

**Get it Started Grant**

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| **ABOUT YOU AND YOUR ORGANISATION** |
| **Your Name** |  |
| **Organisation Name** |  |
| **Address and Postcode** |  |
| **Telephone** |  |
| **Email** |  |
| **Are you an informal community group or a fully constituted group?** |  |
| **TELL US ABOUT YOUR PROJECT****Please use additional paper if needed****Remember to be realistic in your planning, you may not hear the decision on your application for four weeks after we receive it.** |
| **Describe your proposed activity including where and when it will take place; and whether you are targeting a particular demographic group and why?** |
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| **Provide the venue full address and post code of where your project will take place.****If the venue has not been chosen, please provide as much detail as possible.** |
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| **When will the project start?** |
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| **Explain the benefits of your project, and the effects it will have. For example:*** **What difference will the project make to residents and the local area?**
* **How could your activity continue in the longer term?**
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| **Explain how you know, or why you think, your project is needed. For example, it may be based on the results of your research or consultation in the community.** |
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| **How will local people find out about your project and how will you publicise it?** |
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| **Have you already raised any money towards the cost of your project? If so, how much?** |
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| **Have you previously received a grant from Broadland District Council? If so please provide details.** |
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| **How much of the grant are you applying for (up to £300) and what will you spend this on? Please give a breakdown of costs.** |
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| **If your project involves children or vulnerable adults, you may need to arrange Disclosure Barring Service checks for you, your staff, volunteers and committee members. You will need to sign a declaration. Visit** [**www.gov.uk/disclosure-barring-service**](http://www.gov.uk/disclosure-barring-service) **for details.** |
| **BANK ACCOUNT DETAILS** |
| **Account Name** |  |
| **Account Number** |  |
| **Sort Code** |  |
| **Address that bank account is registered to** |  |
| **Important Payment Information****All grant applications must have a separate confirmation of bank details to evidence that they are valid. This evidence must be a copy (paper copy, photo, scanned picture) of either a paying in slip or header of a bank statement.** **Privacy Notice**Broadland District Council’s take your privacy very seriously. Under data protection legislation, we lawfully process your personal information as a public authority with your consent.By submitting the application, you consent to us processing your personal data in the following way:* Validating your application
* Contacting you for further information to support your application and inform you of your applications approval or refusal
* If your application is successful, we will use your application and inform you of your applications approval or refusal
* If your application is successful, we will use the details provided to contact you for feedback and request promotional input for council publications and social media channels

We will retain data in relation to unsuccessful applications for 6 months from the date of entry for administration purposes only. We will retain data relating to successful applications for 5 years from the date of entry. Under data protection law you may have the right to access, rectification, restrict, objective, erasure or portability of your data, as detailed on the Council’s Data Protection Policy on our website. You can contact the Data Protection Officer at data.protection@southnorfolkandbroadland.gov.uk. You have the right to lodge a complaint with the regulator, the Information Commissioner’s Office. |
| **Would you like to receive regular updates from our Communities Team?** |  |
| **How did you find out about the Get It Started Grant?** |  |
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| **Applicant Signature** |  |
| **Print Name** |  |
| **Date** |  |
| **Please send your application to the Communities Team via post or email.****Communities Team, Broadland District Council, The Horizon Centre, Broadland Business Park, Peachman Way, Norwich NR7 0WF** **Email** **communities@southnorfolkandbroadland.gov.uk** **Telephone: 01603 430611** |

