

Udny Community Fund

Application for Funding

Small Grants up to £500



Udny Community Trust
Company Limited

All applicants should read the Guide to Small Grant Applications and Terms and Conditions documents before completing this form.

Please complete all sections in full including the contact details and declaration at the end of the application.

<u>FOR OFFICE USE ONLY V2</u>
Received
Ref No

SECTION 1 – About Your Organisation

What does your group do and where do you operate?

Name of Group:	Charity No. (if applicable):
Name of Project:	
What does your group do?	
How many members does your management committee have?	

SECTION 2 – Project Details and Costs

Please indicate the category your application fits with.

Community facilities.	
Skills and capacity building for members of community organisations.	
Environmental improvement, protection or conservation.	
Community events, projects and festivals.	
Education and learning opportunities for young people.	
Other activities that support community development.	

Please summarise the activity that you are seeking a grant for (you can attach a plan or summary if you want to).

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Total expected cost	£
Amount being requested from UCTC	£
Please give details of any other funding.	
Please tell us specifically what you will use an Udny Community Fund grant for: <i>(for example which items you will buy or as a percentage of the total costs)</i>	

SECTION 3 – Bank Details

Bank Name and Address			
Account Name			
Sort Code		Account Number	

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Section 4 Contact Details

Name of Group:	
Contact Name 1:	Position:
Email:	
Tel (daytime):	Tel (alternative):
Contact Name 2:	Position:
Email:	
Tel (daytime):	Tel (alternative):
Correspondence address for this application including post code:	

SECTION 5 – Declaration

I certify that the information contained in this application is correct, and that I am authorised to submit this application on behalf of the above organisation. I understand that decisions made by Udny Community Trust Company Limited are final. I understand the Terms and Conditions and Privacy Notice.

Name: Signature: Date:

	Included
Copy of governing document.	
Copy of last accounts – signed off.	
Breakdown of costs or project budget.	
Copies of all relevant quotes and / or prices.	

Please complete this form electronically and email it to development@udnycommunitytrust.org.uk. Alternatively post this application to Udny Community Trust Company, 14 Oldmeldrum Road, Pitmedden, Aberdeenshire, AB41 7AG

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Privacy Notice

About Udny Community Trust Company Limited

Udny Community Trust Company Limited takes its responsibility as an organisation working in and for the community of Udny seriously. We aim to work in ways that give our members and the wider community confidence in us. That includes how we deal with any personal data that we collect and process.

What is personal data?

Personal data is information that could identify a living person. In this case we mean details you provide of people, such as the main contact for the grant application that may, in some cases, be personal data (for example if the group doesn't have its own address but uses the personal address of a member).

The personal data will normally consist of pieces of information like a name, address and email, which taken together could identify a unique individual.

Why do we have to ask for personal data?

When you apply for a grant you are asking us to enter into a **contract** with you and we must be able to contact you about this. It is important for the good management of the Udny Community Fund and because the grant is a financial matter and records must be kept.

This is known as our legal basis for collecting information.

We do not intend to ask for personal data but understand that some appliances and referees will have only personal contact information to give. We have taken steps to minimise the information we ask for that **could be** personal data, and to limit how much processing takes place.

Do we share your personal data?

Udny Community Trust Company Limited won't share any personal data collected through an Udny Community Fund application and will only hold it and use it for the purposes mentioned above unless we have asked for your permission to use it for another reason.

How long will we hold personal data about you?

Any personal data provided on an application form will be retained for six years after the financial year it was collected. Thereafter the personal data will be deleted but the rest of the application will be kept.

Why are we providing you with this information?

The new General Data Protection Regulations or GDPR mean that from 25th May 2018 individuals have new rights about the control and use of their personal data. You can find out more about this from the Information Commissioner's Office website: www.ico.org.uk

If you are unhappy about how we deal with your personal data, you have the right to complain. We have a complaints process. You can also complain to the Information Commissioner's Office.