

Dumfries and Galloway War Memorial Competition Guidance

Please read the notes before you complete the competition entry form.

Background

The Dumfries and Galloway War Memorial Improvement Programme and Competition has been agreed:

- To mark the Royal British Legion (Legion Scotland) 100th Anniversary and Armed Forces Week.
- To show our region's support for the Armed Forces and Veterans.
- To deliver infrastructure improvements in our towns and villages.
- To provide outdoor working opportunities for local businesses.
- To encourage volunteering opportunities for veterans, cadets and local people.
- To promote community wellbeing and civic pride.

Eligibility

- Applications are invited for all War Memorials in our region.
- **One entry** for each War Memorial will be considered.
- Applications can be from any group – joint applications are welcome.

Categories

- Large Community War Memorial with Garden.
- Small Community War Memorial with Garden.
- Large Community War Memorial without Garden.
- Small Community War Memorial without Garden.

The definition of 'large and small communities' is:

Large - 2000 or more residents.

Small - less than 2000 residents.

A winner and runner-up will be selected in each category.

Criteria

- The structure is clean and free from moss and weeds.
- Any paths, walkways, hedges, shrubbery, flower borders, and all cultivated areas are neat and properly tended.

- Inscriptions are clear and easy to read.
- There is evidence of volunteering opportunities and/or work of local groups and businesses.
- Support of local people and visitors.

Timetable

- Entry form and guidance note available from **Friday 25 June 2021**.
- Competition entry forms must be submitted by **12 noon on Monday 26 July 2021**.
- Competition closes **5pm on Wednesday 1 September 2021**.
- Entries will be judged by a panel including the Chair and Vice Chair of the Communities Committees, Armed Forces Champion and British Legion representative and will take place in **September 2021**.
- Winners will be announced in **October 2021**.
- Visit to each of the winning Memorials during **October/November 2021** to present the prize of a certificate to be displayed in the community and publicity for the locality and applicant group(s).

To submit your entry form

Please email your completed entry form to civic.hospitality@dumgal.gov.uk

or post to:

War Memorial Competition
Community Planning and Engagement
Dumfries and Galloway Council
Municipal Chambers
Buccleuch Street
Dumfries DG1 2AD

If you need help filling in the competition entry form or have any questions, please call 030 33 33 3000.

Grant support

- A small grant between £50 and £200 (depending on the size and location of the Memorial) will be available to make improvements to the War Memorial in your area. For example, towards cleaning, inscriptions and planting.
- If you wish to apply for funding, please **also complete Section 4**.
- Decisions will be notified by **Friday 30 July 2021**.

Dumfries and Galloway War Memorial Competition Entry Form

Section 1 - About you and your organisation

Name of Organisation(s)

Contact Name

Contact position in organisation

Address and postcode

Telephone number / mobile number

Email address

We prefer to contact you by email. If you have provided an email address above, please ensure that you check the mailbox regularly

Section 2 - Category, War Memorial and Location

Please enter the name and location of the War Memorial you wish to enter against the relevant category below.

Category	Name of War Memorial
Large Community War Memorial with Garden	
Small Community War Memorial with Garden	
Large Community War Memorial without Garden	
Small Community War Memorial without Garden	

Section 3 - Volunteering and Business Support

Please give a brief description (no more than 200 words) on volunteering opportunities for veterans, cadets, or local people; any support of local people within your community and visitors; and/or local businesses associated with your Memorial.

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Section 4 - Grant

Do you wish to apply for a grant to support the preparations of the War Memorial ready for judging?

Yes No

If **Yes**, briefly describe what improvements the award will be used for (eg planting, cleaning, repairs) and the amount requested

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Please note that any improvement activities must be carried out in line with Health and Safety and other relevant advice and guidance (eg cleaning materials).

Section 5 - Bank Details

If you have answered 'Yes' to Section 4, please give details of the bank or building society account we should pay an award into. We prefer to make payments electronically (by BACS). If you have not received funding previously from the Council you will have to provide a signed letter using your organisation's letterhead addressed to the Council's Financial and Procurement Services, Carruthers House, English Street, Dumfries DG1 2HP. Email the letter to civic.hospitality@dumgal.gov.uk mailbox and we will attach it along with the request to release your award.

Name of bank or building society:	<input type="text"/>		
Address of bank or building society:	<input type="text"/>		
Sort code:	<input type="text"/>	Account number (if you have a bank account) and roll number (building-society account):	<input type="text"/>
Account name:	<input type="text"/>		

Section 6 - Declaration and Authorised signatories

Two people must sign the entry form. Make sure you understand the conditions of the declaration and that you have the appropriate authority from your organisation to sign it. The main contact named in section 1 must sign part 1 of the declaration. Otherwise, another person who is an office bearer of your organisation and who is not connected to the main contact must sign part 2 of the declaration.

- As far as we know, the information in this form is true and accurate. We are authorised by the organisation to make enter the competition and sign this declaration on their behalf. We understand that it may be a criminal offence to receive any funding after giving false information, in which case you will cancel the funding and claim back any money we have received. We agree that you can check, with others, the information on this entry form and any supporting documents. If you award funding based on the information in this form, we confirm on behalf of the organisation that the activities we carry out will be as described in this form. We agree on behalf of the organisation that you, or your appointed agents, can examine any documents necessary to show that the activities have been carried out. On behalf of the organisation we will meet all your funding conditions.
- We agree that our organisation has its own UK based bank or building society account in the legal name of the organisation entering, which requires at least two unrelated people to authorise all cheques and withdrawals (this means any spouse, civil partner, a person with whom the signatory is living; and any parent, grandparent, child, step-child, brother or sister of the signatory (and their spouse)).
- We agree on behalf of the organisation that if there are any changes to the activities not agreed in writing with you beforehand, or if the activities do not go ahead for any reason, you can claim back all or part of any funding you have paid, as appropriate.
- We agree that by entering the competition you are authorised to use photographs, with the permission from the people in them to post on social media and use in any report(s)**
- We agree that you may make the information we have given on this form available to the public, and you may use it for publicity purposes.

Part 1 – The main contact named in Section 1 sign below.

Your signature:	<input type="text"/>	Date:	<input type="text"/>
Your name:	<input type="text"/>	Position in organisation:	<input type="text"/>

Part 2 – An office bearer who is not connected to the main contact named in Section 1 sign below.

Your signature:	<input type="text"/>	Date:	<input type="text"/>
Your name:	<input type="text"/>	Position in organisation:	<input type="text"/>

Section 7 - How to return your entry form

Completed entry form must be returned no later than **12noon on Monday 26 July 2021**. Please email your form to: civic.hospitality@dumgal.gov.uk. If you are unable to email the entry form please post it to:

War Memorial Competition
Community Planning and Engagement
Dumfries and Galloway Council
Municipal Chambers, Buccleuch Street
Dumfries DG1 2AD

Privacy Notice

Dumfries and Galloway Council are the data controller of your personal information. This means we decide why and how we will process your personal information. This privacy notice will provide you with the information you need to know about what we will do with the personal information you provide us with.

- The Council is collecting your name, postal address, phone numbers, email address and bank details to be able to process your entry form.
- The legal ground for collecting your information is for the performance of a contract. Without your personal information we would be unable to enter the War Memorial into the competition.
- Your information will be held in the Council until the termination the competition.

You have the right to:

- **Be informed** about how your personal information will be used
- **Access** your personal information
- **Withdraw consent** where the legal ground for collecting your personal information is consent
- **Rectify** your personal information, which means they have the right to request the Council to correct any inaccuracies
- **Request deletion** of your personal information where the Council no longer has a legal ground to hold your information
- Request that the processing of your personal information is **restricted**
- **Data portability**, this means you can securely move your personal information from one IT place to another
- **Object** to the Council processing your personal information
- Know when the processing of your personal information is **subject to automated-decision making and profiling**

It would be helpful if you change your telephone number, email or address, to contact us and we can update your personal information.

Our contact details:

Community Planning and Engagement
Dumfries and Galloway Council
Municipal Chambers
Buccleuch Street, Dumfries DG1 2AD
Email civic.hospitality@dumgal.gov.uk
Phone 01387 273899 or mobile
07919395746

The contact details of the Council's Data Protection Officer:

Data Protection Officer
Dumfries and Galloway Council
Council Headquarters
English Street, Dumfries DG1 2DD
Email dataprotection@dumgal.gov.uk
Phone 01387 260315