



GRANTS

St Dennis Parish Council has pleasure in being able to award small grants to organisations whose work benefits the Parish of St Dennis and its residents and welcomes applications for funding from qualifying bodies.

GRANT FUNDS

The Local Government Act 1972 section 137 makes provision for Parish Councils to provide financial support, up to a fixed amount, for the benefit of residents of the Parish.

Since the grant fund is small £3000 in one financial year, the Council normally considers applications on funding for amounts ranging between £25 and £1000. The maximum that can be applied for by a single organisation is £3000.00 but the Council would only consider awarding such a sum under very special circumstances.

TYPES OF GRANTS

There are two types of grant that can be applied for, a **Scheduled Grant** and a **Special Grant**:

Scheduled Grants are applied for once a year before the end of January. The applications are considered during February and March and if approved the grant will be paid in May.

Special Grants can be applied for at any time during the year and if approved will be authorised at the next meeting following the approval process.

The main difference between the two types of grant is that schedule grants can be budgeted for and will receive priority over special grants. Awarding special grants, even when approved in principle, is wholly dependent upon how much money remains in the grants fund.

APPLICANTS

Applications are only welcomed from non-profit making organisations and charities whose aim is to benefit St Dennis Parish and its residents

There are no exceptions.

GRANT APPLICATION FORM

Name of Organisation

Correspondence Address

Contact Name

Telephone Number

Email Address

Registered Charity? Yes/No

If Yes, Charity Number:

For what purpose is the grant required?

Have you applied for any grants from any other source?

If Yes give source / result of the application:

Amount of grant required £

Who will benefit from the project?

Signed:

Date:

Please note:

1. for grants of £1000.00 and under, a copy of recent bank statement with a supporting financial statement is required
2. Over £1000.00 St Dennis Parish Council will need a copy of your last year end annual accounts
3. Should the grant be approved The Parish Council will require a statement of how the money was used and when, within 12 months of receipt of the grant (this is a statutory requirement)



Grant Privacy Notice

1. Introduction – Explanation Privacy and the Policy

The provision of grants to community groups is part of St Dennis Parish Council services and they are the Data Controller for this service. Data Protection number: ZA089226 St Dennis parish Council are committed to protecting and respecting your privacy.

This privacy notice sets out the basis by which any personal data we collect from you, or that you provide to us, will be processed by us, in accordance with the General Data Protection Regulations (GDPR and the Data Protection Act.

2. Purpose of data Processing

St Dennis Parish Council needs to collect information about you in order to process your application. The Parish Council retains historical information in line with retention schedules or for as long as we are legally required to. The information given on this application will be retained for seven years.

3. Why we need information about you

- To allow us to provide you with grant funding
- To help monitor and improve our service to you

4. How we will use your information

The Parish Council is required to process your information where it is necessary for compliance with a legal obligation to provide you with this funding. When we process your data if it is done in accordance with a statutory requirement we will advise you of the statutory basis for process.

5. Who we will share your information with

We will only use the information collected for the purpose of issuing you a grant. This service is provided in conjunction with partners on your behalf. Sometimes information will need to be shared with these 3rd parties to fulfil your request and our legal obligations.

Whenever your consent to share your information is required, we will always ask you and clearly explain why we are asking.

6. Your personal data

Your personal information belongs to you and you have the right to:

- Be informed of how we will process it

- Request a copy of what we hold about you and in commonly used electronic format if you wish
- Have it amended if it is incorrect or incomplete
- Have it deleted (where there is no legal requirement to retain it)
- Withdraw your consent if you no longer wish us to process it
- Restrict how we process it
- Object to us using it for marketing or research or promotional purposes (if it is used for this purpose)
- Object to us using it in relation to legal tasks or in the exercise of an official duty

7. Accessing your data

If you would like to access any of the information we hold about you or if you have any concerns regarding the way we have processed your information, please contact:

Data Protection Officer
 St Dennis Parish Council
 Claytawc Building
 Fore Street
 St Dennis
 PL26 8AF
 Email: clerk@stdennisparishcouncil.org.uk
 Tel: 01726 821700

8. Complaints, Compliments and Comments

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

St Dennis Parish Council
 ClayTAWC Building
 Fore Street
 St Dennis
 PL26 8AF
 Tel: 01726 821700
 Email: [clerk @stdennisparishcouncil.org.uk](mailto:clerk@stdennisparishcouncil.org.uk)

We would prefer any complaints to be made to us initially so that we can have the opportunity to see if we can put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise your rights in relation to your data, you can raise your concerns directly with the information Commissioners officer: 0303 123 1113 or via email <https://ico.org.uk/contact-us/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

Please tick to confirm that you agree for St Dennis Parish Council to use you details as described below:

- I have read and understood the above privacy Policy and I am aware that my information will be held on record by St Dennis Parish Council for a period of seven years as required by Law for financial records and as part of the legal requirements for the issuing of these funds.
- I agree that my organisations name may be checked with other fund providers in the area offering similar grant schemes.

Name:.....

Signature:.....

Date:.....

Adopted by St Dennis Parish
Council on the 7th July 2015.
Minute No: 74/15
Revised on the 2nd October
2018
Minute Ref: 138/18