

**Keep It Going 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**  **Up to £300 is available as a grant to help your community group keep going and can include; running costs, equipment purchase/hire, venue hire, promotional materials, transport etc. Remember to be realistic in your planning and research the costs accurately, do not provide general estimates.** | |
| **Describe your groups’ activities or projects, including when the group started, where and when activities 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.**  **Please list all locations if you operate from multiple venues.** | |
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| **Explain the benefits of your group and the activities and/or projects it provides for residents and the local area.** | |
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| **Explain any challenges your group is facing and how this grant will help face those challenges** | |
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| **How do local people find out about your group and how will you publicise the fact the Council provided a Community Grant?** | |
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| **Have you previously received a grant from either South Norfolk or Broadland District Councils? 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** |  |
| **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](mailto: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 Keep it Going grant?** |  |
| **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**](mailto:communities@southnorfolkandbroadland.gov.uk) **Telephone: 01603 430611** | |

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