

Running Costs COVID Recovery Fund 2021/2022

GRANT APPLICATION

Please complete this Application Form in conjunction with the accompanying Guidance Notes.

SECTION 1 – ABOUT YOUR GROUP/ORGANISATION - Must be completed by ALL APPLICANTS

1. Name of Group/Organisation: _____

Address for Correspondence: _____

_____ Postcode: _____

Main Contact Name: _____ Position: _____

Telephone: _____ Email: _____

Legal Status:	Constituted Group/Organisation	<input type="checkbox"/>	Company Ltd by Guarantee	<input type="checkbox"/>
	Charitable Group/Organisation	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>

2. Main aim(s) and activities of Group/Organisation:

SECTION 2 – RUNNING COSTS

1. When was your Group / Organisation formed?

Number of Members on your Committee

Number of Volunteer / Members

How many people does your group / organisation support?

2. If you have a community base or hall please answer the following –

(2.a) What are the opening hours of your base/hall?

(2.b) What method of track and trace will you have in place?

(2.c) What mechanisms do you have in place to respond to any changes in the Government guidelines?

3. Please detail what running costs that your group / organisation is applying for and why they are essential for the group.

4. What location is the main catchment area for your group? Please include postcode of area.

5. How does the Community benefit from your group and what do you plan to achieve this year?

6. Please explain what steps your group / organisation will take to keep the group running in the future.

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NOTE: PLEASE ENSURE THAT YOU ALSO COMPLETE SECTION 3

SECTION 3 – COSTS

Questions in this section are to be completed by **ALL APPLICANTS**

7. Please give a detailed breakdown of your projected costs, including details of any other funding you have applied for or secured (costs should incl. VAT where applicable and continue on a separate page if necessary)

ITEM / ELEMENT TO BE FUNDED	Income from other sources – e.g. grants or fund raising	Amount applied from Covid Recovery Fund (£)
RUNNING COSTS		
e.g. Insurance		
TOTAL AMOUNT		

Total amount requested for Running Costs;

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DECLARATION

We declare that this application is made with the authority and consent of the above constituted community/residents’ group and that the information provided is true, accurate and complete.

Name (in capitals): _____
Position held: _____
Signature (on behalf of the applicant): _____
Date: _____

Freedom of Information

Ards and North Down Borough Council is subject to the provisions of the Freedom of Information Act 2000. This Act came into operation on 1st January 2005. Applicants should be aware that the information provided in the completed application document could be disclosed in response to a request under the Freedom of Information Act.

The Council will proceed on the basis of disclosure unless an appropriate exemption applies. No information provided by applicants will be accepted “in confidence” and Ards and North Down Borough Council will not accept liability for loss as a result of any information disclosed in response to a request under the Freedom of Information Act.

Ards and North Down Borough Council does not have a discretion regarding whether or not to disclose information in response to a request under the Freedom of Information Act, unless an exemption applies. Decisions in relation to disclosure will be taken by appropriate individuals in Ards and North Down Borough Council having due regard to the exemptions available and the Public Interest. Applicants should be aware that despite the availability of some exemptions, information may still be disclosed if the Public Interest in its disclosure outweighs the Public Interest in maintaining the exemption. Applicants are required to highlight information included in the application documents which they consider to be commercially sensitive or confidential in nature, and should state the precise reasons, why that view is taken. In particular, issues concerning trade secrets and commercial sensitivity should be highlighted.

Applicants are advised against recording unnecessary information.

In accordance with the Lord Chancellors Code of Practice on the discharge of public functions, Ards and North Down Borough Council will **not** accept any contractual term that purports to restrict the disclosure of information held by the Council in respect of the contract or grant process save as permitted by the Freedom of Information Act. The decision whether to disclose information rests solely with Ards and North Down Borough Council.

Ards and North Down Borough Council will consult with applicants, where it is considered appropriate, in relation to the release of controversial information.

Data Protection

Ards and North Down Borough Council values your right to personal privacy. We at all times try to be open about the reasons why we collect, hold and use your personal information. These reasons include helping us fulfil our statutory obligations, provide you

and other people with efficient services and to help us continue to improve them. Some information may be shared internally when there is a necessary and legitimate need to do so, but any personal information you provide to the Council is held securely and used only for Council purposes.

We at all times aim to comply with the Data Protection Principles, ensuring that information is collected fairly and lawfully, is accurate, adequate, up to date and not held any longer than necessary. You have a right to see information held about you (with a few exceptions allowed for in the Data Protection Act 1998). If you wish to see any personal information held on you, please put your request in writing, stating clearly who you are and what information you would like to see to Compliance Officer (Information), Ards and North Down Borough Council, Town Hall, The Castle, BANGOR, BT20 4BT or email FOI@ardsandnorthdown.gov.uk

Equal Opportunity and Good Relations

Ards and North Down Borough Council (the Council) is required to have due regard to the need to promote equality of opportunity between

- persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation
- men and women generally
- persons with a disability or without
- persons with dependants or without.

In addition, without prejudice to the obligations above, Council is required to have regard to the desirability of promoting good relations between persons of different religious belief, political opinion, or racial group.

Council is committed to fulfilling the Section 75 statutory duties across all functions (including service provision, employment, and procurement).

Completed application forms and supporting documentation should be forwarded by no later than: 08 November 2021 at 4pm

Community Development Manager
Ards and North Down Borough Council
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Newtownards
BT23 4JT

Tel no: 0300 013 3333

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