

GENERAL DATA PROTECTION REGULATION	
We respect your personal information and undertake to comply with The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679).	
YOUR INFORMATION TO BE HELD BY ANGUS COUNCIL	
To process funding applications we collect the following information:	
<ul style="list-style-type: none"> • Primary contact details • Organisation details • Project outline • Project costs breakdown • Copy of your constitution • Most recent annual accounts 	<ul style="list-style-type: none"> • Most recent bank statement • Plans, drawing, maps etc • Planning permission (where applicable) • Child protection policy • Disclosures
WHAT YOUR INFORMATION WILL BE USED FOR	
The data will be used to assess your funding application and is required for the following purposes:-	
<ul style="list-style-type: none"> • to contact you regarding your application • to make a full assessment of your application in accordance with our funding policy • to monitor the success and performance of services offered and to undertake evaluations • to contact you for feedback regarding the quality of services provided to you • to monitor compliance with conditions of grant 	
WHO YOUR INFORMATION MAY BE SHARED WITH	
If you are applying to us for event costs, Angus Council's Emergency Planning Team will be notified, they may contact you to provide Safe Events advice. Before applying for funding we recommend you read our Safe and Legal advice at: https://www.angus.gov.uk/council_and_democracy/emergency_planning_and_information/a_guide_to_planning_events	
STORAGE OF DATA	
Your personal information is held on servers within the EEA and processed by our staff in the UK. No third parties have access to your personal data unless permitted by law. The council maintains data protection controls in line with the general data protection regulation, other data protection legislation and its own information security policy to ensure the effective and secure processing of your personal information.	
DATA RETENTION PERIOD	
For funding enquiries 1 Year + 1. For applications 6 Years +1	
CONSENT WITHDRAWAL/INDIVIDUAL RIGHTS	
If at any point you believe the information we process on you is incorrect you may request to see this information and have it corrected [or deleted]. Further information is available on the council's website: https://www.angus.gov.uk/council_and_democracy/council_information/information_governance/access_to_your_personal	
If you wish to raise a complaint on how we have handled your personal data, you can contact our data protection officer who will investigate the matter. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO). The council's data protection officer is Anne Garness and you can contact her at informationgovernance@angus.gov.uk	
ACCESS TO PERSONAL INFORMATION	
Angus Council are the data controller. The law on data protection gives you a right to ask to see information held by the council about you, unless there is a good reason for not disclosing it. Asking for this information is called making a subject access request. If you want to access personal information about yourself, please use the request for personal information form. More information is available at the Angus Council Website: http://www.angus.gov.uk/infogovernance	
I confirm that the information I will provide is accurate and true and I consent to Angus Council processing my personal data for the purposes of this funding application as above.	
Signature:	Date: / / 20

APPLICATION FORM

PLEASE READ THE GUIDANCE NOTES BEFORE COMPLETING THIS APPLICATION FORM

1. APPLICANT DETAILS

GROUP NAME	
GROUP ADDRESS	
MAIN CONTACT FOR APPLICATION	
GROUP EMAIL:	

2. TELL US ABOUT YOUR PROJECT

PLEASE PROVIDE DETAILS OF THE PROJECT YOU ARE ASKING US TO SUPPORT:

WHAT DIFFERENCE WILL THIS PROJECT MAKE TO YOUR COMMUNITY?

HOW MANY PEOPLE WILL THIS PROJECT BENEFIT, AND FROM WHAT GEOGRAPHICAL AREA?

WHAT DEMOGRAPHICAL GROUPS WILL DIRECTLY BENEFIT FROM YOUR PROJECT?

DOES THIS PROJECT LINK TO OTHER SIMILAR PROJECTS IN YOUR AREA?

HOW WILL YOU MONITOR THE PROGRESS OF YOUR PROJECT?

PROJECT TIMESCALE:
PLANNED START DATE:
PLANNED COMPLETION DATE:

3. PROJECT COSTS

Item or activity	Total Cost	Total requested from Common Good
(1)	£	£
(2)	£	£
(3)	£	£
(4)	£	£
(5)	£	£
TOTAL	£	£

**IF THE TOTAL COST IS HIGHER THAN THE TOTAL REQUESTED FROM COMMON GOOD, PLEASE
DETAIL HOW THE REMAINDER OF THE PROJECT WILL BE FUNDED**

Amount	Source	Progress
£		
£		
£		

PLEASE TELL US ABOUT ANY NON FINANCIAL CONTRIBUTIONS TO THIS PROJECT

IF IT IS INTENDED THAT THIS PROJECT CONTINUE BEYOND THE PERIOD OF COMMON GOOD SUPPORT, HOW WILL IT BE FUNDED?

6. AUTHORISATION

TO BE COMPLETED BY APPLICANT (MAIN CONTACT NAMED CONTACT IN SECTION 1)

- ✓ I confirm that, as far as I know, all the information on this application form is true and correct.
- ✓ I understand that you may ask for more information at any stage of the application process.

NAME:	
DATE:	
POSITION HELD IN YOUR GROUP:	

TO BE SECONDED BY YOUR CHAIRPERSON, VICE CHAIR, SECRETARY OR TREASURER

NAME:	
DATE:	
POSITION HELD IN YOUR GROUP:	

7. WHAT TO DO NOW

BEFORE YOU SEND US YOUR APPLICATION, CHECK YOU HAVE DONE EVERYTHING:

- You have answered all the questions on the application form
- The main contact from question 1 has authorised application
- The Chair, Vice Chair, Secretary or Treasurer of your group (not the main contact) has seconded the application
- You have made a copy of this application to keep for reference

CHECK THAT YOU HAVE ENCLOSED ALL THE DOCUMENTS WE NEED:

- A signed and dated copy of your constitution
- A copy of your Child Protection Policy (if appropriate)
- Copy of your most recent bank or building society statement
- A signed and dated copy of your most recent examined accounts
- An income and spending estimate for the next 12 months
- Two quotes for all applied costs
- Copies of any plans, drawing, maps etc
- Copy of permissions where appropriate
- A budget breakdown including estimated income for events

We aim to make a decision on your application within two months. But we can only do that if your application is complete so please check it before you send it to us.

Now email your application with all the documents to externalfunding@angus.gov.uk

CONTRACT

If this application is successful, your group must keep to the conditions in this contract. The person named in questions 1 and 16 must be authorised by the group to agree to this contract on its behalf. This is an agreement between the group and Angus Council. In the following conditions, your group is referred to as “we” and Angus Council is referred to as “you”.

We understand and agree to the following:

1. The information we have given on this application is true, and we confirm that the enclosures are current, accurate and adopted or approved by the organisation.
2. We will use any funding awarded for exactly the purpose set out in this application unless otherwise agreed. We will not make any major change to this project without first receiving your agreement in writing. We understand that we can change the project slightly without asking your permission first. We will not spend any of the award money on things that you have specifically excluded. We will explain any changes in full in the end of project monitoring report that we will complete at the end of the project.
3. We will adhere to any specific conditions of funding as stated in the funding offer letter
4. We will not sell or get rid of any equipment or other assets which we have bought with the funding within three years without first receiving your agreement in writing. If we sell any equipment or assets, we may have to pay you part of the money we receive for them. The amount we repay will be in direct proportion to the share of the project costs that came from you. If our group closes down during this period, we will not sell or get rid of any equipment or assets without first receiving your agreement in writing.
5. We will not use the funding to pay for goods or services which we buy or order before we receive the award letter confirming the funding.
6. We understand that you will not increase the funding if we overspend.
7. We will spend the monies awarded within one year of the date of the award letter.
8. If we do not spend all the money, we will return any unspent amount over £50 to you as soon as possible.
9. We will show the funding separately in our accounts as a “restricted fund” and will not include it under general funds.
10. If we receive funding for a project, we understand that you will not automatically fund any later projects.
11. We will not change the sections of our constitution which relate to purposes, paying members of the governing body, distributing assets or admitting members without first receiving your agreement in writing during the period of the project.
12. We will tell you in writing about any changes to our bank or building society account.
13. We will keep to any relevant legislation that affects the way we carry out our project.
14. We confirm that all staff and/or volunteers are suitably investigated and their fitness for their duties is properly established. In addition where staff and/or volunteers have access to children or to vulnerable adults we confirm that all necessary levels of Disclosure Scotland checks have been carried out.
15. You can use our name and the name of our project in your publicity materials and on the Angus portal www.angusahead.com.
16. We will acknowledge common good funding with appropriate wording and through the use of Angus Council's logo in all media releases and in all publicity materials we produce including annual reports. We will supply copies of these documents if you ask.
17. We will monitor the success of the project and complete the end of project monitoring report form within one year of the date of the offer letter and provide evidence of expenditure and publicity.
18. We will keep all financial records and accounts, including receipts for items bought with the funding, for at least three years from receiving the funding and make these available to you if you ask us. We understand that this does not release us from our legal responsibility to keep records for longer periods.
19. You may hold back funding or ask us to repay money, in whole or in part, if:
 - we fail to keep to this contract in any way

- the application form was completed dishonestly or the supporting documents gave false or misleading information
- we do not follow equal opportunities practice in employing people, recruiting new members and providing our services
- any member of our governing body, staff or volunteers acts dishonestly or negligently in their work for us where this impacts on the use of the funding awarded
- we do not complete the project in one year
- we fail to complete the end of project monitoring form within one year of receipt of funding, or
- we close down, become insolvent, go into administration, receivership or liquidation (sequestration) or make an arrangement with our creditors.