**GRANT APPLICATION FORM**

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Please read the form carefully, then complete all sections. Use a clear font size, e.g. Arial 12.

**Section 1 About you**

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| **Section 1: About you** |
| **1.1** Organisation Name |  |
| **1.2** Contact Details  | Lead Contact | Secondary Contact |
| Name: |  |  |
| Role in organisation: |  |  |
| Telephone number (must be different for the two contacts): |  |  |
| Email address (must be different for the two contacts): |  |  |
| Postal address(including postcode) |  |  |

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| **1.3** What type of organisation are you?*(tick all that apply)* | ✓ | Organisation Number |
| Unincorporated Association |  | Not applicable |
| Company Limited by Guarantee |  |  |
| Registered Charity |  |  |
| Charitable Incorporated Organisation |  |  |
| Community Interest Company  |  |  |
| Community Benefit Society  |  |  |
| Cooperative Society |  |  |
| Other (please specify) |  |  |
| None – we’re not constituted |  |  |

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| **Section 2: About your project** |
| **2.1** Does your group support a particular section of the community? (*Please tick* ✓ *as appropriate*) |
| Black or Minority Ethnic community: |  | Carers: |  |
| Children or Youth:  |  | Disabilities: |  |
| Lesbian, Gay, Bisexual or Trans:  |  | Older People: |  |
| Religious Groups: |  | Women: |  |
| Other *(please state):* |  |

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| **2.2** Confirm when during July to October 2020 and where the activity will take place. **(100 words max.)** |
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| **2.3** Which communities is the activity for, how many people are likely to be its audience and where in Manchester do they come from? What sort of impact do you envisage for the community? Please relate your answer to the programme aims, i.e.: raising awareness of what hate crime is and increasing the reporting of hate crime incidents. **(200 words max.)** |
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| **2.4** What will the project involve? Describe your main activities in relation to using community spirit to raise awareness of hate crime and how to report it. How many employees / volunteers will organise and deliver it? **(200 words max.)** |
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| **2.5** With regard to COVID-19, please explain how your project will be delivered with social-distancing and any other welfare measures likely to be in force in the coming months. The safety of those delivering the project and the activity’s audience is paramount **(200 words max.)** |
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| **Does your project involve working with children or vulnerable adults? Y / N** (If you are applying for funding to work with children or vulnerable adults you will need a Safeguarding Policy.)**Do you have a Safeguarding Policy? Y / N**(If your application is successful, we will ask to see a copy of this policy.)**Do you have a valid public liability insurance certificate to cover the project? Y / N**(If your application is successful, we will ask to see a copy of the certificate.) |

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| **Section 3: Your project costs** |
| **3.1** You can apply for a grant of exactly £1,000. State what you will use this amount for. |
| Expenditure (please itemise) | Amount |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
| Total cost (inc VAT) | £1,000 |
| **3.2** If the total cost of your activity is more than £1,000, have you secured the rest of the funding you need? | Yes [ ]  No [ ]  |
| If yes to the above, please indicate the amount you have secured | £ |
| Where will the rest of the funding come from? *(Please state)* |  |

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| **Section 4: Declaration** |

I declare that the information given on this application form is accurate to the best of my knowledge and that I am authorised to submit this application.

I understand that I must notify Macc of any significant changes to the application and that misleading information can invalidate this application.

**Data Protection:** data is protected by the GDPR and Data Protection Act 2018. The purpose of the Act is to protect the rights and privacy of individuals to ensure that personal data is not processed without their knowledge and, wherever possible, is not processed without their consent.

The Act requires Macc and Manchester City Council to register the fact that we hold personal data and to acknowledge the rights of ‘data subjects’ e.g. applicant group members, trustees, staff and volunteers must have the right to copies of their own personal data, and to know that we are processing this data lawfully.

For the purposes of this grants programme and GDPR, Macc and Manchester City Council are Data Controllers.

Macc’s “Information Commissioner’s Office” reference is Z9595019, which is re-registered annually on 10 September. Manchester City Council’s “Information Commissioner’s Office” reference is Z6942262, which is re-registered annually on 18 July.

The personal data that you have provided will be used for the purpose of processing your application and will not be disclosed to any other organisation for any other purpose other than in relation to cases of suspected fraud or where there is a statutory requirement for disclosure.

For more information on how Macc processes data, go to <https://bit.ly/2KEBsf1>.

For more information on how Manchester City Council processes data, go to <https://bit.ly/2WYnGdJ>.

**Signatory**

This must be the lead contact named above. I understand you may contact me during assessment and I confirm I am authorised by the organisation for this purpose and that you may rely on any further information supplied by me.

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| Name *(actual signature is not required):* |  | Date: |  |

**Before submitting this form, please check that you have answered every question.**

**The deadline for applications is midday on Wednesday 17 June 2020.**

Please email your completed form to grants@macc.org.uk.