us at: FOI Team, St Albans City & District Council, St Peter’s Street, St Albans, AL1 3JE.

**Complaints**

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website: <https://ico.org.uk/concerns/> or by emailing: [casework@ico.org.uk](mailto:casework@ico.org.uk) or calling their helpline on 0303 123 1113.

**Consent** By submitting this form, you are giving consent for us to process your personal information for the purposes outlined above. You have a right to withdraw your consent at any time by emailing [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk)

If you withdraw consent, you will not be able to continue with your application to Community Grants Funds and you will not receive any communications about Community Grants Fund.