**University of Glasgow**

**GRID Civic Micro Grant Fund**

**Application Form**

*The GRID Civic Micro Grant Fund is open all year round and up to £850 is available to support smaller-scale projects*.

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| **[ ]  Note:** It is very important that you read and understand the GRID Civic Fund Guidance, including the Terms and Conditions within the Grant Award Letter, before making your application. Please confirm that you have done so, by checking this box. Details of the GRID Civic Grant Fund and relevant documentation can be found here <https://www.gla.ac.uk/connect/gridcivicgrantfunds> |
| **ABOUT YOUR ORGANISATION** |
| **1** | Name of organisation:Address: ***Please note: Individuals cannot apply (unless in exceptional circumstances and/or if you are applying on behalf of a wider community group or organisation).*** |  |
|  | Postcode:  |  |
| **2** | What is the Legal Status of your organisation? (tick all that apply) | [ ]  | Registered Charity | Registered Charity No:  |
| [ ]  | Limited Company  | Company Number:  |
|  |  | [ ]  | Voluntary Organisation | Other (Please Specify) |
|  |  | [ ]  | Trust  |  |
| **3** | Please tell us about the aims and activities of your organisation  |  |
| **ABOUT YOUR PROJECT** |
| **4** | Name of the project  |  |
| **5.**  | Please list the postcode/s where the project operates.***Note: Eligible projects will include those creating positive civic impacts within the boundary of GRID including G3, G11, G12, G51 postcodes. See Guidance document for more information.*** |  |
| **6** | Please provide a short summary (e.g. 300 words) about your project and how it would contribute to your community in GRID? |  |
| **7** | Who will manage and be involved in the delivery of your project? ***Note: Please list all individuals (name, job title/role and organisation), including project staff working in any third-party organisations.***  |  |
| **8** | Where will your project take place and who will benefit from it? |  |
| **FINANCIAL INFORMATION** |
| **9** | What is the estimated start and finish date for the project? |  |
| **10** | How much is your project going to cost and does project require permission or funding from a third party (e.g. match funding)?Please provide a breakdown of costs below, detailing any match funding arrangements |
| **11** | Does your organisation have a bank account in the name of the organisation / project with signatories? *Note: all projects must have a bank account and provide evidence on request.* | [ ]  **Yes** [ ]  **No** If Yes, please provide the names of these signatories:Signatory 1 (Name, Job Title/Role, Organisation): Signatory 2 (Name, Job Title/Role, Organisation):  |
| **12** | Where did you find out about the GRID Civic Grant Fund? | [ ]  Local Press / Media[ ]  Facebook[ ]  Other Social Media (e.g. LinkedIn, Twitter)[ ]  Word of Mouth [ ]  Other (Please Specify)  |
| **CONTACT INFORMATION** |
| **13** | Your full name |  |
| **14** | Role within your organisation e.g. Chair, Co-ordinator, Volunteer |  |
| **15** | Address  |  |
| **16** | Telephone number |  |
| **17** | Email address |  |
| **18** | **[ ]  Please confirm that you have read, understood, and signed the privacy notice on Page 5 (Appendix 1 below)**  |
| **19** | **Agreement:**  I confirm that the information given is true and correct and I understand that it will be a condition of any grant awarded to me that the grant will only be used for the purpose for which it is awarded, and I undertake to use the award only for that purpose. I enclose the following supporting documents: XXXSignature ……………………………………………… Date ………………………………You may be contacted once your application has been received if additional information is required to complete the assessment of your application. |
| **20** | **Please send completed applications with any supporting documentation to:** glasgow-riverside-innovation-district@glasgow.ac.uk. You can also post your application form to: GRID Civic Fund, Room 243 Cloisters, University of Glasgow, University Avenue, G12 8QQ. |
| **21** | **Monitoring and Evaluation**If your application is successful, you will be required to complete a monitoring and evaluation form at the end of your project.  |

**Appendix 1:**

**Privacy Notice for Glasgow Riverside Innovation District (GRID) Civic Grant Fund**

**Your Personal Data**

***The University of Glasgow*** *will be what’s known as the ‘Data Controller’ of your personal data processed in relation to GRID Civic Grant Fund*. *This privacy notice will explain how The University of Glasgow will process your personal data.*

**Why we need it?**

We are collecting your basic data such as your name, email address/contact details and visual images of the applicant’s project in order to process your data for application purposes. We will also collect non-personal data asked for in the application forms.

Your information and photos may be used for marketing purposes in the future.

We need written consent for the University to share any photos, films or other outputs from your project which identify people. Please make sure you are including the University’s use when requesting consents for your own purposes.

We will only collect data that we need to provide and oversee this service to you.

***Legal basis for processing your data***

*We must have a legal basis for processing all personal data. In this instance, the legal basis is:*

* Consent – This is the formal authorisation from applicants to use and store their data. A consent clause can be found at the bottom of the document.
* Public task/Official authority – these covers activities undertaken as part of the core functions of the University. This will be for the administration of funding and this charitable purpose.

These services are necessary to proceed with the civic grant

**What we do with it and who we share it with?**

* All the personal data you submit is processed by staff at the University of Glasgow in the United Kingdom.
* Your information will be used for the purposes of assessing applications to the GRID Civic Fund and Micro Fund and in the administration of this funding.

**How long do we keep it for?**

Your data will be retained by the University for the duration of the Civic Grant and up to 5 years after the Civic Grant closes. After this time, data will be securely deleted.

**What are your** [**rights**](https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/datasubjectrights/)**?\***

You can request access to the information we process about you at any time. If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and may in some instances request to have it restricted, corrected or, erased. You may also have the right to object to the processing of data and the right to data portability.

Where we have relied upon your consent to process your data, you also have the right to withdraw your consent at any time.

If you wish to exercise any of these rights, please submit your request via the [webform](https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/gdprrequests/) or contact dp@gla.ac.uk.

\*Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.

**Complaints**

If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter.

Our Data Protection Officer can be contacted at dataprotectionofficer@glasgow.ac.uk

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner’s Office (ICO) <https://ico.org.uk/>

**[ ]** I consent to the University processing my personal data for the purposes detailed above.

**[ ]** I consent to the University using my information and photos for marketing purposes.

**[ ]** I understand that I can withdraw at any time by submitting a request via the webform or contacting the data protection officer.

I have read and understand how my personal data will be used.

Signed: …………………………………………………………………………………………………………………

Date: ……………………………………………………………………………………………………………………