|  |  |
| --- | --- |
| **Dumfries & Galloway****Summer of Cycling Events Fund 2023/2024** |  |

**Dumfries & Galloway Council’s Summer of Cycling Events Fund Privacy Notice**

Dumfries & Galloway Council is 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 funding application.
* The legal ground for collecting your information is for the performance of a contract. Without your personal information we would be unable to enter into a funding agreement with you.
* We will share your information with the South of Scotland Destination Alliance; representatives from the region’s cycling organisations; and representatives from the region’s cultural organisations to help us assess your funding application and reach a decision.
* Your information will be held in the Council until the termination of any funding agreement plus five years. Should your funding application be unsuccessful, your information will be held in the Council for one year after the nil award letter or any further final correspondence has been issued.

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:** | **The contact details of the Council’s Data Protection Officer:** |
| Festivals and EventsDumfries & Galloway CouncilMilitia HouseEnglish Street, Dumfries DG1 2HR**Email** grantapplications@dumgal.gov.uk**Phone** 0303 333 3000 | Data Protection OfficerDumfries & Galloway CouncilCouncil HeadquartersEnglish Street, Dumfries DG1 2DD**Email** dataprotection@dumgal.gov.uk**Phone** 01387 260315 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Dumfries & Galloway** **Summer of Cycling Events Fund 2023/2024** |

|  |
| --- |
| **For our use only** |
| Date received |       |
| Reference |       |

 |

# **Application Form**

**Please refer to the Criteria and Guidance Notes before completing your application.**

|  |
| --- |
| **Applicant Details** |
| 1 | Name of applicant group or organisation:  |
|  |       |
| 2 | Name of Event:  |
|  |       |
| 3 | Who is the primary contact for this application? We will contact this person about your application and they should also sign the declaration. |
| Your title (please tick): | **Dr** [ ]  **Miss** [ ]  **Mr** [ ]  **Mrs** [ ]  **Ms** [ ]  **Other** [ ]  |       |
|  |  |
| Your name: |       |
|  |  |
| **Your position in the organisation:** |       |
|  |  |
| **Address and postcode of your business or organisation:** |       |
|  |
| Your contact phone number: |       |
|  |
| Your e-mail address: |       |
|  |  |
| **Your organisation’s website** (if you have one)**:** |       |
|  | We prefer to contact you by email. If you have provided an email address above, please tick to confirm that you check the mailbox regularly. [ ]  |

|  |  |
| --- | --- |
| 4 | When was your organisation established?  |
|  |       |

|  |  |
| --- | --- |
| 5.1 | What is the status or constitutional form of your business or organisation? Tick any of the following that apply and give the details asked for. |
| **Voluntary organisation** [ ]  | **Community Council** | [ ]  |
|  |  |  |
| **Registered charity** [ ]  | Charity number |       |
|  |  |  |
| **Company limited by guarantee with charitable status** [ ]  | Company number |       |
|  |  |  |
| **Community Interest Company** [ ]  | Company number |       |
|  |  |  |
| **Scottish Charitable Incorporated Organisation (SCIO)**  [ ]  | Charity number |       |
|  |  |  |
| **Business** **[ ]**  | Unique tax reference (UTR) provided by HMRC |       |
|  |  |  |
| **Sole trader** **[ ]**  | National Insurance number |       |
|  |  |  |
| **Partnership** **[ ]**  | National Insurance numbers |       |
|  |  |  |
| **Limited company** **[ ]**  | Company number |       |
|  |  |  |
|  Place of incorporation |       |
|  |  |  |
|  Date of incorporation |       | Date first traded |       |
|  |  |  |
| **Collaborative group** [ ]  | Please give list of members |       |
|  |  |  |
| **Other** [ ]  | Please give details |       |

5.2 Governing Document Checklist

|  |  |
| --- | --- |
|  | **Yes/No** |
| Is your governing document formally adopted and signed by two authorised signatories? |       |
| Does your governing document specify which office bearers can manage your organisation’s bank account(s)? |       |
| Does your governing document specify a quorum for committee meetings and the AGM?  |       |
| Does your governing document include a dissolution clause that sets out what would happen to assets if your organisation folds? |       |

|  |  |
| --- | --- |
| 6 | Are you VAT registered? **Yes** [ ]  **No** [ ]  If ‘Yes’, please give number:  |
|  |       |
| 7 | Is running this event (or events) your organisation’s main activity? **Yes** [ ]  **No** [ ]  |
|  | If ‘No’, please describe what your organisation does.  |
|  |       |
| 8 | How many people are involved in running your event?  |
|  | * Paid staff (including temporary staff and consultants):
 |       |
|  |  |  |
|  | * Committee Members:
 |       |
|  |  |  |
|  | * Volunteers:
 |       |

|  |
| --- |
| **Event Details** |
| 9 | 2023/2024 dates for your event:  |
|  |       |
| 10 | When was the event for which you are seeking funding first held? How many people attended and what were the main benefits of your festival and event for your local community? |
|  |       |
| 11 | What is the total cost of your event? |
|  | £       |
| 12 | How much money are you requesting from this Fund (see point 1 in Criteria)? (Minimum £1,000; maximum £2,500.) |
|  | £       |
| 13 | How much is your organisation contributing to the cost of the event? |
|  | £       |

|  |  |
| --- | --- |
| 14 | Tell us where the rest of the money will come from. Give details of funding you expect to get from all sources. ‘Your own money’ means funds raised or earned by your organisation, or donations received from the community or general public. If you apply for or receive grant funding from other organisations, these must be listed separately. It is essential that you tell us about all other funding applications relative to the activities for which you are requesting funding. |
| **Source of other funding. If appropriate, please give the name of the organisation, a contact name and a phone number.** | Amount available, applied for, or expected (£) | **Has this been confirmed? (Please put ‘Yes’ or ‘No’)** | **If ‘Yes’, please give the date this was approved.** |
| Other public grants       |       |       |       |
| Trust funding       |       |       |       |
| Your own money       |       |       |       |
| Charging for services or other activities that bring in income       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| Total | **£** |  |  |  |

|  |  |
| --- | --- |
| 15 | Venue/location of event:  |
|  |       |
| 16 | How many people do you forecast will attend your event? |
|  |       |
| 17 | Please describe your event:  |
|       |

|  |  |
| --- | --- |
| 18 | How will you use the additional funding from the Summer of Cycling Fund and what positive difference can this make? |
|  |       |
| 19 | Please briefly describe your organisation’s management skills and experience to plan and deliver your event project: |
|  |       |
| 20 | Please tick to show the Council Principles that your application supports – refer to [Dumfries and Galloway Council Plan 2023-2028](https://www.dumgal.gov.uk/media/19669/Council-Plan-2023-28/pdf/DGC-Plan-Final.pdf?m=638132593473470000). You must tick at least one Principle.* **Safeguard our future [ ]**
* **Support our citizens** [ ]
* **Support our Communities**  [ ]
* **Be a responsive Council [ ]**

Please explain how your application matches with the Principles that you have ticked. You should refer to the specific Council Themes that your application supports. |
|  |       |
| 21 | Please give details of all public sector funding your organisation has received during the past 3 years.

|  |  |  |
| --- | --- | --- |
| **Source of funding** | **Amount** | **Year** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

 |
| 22 | Please outline the community support you have for your event and how you involve the community in the management, delivery and programme of the event?  |
|  |       |
| 23 | How will you promote and market your event project? |
|  |       |
| 24 | How do you intend to monitor and evaluate your event?  |
|  |       |
| 25 | How do you intend to make your event accessible and as inexpensive as possible for local people to attend? |
|  |       |
| 26 | Please provide any other further information which you feel is relevant to your application.  |
|  |       |

**Supporting Documentation**

You must supply the following supporting documents with your application. Tick the boxes to show which documents you are enclosing with your application.

|  |  |
| --- | --- |
| * A copy of your organisation’s constitution/governing document

(e.g. Memorandum & Articles of Association), signed and dated when adopted | [ ]  |
| * A copy of your organisation’s most recent set of independently certified annual accounts
 | [ ]  |
| * If your most recent annual accounts were certified more than 12 months before the date of this application, please enclose copies of three recent bank statements
 | [ ]  |
| * If your organisation is new and does not yet have annual accounts, please enclose copies of three recent bank statements
 | [ ]  |
| * A copy of your organisation’s insurance cover for the event for which you are seeking funding
 | [ ]  |
| * Please tick to confirm that, if your organisation is offered a Summer of Cycling Events Fund grant award 2023/2024, you will refer to the Council’s Greener Events Toolkit in the planning of your project
 | [ ]  |

**Bank Details**

Give details of the bank or building-society account we should pay your funding into. We prefer to make payments electronically (by BACS), so we need your account details.

|  |  |
| --- | --- |
| **Name of bank or building society:** |       |
|  |  |  |  |
| **Address of bank or building society:** |       |
|  |  |  |  |
| **Sort code:** |       | **Account number** (if you have a bank account) **or roll number** (building-society account): |       |
|  |  |  |  |
| **Account name:** |       |

**Declaration**

**Two people must sign this form. Make sure you understand the conditions of the declaration and that you have the appropriate authority from your organisation to sign it.**

* We wish to apply for a grant from Dumfries & Galloway Summer of Cycling Events Fund. The above is an accurate outline of the proposed project. We have read and understood the Criteria for the Fund and the guidance notes attached to this application form. We understand that part or all of any subsequent grant offer may be withdrawn if our project changes substantially and falls beyond the scope of the Fund, as detailed in the Fund Criteria.
* As far as we know, the information in this form is true and accurate. We are authorised by the organisation to make this application and sign this declaration on their behalf. We understand that it may be a criminal offence to receive 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 application 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 shown in the award letter you send us.
* We agree that our organisation has its own UK based bank or building society account in the legal name of the organisation applying, which requires at least two unrelated people to authorise all cheques and withdrawals (related means any spouse, civil partner, a person with whom the signatory is living; and any parent, grandparent, child, stepchild, 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 to enter into a contract with you.
* We agree that if the application is successful we will acknowledge your funding contribution in all correspondence and publicity associated with our organisation, including letterheads, websites, e-mails etc. We will use your logo, preceded by the words, “Supported by”.
* 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.

|  |  |
| --- | --- |
| **Please give the name of your organisation as at question 1.** |       |

Signatory 1 – The main contact named in question 3 must sign here.

|  |  |  |  |
| --- | --- | --- | --- |
| Your signature: |  | Date: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Your name: |       | Position in organisation: |       |

**Signatory 2 – Someone else (e.g. an office bearer, director or partner) must sign here. This person must not be related to the main contact named in question 3.**

|  |  |  |  |
| --- | --- | --- | --- |
| Your signature: |  | Date: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Your name: |       | Position in organisation: |       |

**Please return this application before the closing date of 5pm on Friday 14 April 2023**

**by email to** **grantapplications@dumgal.gov.uk**

Festivals and Events, Dumfries & Galloway Council,

Militia House, English Street, Dumfries DG1 2HR **Phone** 0303 333 3000