**St Helens: Community Library Grant Scheme**

**Application Form**

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| **Section 1:**  **ABOUT YOUR ORGANISATION**   |
| **Contact Details**   |
| Name of Organisation    |    |
| Status of Organisation (Community Organisation, Community Interest Company, Charity, etc.)   |    |
| Address of Organisation (If this is a joint application, give the name and address of the lead partner)   |    |
| Main Contact Name   |    |
| Telephone Number   |    |
| Address   |    |
| Email   |    |

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| **Details of your management committee/board/directors.** (if applicable)  |
| Position Held   | Contact Details   |
|      | Name     |    |
| Address   |    |
| Email   |    |
| Phone No   |    |
|    | Name    |    |
| Address    |    |
| Email        |    |
| Phone No   |    |
|    | Name        |    |
| Address     |    |
| Email         |    |
| Phone No   |    |

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| **Bank or Building Society Details**   |
| Account Name    |    |
| Bank/Building Society Name   |    |
| Sort Code   |    |    |    |    |    |    |
| Bank account No. (8 digits)   |    |    |    |    |    |    |    |    |
| Use this box only if you are using a Building Society   |    |

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| **Section 2:**   | **ABOUT YOUR PROJECT**   |
| Please give a short factual description of your Community Library proposal in no more than 400 words.  |
|     |
| Please provide information regarding the outcomes to education or training linked to the use of the community library  |
|          |
| Provide information on how your proposal will target young people to access a library offer to improve literacy..   |
|         |
| How will your proposal support older people to access the community library offer to address social isolation? |
|              |
| How will you manage your project?    |
|       |

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| **Section 3:**  | **PROJECT COSTS**  |   |
| Please provide a breakdown of what you will spend the grant on.  You should only add values in the VAT column where you or your organisation cannot claim them back. For more details contact HM Revenue and Customs (www.hmrc.gov.uk) to check how much value added tax (VAT) you will be able to claim back. If you underestimate costs for VAT, you will have to pay the extra costs.   |
| ITEM   | COST PER ITEM (NET)  | VAT (irrecoverable)  | TOTAL COST   |
|    |    |    |   |
|      |    |    |   |
|    |    |    |   |
|    |    |    |   |
|    |    |    |   |
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|    |    |    |   |
|    |    |    |   |
|    |    |    |   |
| **TOTAL REQUESTED**   |    |    |   |

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| How did you calculate your costs? How do you know your costs are realistic? (e.g.: you have obtained quotes, or you have experienced similar work in the past).   |
|       |
| Are you applying for the full amount listed above?   |
| Yes   |    | No   |    |
| Please list any matched funding contributions, including those you have received from outside sources if applicable.   |
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| **Section 4: Declarations & Disclaimer (to be signed by the person submitting this application)**   |
| Are you, or any of the officers of the group, related to a councillors or employee of St Helens Borough Council   |
| **Yes**   |    | **No**   |    | **If yes, please provide their name and job title below.**   |
|   |
| * I have read, understand and accept the notes at the beginning of this application form. I agree that you can check the information in it and any supporting documents with other people and organisations.
* I have read and understand the Grant terms and Conditions provided as part of this application process.
* My organisation has the power to accept a grant, under your terms, and the power to pay back the grant if the terms are not being met.
* I understand that any misleading statements (whether deliberate or accidental) I give at any point during the application process, or any information I knowingly withhold, could mean my organisation’s application is not valid, in which case you will cancel the grant and claim back the money we have received, stop assessing and return the application, or withdraw any grant you offered my organisation.
* I am authorised to put forward this application on behalf of my organisation.
* I do not personally financially benefit from this application.
* On behalf of my organisation, I agree that if we receive any grant from you for our project, we will keep to the standard terms of grant and any further terms and conditions set out in the grant notification letter.
* I agree that the project details and organisation names may be used for publicity purposes and shall acknowledge St Helens Council as the source of funding in all publicity materials relating to the Project and act in accordance with all reasonable publicity and branding guidelines issued by the Council from time to time.
* I hereby declare that to the best of my knowledge the information I have given is true and accurate. I agree to be bound by the terms and conditions of the grant.
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| **Name:**   |    | **Job Title:**   |    |
| **Signed:**   |    | **Print Name:**   |    |
| **Position:**   |    | **Date:**   |    |

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| **Section 6:**  | **Privacy Notice**  |
| STHBC is the data controller for the person information you provide.  The council has a Data Protection Officer who has overall responsibility for data protection in the council and acts in an independent manner in line with legislation. The council's Data Protection Officer can be contacted via email at dataprotection@sthelens.gov.uk.  Using your personal information.    We collect and hold information about in order to:   1. Process your grant application and keep you informed.
2. Provide support and guidance to your organisation.

  We will keep this information for 7 years.    The information will be stored on STHBC’s SharePoint and can be viewed by relevant Officers and relevant administration within the Library Services Team only.   We will not share your data with external partners.    We will not use our information to make automated decisions about you.     Your data will not be transferred abroad.    The lawful basis for processing your persona data as set out in the General Data Protection Regulation is ‘Consent’.    You have the right to withdraw consent by contacting dataprotection@sthelens.gov.uk.  **Your Rights -** You have the right to be informed about the information being held about you.    You have the right for any inaccurate or incomplete data to be rectified. Contact  dataprotection@sthelens.gov.uk.    You have the right to our personal data being erased. Contact dataprotection@sthelens.gov.uk.   **Rights of Access** You have the right under the General Data Protection Regulation 2018 to request a copy of the information and to know what it is used for and how it has been shared. This is called right of subject access. To request a copy of your data or ask questions about how it is used please email sars@sthelens.gov.uk or speak to our contact centre on 01744 676789.  **Who can I complain directly to if I am unhappy about how my data is used?**  If you are unhappy with how we are processing your data you can, in the first instance, raise this concern with the Data Protection Officer. If you remain unhappy with the outcome you have the right to complain to the Information Commissioner's Office - Tel: 0303 123 1113, Online: <https://ico.org.uk/>, Post: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.   |

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| **I consent to providing my personal data and it being processed by STHBC for the reasons stated above.**   |
| **YES**   |    | **NO**   |    |
| **Signature:**   |    | **Date:**   |    |

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| **FOR GRANT COMMITTEE USE:**   |
| Date received:   |    |
| Our Ref:   |    |
| Amount requested   |    |
| Amount awarded:   |    |
| Date of decision:   |    |