

Community, Sport and Arts Development –
Application for Grant Aid Support
Special Projects and Events

Ref:

*Please refer to the guidance on the website when completing this form

1. About your organisation												
Organisation name												
Contact name												
Position in organisation												
Address												
Postcode		Tel no.										
Email address												
<p>How did you find out about the grant aid scheme?</p> <p>Have you received any advice regarding this application? If yes, please provide details of the organisation and contact name.</p> <p>Application Check List</p> <table style="width:100%; border: none;"> <tr> <td style="width:45%; padding: 5px;">Constitution or governing documents <input style="width: 30px;" type="checkbox"/></td> <td style="width:10%;"></td> <td style="width:40%; padding: 5px;">Supporting plans or drawings <input style="width: 30px;" type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Recent financial statement <input style="width: 30px;" type="checkbox"/></td> <td></td> <td style="padding: 5px;">Supporting photographs <input style="width: 30px;" type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Recent bank statements <input style="width: 30px;" type="checkbox"/></td> <td></td> <td style="padding: 5px;">Other supporting documents <input style="width: 30px;" type="checkbox"/></td> </tr> </table>				Constitution or governing documents <input style="width: 30px;" type="checkbox"/>		Supporting plans or drawings <input style="width: 30px;" type="checkbox"/>	Recent financial statement <input style="width: 30px;" type="checkbox"/>		Supporting photographs <input style="width: 30px;" type="checkbox"/>	Recent bank statements <input style="width: 30px;" type="checkbox"/>		Other supporting documents <input style="width: 30px;" type="checkbox"/>
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2. Project description												
<p>Please tick the theme of your project</p> <p> Sport and physical activity <input type="checkbox"/> Arts development <input type="checkbox"/> Community events <input type="checkbox"/> </p>												
<p>Project description and objectives</p>												

Expected start date		Expected finish date	
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Where will your project/event take place?
 (please also provide a postcode)

3. People who will benefit from this project/event

Which areas/villages of Newark and Sherwood district do you anticipate to attract your participants from? _____

How many participants do you hope to involve in the project/event?

Total number of participants

In the boxes below, please provide estimated numbers of participants involved from the specified groups

Children and young people (up to age 18)	<input type="text"/>	People with a disability	<input type="text"/>
Adults (age 18 to 60)	<input type="text"/>	People at risk of 'social exclusion'	<input type="text"/>
Adults (age 60+)	<input type="text"/>	People from an ethnic minority	<input type="text"/>

What links does the project have to existing sports, arts or cultural related events and programmes both locally and nationally?

Why is the project needed? Please provide details of surveys, community meetings, waiting lists, statistics gathered, pilot projects taken place.

How will you promote and publicise your project?

How will the project/event be sustained beyond the expected end date?

4. Project/Event Budget

How much will each item cost and how much do you want from Newark and Sherwood District Council?

Include everything you need to deliver your project, even if you are not asking us to fund it or it is 'in kind'
Include VAT costs - NSDC will only refund VAT where it is unrecoverable

Item or activity	Total cost (£)	VAT (£)	Amount requested from NSDC (£)
TOTALS			

If the total cost is more than the grant requested, where will the rest of the funding come from? ie sponsorship, club, subs, entry fees?

Is your organisation VAT registered? Yes/No

If yes, please provide your VAT Registration Number:- _____

Will there be any income generated from the project/event? If yes, please provide estimates.

5. Other supporting comments and information

BANK ACCOUNT DETAILS (If your application is successful, we will pay the award through a BACS transfer)

**Account
Name** _____

Account No. _____

Sort code _____

DECLARATION

I confirm I am authorised to sign this application on behalf of _____ (organisation)

I, the undersigned, undertake that any grant awarded will be used solely for the purpose outlined in this application. I also understand that Newark & Sherwood District Council reserves the right to withhold the payment of the whole or any part of a grant or to require repayment of any grant if the information is subsequently discovered to be false.

Signed _____

Date _____

**Print
Name** _____

General Data Protection Regulation (GDPR) 2016 Privacy Notice

The personal information you provide will only be used by Newark and Sherwood District Council or Active4Today Ltd, the data controller, in accordance with General Data Protection Regulation 2016 to process your application for a grant.

The basis for processing this information is to enable the council to undertake a public task. Should your application be successful, some of your personal information may be included in a public register in accordance with our statutory responsibility under the Local Government Transparency Code

Your personal data will be kept in accordance with the council's retention policy and schedule. Details of which can be found on in the council's asset register on our website:

In accordance with GDPR you have a right to:

- have a copy of the personal information that we hold about you.
- complain to the Information Commissioner if you feel that your information is not being handled appropriately

You may also have a right:

- to erasure (also known as the right to be forgotten)
- to stop processing.
- For further details about how your information may be used or about your rights under this legislation and any subsequent data protection legislation, please contact the council's Information Governance Officer on 01636 655216 or via email on freedom@nsdc.info