**SECTION 1: YOUR ORGANISATION**

|  |  |
| --- | --- |
| Name of organisation  (Lead organisation if applicable) | Click here to enter text. |
| Key contact name & position | Click here to enter text. |
| Address & Postcode | Click here to enter text. |
| Phone Number | Click here to enter text. |
| Email address | Click here to enter text. |
| Website address (If applicable) | Click here to enter text. |
| Please confirm you are a constituted group |  |
| Please give a brief description of your organisation or groups main aims and activities ( 500 words maximum)  Click here to enter text. | |

**SECTION 2: YOUR PROJECT**

Which of the three priorities identified does your project meet? *(Your project may meet more than one priority, please select the one(s) you feel is most relevant)*

**Digital Innovation & Inclusion  Poverty  Community Collaboration**

|  |
| --- |
| **Please note that the information you give us below will be used to provide a summary of your project which will be posted on the webpage to give local people information on which to base their vote.**  **PLEASE INCLUDE A PHOTO OR IMAGE WITH YOUR APPLICATION. THIS WILL BE USED ALONG WITH INFORMATION ON YOUR PROJECT FOR PUBLICITY PURPOSES.** |
| Please give us a description of the project you would like funding for; demonstrating how it meets the criteria outlined in the guidance document and what activities will take place as part of your project(max 500 words)  Click here to enter text. |
| Please tell us who will benefit from your project  Click here to enter text. |
| Where in Craigshill will your project be delivered?  Click here to enter text. |
| Are there any other organisations involved in your proposal? If yes, please give details.  Click here to enter text. |
| Can you give an indication as to when your project would start?  Click here to enter text. |

|  |  |
| --- | --- |
| How much money are you applying for? | £Click here to enter text. |
| Please give a breakdown of how you will spend this money. Please list each item of expenditure and associated costs. | |
| **Item** | **Amount (£)** |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
|  |  |
| Total Expenditure: | £Click here to enter text. |
| Please tell us if any other funding sources have been confirmed for your project and give details | |
| **Funding Source** | **Amount (£)** |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |

**SECTION 3: SUPPORTING INFORMATION**

|  |  |
| --- | --- |
| Please enclose the following documents with your application. This is a required part of the application and **MUST** be submitted Please tick to indicate you have submitted this information. | |
| Governance documents e.g. Memorandum of Association or Constitution |  |
| Most recent bank statement (or letter from bank confirming bank account details) no more than 3 months old |  |
| Most recent audited or independently examined accounts |  |
| List of your current Board members and positions held |  |

Before submitting your application, please note the following: (and check the box to indicate you are aware)

|  |  |  |
| --- | --- | --- |
| Funding will only be paid into a bank or building society account in the name of the organisation applying (It cannot be paid into a private bank account) | Yes | No |
| In order to monitor the impact of the funding, you will be asked to update on progress in 6 month’s time. |  |  |
| If you are applying under the Community Collaboration theme, please ensure ALL groups involved sign the declaration below. A lead organisation will have to be agreed (as funds can only be paid into 1 bank account) but all groups must sign the declaration. Please tick the box to confirm this application has been discussed and agreed with all groups involved. |  |  |

**SECTION 4: DECLARATION**

|  |  |
| --- | --- |
| **I confirm that I am authorised to submit this application on behalf of my organisation/group. I confirm that all information given is accurate and that, if awarded funding the organisation will comply with the council’s conditions of funding (attached) Please note all applications must be signed by two people (an electronic signature is acceptable).** | |
| **Contact Person A** | **Contact Person B** |
| **Signature:** | **Signature:** |
| **Print Name:** | **Print Name:** |
| **Date:** | **Date:** |
| **Position:** | **Position:** |

|  |  |
| --- | --- |
| **Additional declaration for ALL groups applying under the Community Collaboration theme.**  **I confirm that I am authorised to submit this application on behalf of my organisation/group. I confirm that all information given is accurate and that, if awarded funding the organisation will comply with the council’s conditions of funding (attached) Please note all applications must be signed by two people (an electronic signature is acceptable).** | |
| **Contact Person A** | **Contact Person B** |
| **Signature:** | **Signature:** |
| **Print Name:** | **Print Name:** |
| **Date:** | **Date:** |
| **Position:** | **Position:** |
| **Organisation:** | **Organisation:** |
|  |  |
| **Contact Person A** | **Contact Person B** |
| **Signature:** | **Signature:** |
| **Print Name:** | **Print Name:** |
| **Date:** | **Date:** |
| **Position:** | **Position:** |
| **Organisation:** | **Organisation:** |
|  |  |
| **Contact Person A** | **Contact Person B** |
| **Signature:** | **Signature:** |
| **Print Name:** | **Print Name:** |
| **Date:** | **Date:** |
| **Position:** | **Position:** |
| **Organisation:** | **Organisation:** |
|  |  |
| **Contact Person A** | **Contact Person B** |
| **Signature:** | **Signature:** |
| **Print Name:** | **Print Name:** |
| **Date:** | **Date:** |
| **Position:** | **Position:** |
| **Organisation:** | **Organisation:** |

**Please return this form by Friday 15th April to** [**community.planning@westlothian.gov.uk**](mailto:community.planning@westlothian.gov.uk)

**Privacy Notice for Community Choices Fund**

**Information held about you**

As part of the funding arrangements for this project evidence of eligibility and information must be collected. We also need to keep information on your progress throughout the duration of the project.

West Lothian Council will collect personal information about you. Some or all of the following information will be held by West Lothian Council;

* Contact details for the group’s (nominated) contact person: name, position in the group, address, telephone number and e-mail address.
* Copies of group documents:
  + Most recent audited or independently examined accounts
  + Bank Statement (not more than 3 months old)
  + Memorandum of Association or Constitution
  + List of board members and positions held

**Who is processing my data?**

All personal information is held and processed by West Lothian Council in accordance with data protection law.

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

Your data will be used to:

* Assess and progress your application
* Contact you regarding the Community Choices Fund
* Contact you to update you on whether your application has been successful or unsuccessful
* Contact you regarding invitation to a marketing event should your application be successful
* Contact you for monitoring and review purposes
* To contact you for feedback regarding the quality of services provided to you and the Community Choices process

**Who will we share your information with?**

We will share your information with internal West Lothian Council colleagues in services such as Financial Management Unit, as required to carry out your request.

**How long do we keep your records?**

We will aim to keep your information accurate and up-to-date, and to update or remove the data upon request by you. The council will only keep your information for a maximum of seven years from the end of the project. After this time personal information will be securely destroyed.

**Your rights**

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased.

To request your records, you will need to put your request in writing and provide proof of identification to Susan Gordon, Community Planning, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Email – [susan.gordon@westlothian.gov.uk](mailto:susan.gordon@westlothian.gov.uk)

**Providing accurate information**

It is important that we hold accurate and up to date information about you in order to provide evidence of eligibility for the particular funding you are applying for. We also need to keep information on your progress throughout the application process. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

**Further information**

If you have any questions or concerns about how your information is used, please contact Susan Gordon, Community Planning, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, Email – [susan.gordon@westlothian.gov.uk](mailto:susan.gordon@westlothian.gov.uk) or Graham Whitelaw [graham.whitelaw@westlothian.gov.uk](mailto:graham.whitelaw@westlothian.gov.uk)

You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, Email: [dpo@westlothian.gov.uk](mailto:dpo@westlothian.gov.uk)

More information about data protection and how it applies to you, including how to complain about how your information is being used, is available from the [Information Commissioner's Office](https://ico.org.uk/)

**Who is responsible for my information?**

All personal information is held and processed by West Lothian Council in accordance with the Data Protection Act 2018. For information on the role of Data Controller, Data Protection Officer and contact details for the council, please refer to the ‘Data Protection and Privacy’ page of the council’s website:

<https://intranet.westlothian.gov.uk/article/36236/General-Data-Protection-Regulation-GDPR>