

AREA FORUM GRANT FUNDING

WE ARE SEEKING YOUR GOOD IDEAS

Halton Borough Council has allocated a small amount from Council Funds to your area in order to respond to local requests. The money must be used on things that will improve life in the area **and should meet the following criteria:-**

- It must not result in a long-term financial commitment for the Council.
- It cannot fund the routine overheads or running costs of new projects or existing organisations (e.g salaries, room hire, rental costs)
- **It should contribute to one or more of the Council priorities:**
 - A Healthy Halton
 - Employment, Skills and Learning in Halton
 - A Safer Halton
 - Children and Young People in Halton
 - Environment and Regeneration in Halton
- It must benefit the community or community group in the area forum to which the application is made.
- It must not support activity which either challenges Council decisions or goes against Council Policy.
- It cannot fund projects that have already taken place
- It cannot fund the purchase of alcohol or prizes for raffles etc

If you have any ideas for consideration please complete the application form and return it to the email address below.

Timeframe for Applications:

The Area Forum will endeavour to complete the process of considering applications within three months of receipt of the application; on occasion this may not be possible due to outstanding queries. For further information and sending electronic applications please contact clare.dinsdale@halton.gov.uk or 0151 511 7980.

Please ensure you have read the criteria and all guidance notes within the form before submitting your application.

Failure to complete the form accurately and submit relevant documents will delay any decision making process and may affect the outcome of your application.

GROUP DETAILS

Name of Group/Organisation:

Address of Group/Organisation:

Your name:

Your address:

Your Phone No:

Your E-mail:

Group Bank Name:

Group Bank Account No:

Group Sort Code:

Is your group constituted with a bank account in name of group? YES/NO

(Please attach a copy of your constitution and bank statement which must be no older than three months)

How many members does your group have?

PROJECT DETAILS

Project Name:

Proposal:

(Briefly outline your project idea or plan that you feel will support the application).

Estimated Start Date:

Estimated Finish Date:

BUDGET DETAILS:

Project Costs (Provide a breakdown of project costs and make it clear how much is being applied for from the Area Forum. Three quotes must be provided for all items and services to be purchased with Area Forum funding)

Item	Cost

Additional funding:

(Does your project have confirmed financial support from any other group/organisation or funding body? Are you applying to any other grant funders for project costs in addition to Area Forum? If Yes, please state who and how much)

Confirmed		
Name of Funder	Amount	Decision date
Applying to		
Name of Funder	Amount	Decision date
Own funds		
Amount	Available until	

Please explain which of the Council's Priorities your project supports and how:
(See first page of this form and provide details below)

Does this proposal have community support?

(Please supply details of support from the group itself and any local people you have consulted)

How will your proposal benefit the community?

(Please explain how your project or initiative will make a positive difference to residents in your area. This could include specific groups of residents or geographical areas)

Is anyone in your group/organisation either related to or a Halton Borough Council employee or Council Member? *(Please highlight relevant answer)*

YES

NO

(If Yes, please provide name and relationship)

Is anyone in your group/organisation either related to or employed by any of the suppliers listed within your quotes attached with this application? *(Please highlight relevant answer)*

YES

NO

(If Yes, please provide name and relationship)

Have you or your group/organisation applied for or received Area Forum funding within the last 5 years? *(please highlight relevant answer)*

YES

NO

If YES - How much were you awarded and what for?

Checklist: You must be able to tick all boxes before submitting

Have you enclosed a signed copy of your Group's Constitution?

Have you enclosed your Bank Statement (no more than 3 months old)?

Have you enclosed your latest Annual Accounts?

Have you enclosed 3 quotes for each item or service?

Have you signed and dated the form?

I hereby confirm that information provided in this application is accurate to the best of my knowledge and understand that any false information may result in funding being withdrawn.

Signed:

Position:

Date:

Date submitted:

Privacy Notice – Community Development and Projects Team

HBC is the data controller for the personal information you provide.

The Council's Data Protection Officer can be contacted on 0151 511 7003 or by email to peter.richmond@halton.gcsx.gov.uk

Using your personal Information

We collect and hold information about you in order to

- Process your grant application and keep you informed
- Provide support and guidance to your community/voluntary organisation
- Evaluate the work of our service
- Inform you of projects/initiatives that we think would be of interest to your community group/voluntary organisation

- We will keep this information for 7 years.
- The information will be stored on HBC's Sharepoint and can be viewed by the Community Development Team and relevant administration staff only.
- We will not share your data with any external partners.
- We will not use your information to make automated decisions about you.
- Your data will not be transferred abroad.

The lawful basis for processing your personal data as set out in the General Data Protection Regulation is 'Consent'.

I consent to providing my personal data and it being processed by HBC for the reasons stated above.

I consent to joining your mailing list that includes information about community activity in Halton (training, events, funding, consultation).

You have the right to withdraw your consent by contacting clare.dinsdale@halton.gov.uk

Signature:

Date:

Your Rights

You have the right to be informed about the information being about you.

You have the right for any inaccurate or incomplete data to be rectified. Contact clare.dinsdale@halton.gov.uk

You have the right to your personal data being erased. Contact clare.dinsdale@halton.gov.uk

Right of Access – you have the right under the Data Protection Act 1988/General Data Protection Regulation 2018 to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access. To request a copy of your data or ask questions about how it is used download a copy of our for from <https://www4.halton.gov.uk/pages/councildemocracy/data-protection.aspx> and send it to Information Governance Service, Halton Borough Council , Service Improvement Division, Municipal Building, Widnes, Wa8 7QF. Or email informationgovernanceservice@halton.gov.uk

Who can I complain to if I am unhappy about how my data is used?

You can complain directly to the Council's Data Protection Officer by writing to: Data Protection Officer, Information Governance Service, Halton Borough Council, Service Improvement Division, Municipal Building, Widnes, WA8 7QF.

You also have the right to complain to the Information Commissioners' Officer using the following details: The Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone 08456 30 60 60 or 01625 54 58 45. Website: www.ico.org.uk