

J G DURANT TRUST GRANT

Data Protection Privacy Statement

Applications for grants require the submission of personal information about the individual on whose behalf the application is made. The Trust may hold sensitive personal data about that person if included in the application form. The Trust needs this information in order to enable the Trust to decide on whether to award a grant.

The Trust also holds personal information about:

- beneficiaries of the Trust's grants funded by the Trust
- individuals identified in the application
- its trustees and secretary.

When the Trust receives personal information from an organisation on behalf of an individual the Trust needs to ensure that any personal data and sensitive personal data is disclosed to the Trust with the full knowledge and express consent of the individual.

The Data Protection Act 2018 ("DPA") requires the Trust to protect personal data and to use it only for specified purposes. The Trust is registered as a data controller for the purposes of the DPA, reference **C1379643**.

The Trust makes every effort to keep personal data and sensitive personal data secure and to comply with the legal rules about how the Trust processes or uses this information. The Trust has assessed the risk of unauthorised disclosure of personal data and sensitive personal data and believes that it has established appropriate physical and electronic procedures to ensure the security of the personal data and sensitive personal data that the Trust holds.

The Trust processes or uses the personal data and sensitive personal data it holds for the following purposes:

- assessing the application for a grant;
- awarding or declining a grant;
- maintaining records of the application and any grant;
- confirming that the information supplied is accurate;
- The Trust will only use an individual's name and photograph with the express consent of the individual, otherwise names will be changed.

The Trust will not disclose sensitive personal data to anyone else without the individual's express consent.

Personal data and sensitive personal data may be retained by the Trust whether or not a grant is made. The Trust intends to hold such data for a limited period, usually up to six years, although some applications may be retained for a longer period for the purposes of archive records.

If the Trust holds and uses personal information about an individual, the Trust will, upon request, tell an individual what information it holds, why it holds such information and, if asked, will provide a copy of such information. Requests to see an individual's own personal information should be submitted in writing to the address above.

APPLICATION FORM

Name of Organisation:		
Contact Name:		
Position / Role:		
Correspondence address:		
E-mail Address:		
Telephone No.:		
What is the purpose of your organisation? (Include details of your aims and objectives and who benefits from your organisation)		
Is your organisation –		
- Registered for VAT	If yes, please enter VAT No.	
- a registered charity? – Yes/No	If yes – provide Charity No.	
- a club or society formed by charitable purposes. Yes/No		
-a “not-for-profit” organisation. Yes/No		
List previous grant applications received from the J G Durant Trust in the last 5 years and purpose of the grant		

About your Project.

The title of your project. (This should be a short name which describes your project and could be used for publicity.

What do you need funding for? Please provide details about your project and what it is designed to achieve:

Why does your community need this project. (Describe what need have you identified and any consultation or research you have undertaken which established this need.

Who will benefit? Include details of any particular groups of people:

When will your project take place?	Start		Finish	
Are you working with other groups to deliver this project? Describe any dependency you may have on other groups to enable you to deliver the project:				
Dependent? Yes / No				

Project Costs and Sources of Funding

How much will your project cost?		
Total cost of project	£	This should be the total of purchases and VAT derived from the breakdown of the main costs below
Your contribution	£	This could be cash or in kind (e.g., the value of volunteer hours)
Match Funding grants applied for or to be applied for from other parties	£	Break down each grant application to other parties if applicable
AMOUNT REQUESTED FROM THE DURANT TRUST FUND	£	This is the amount of grant you are applying for from the Trust
Please provide a breakdown of the main cost elements of your project:		
Item or Activity	Cost	
Total Cost		

Note – the Trustees require estimates or quotations for items of expenditure. These may be printed webpages for smaller items purchased on-line, or copies from trade-person's estimates or quotations set against your specifications.

Are you applying for funding from elsewhere?	
List any other funding applications you have made for this project and their status.	

Will funding from the Durant Trust trigger match-funding from elsewhere? If so, please provide details.	
If the project is unsuccessful with other funding will the project continue?	Yes/NO
If the project is cancelled for any reason, we agree to refund the grant to the Durant Trust.	Please sign
How will the project continue once any grant funding runs out? Identify the effect delivery of the project will have on future annual revenue income and expenditure.	

Enter the amount of your reserves from your last accounts	£
Enter projected amount of reserves at the next year-end from your budget	£
If the variance between the two amounts exceeds 10%, identify key projected items of expenditure including the contribution from your reserves likely to be spent on this project.	

For Building Projects only.

Does the project require planning permission?	Yes / No
Has planning permission been applied for?	Yes / No
Describe the proposed use of the site:	
Details of the proposed development: (Please attach plan)	
List any restrictions that may apply:	

Is the property Freehold or Leasehold?	
If leasehold, please identify -	
- length of lease:	
- date of termination:	
- amount of annual rent:	£
-Name & Address of Owner:	
If a building is to be acquired, please attach a professional report giving details of its construction, age, present condition, drainage and services available.	
Is the building a listed building?	Yes / No
If yes, are there any restrictions likely to be imposed by other bodies? (e.g., English Heritage) If yes, please attach details:	Yes / No

Your Financial Arrangements

Please provide us with details of your bank or building society account:	
Name on account:	
Account number:	
Sort Code:	
Bank / Building Society:	
Address:	
No. of signatures required on cheques:	
Date of your end of financial year:	
Please attach your latest end of year accounts:	Attached – Yes. No – Please provide reason not attached

Authority to apply for funding.

Declaration			
We, the undersigned, confirm that, to the best of our knowledge and belief, all replies given on this application form are true and accurate. We understand that supporting information may be requested at any stage of the application process. By signing this application, we agree to abide by the terms and conditions as stated in the guidelines and any further conditions given to successful applicants at the time of funding being awarded. If our application is successful, we agree to provide feedback and, where possible, photographic evidence on our project to DBCC. We understand that DBCC, RES Ltd and the wind farm owner reserve the right to reference successful applicants for publicity purposes.			
Signature 1		Name	
Position		Date	
Signature 2		Name	
Position		Date	

For some applications, please note that the Trustees may wish to conduct a site visit

Please return the completed printed form, accounts and any attachments to:

Durant Trust

c/o North Tawton Council Offices

14a The Square

North Tawton

EX20 2EP

townclerk@northtawtontowncouncil.gov.uk 01837 880121

