**GRANT APPLICATION FORM**

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| **Contents** |

Please read this form before completing it. Fill out all sections and use font size Arial 12.

**Section 1 About you**

**Section 2 About your project**

**Section 3 Your project costs**

**Section 4 Declaration**

[ ]  [x]

Note: to tick any of the tick boxes in this form, double-click the box with your left mouse-button and change ‘Default value’ from ‘Not checked’ to ‘Checked’, then click ‘OK’.

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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): |  |  |
| Organisation postal address (including postcode) |  |
|  |
| **1.3** What type of organisation are you?*(tick all that apply)* | X | Organisation Number ***(insert number where applicable)*** |
| 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 | [ ]  | *Not applicable* |
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| **1.4** Does your group support a particular section of the community? (*Insert* X *as appropriate*) |
| Black, Asian or Minority Ethnicity: | [ ]  | Carers: | [ ]  |
| Children or Young People:  | [ ]  | Disabilities: | [ ]  |
| Lesbian, Gay, Bisexual or Trans+:  | [ ]  | Older People: | [ ]  |
| Religious Groups: | [ ]  | Women: | [ ]  |
| Refugees / Migrants: | [ ]  | Offenders / Ex-offenders: | [ ]  |
| Alternative Subculture / Lifestyle: | [ ]  | Other *(please state):* |  |

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| **Section 2: About your project** |
| **2.1** What will the activity involve? Outline the main elements. How many employees / volunteers will organise and deliver it and what are their roles? **(200 words max.)** |
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| **2.2** When will the activity take place during Hate Crime Awareness Week, 1-7 February 2021? Where possible, include exact or approximate dates. **(50 words max.)** |
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| **2.3** Who do you intend to target with your activity, how many people and where in Manchester do they come from? What sort of impact do you envisage for them? 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** With regard to COVID-19, please explain how your project will be delivered in accordance 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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| **Section 3: Your project costs** |
| **3.1** You must apply for a grant of exactly £1,000. State what you will use the grant for: |
| Expenditure (please itemise) | Amount |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
| Total cost (inc VAT) | £ |
| **Hate Crime Awareness Grant amount applied for** | **£1,000.00** |
|  |  |
| **3.2** If the cost of your activity is more than you have applied for, have you secured the rest of the funding you need? | Yes [ ]  No [ ]  |
| 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:** the General Data Protection Regulation (GDPR) and Data Protection Act 2018 protects personal data. The purpose of the Act is to protect the rights and privacy of individuals to ensure that ‘data controllers’ cannot process personal data without their knowledge and, wherever possible, cannot process personal data 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’. For the purposes of this grants programme, ‘data subjects’ are the trustees, staff and volunteers of the applicant organisation. They have the right to copies of the data we hold about them and to know that we are processing it lawfully.For the purposes of this grants programme and GDPR, Macc and Manchester City Council are ‘data controllers’. Macc re-registers its Information Commissioner Office reference (Z9595019) annually on 10 September. Manchester City Council re-registers its Information Commissioner Office reference (Z6942262) annually on 18 July.We will use the personal data that you have provided only for processing your grant application. We will not disclose it to any other organisation for any purpose other than in relation to suspected fraud or statutory requirements 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 the grants selection process and I confirm I am authorised by the organisation for this purpose and that you may rely on any further information supplied by me. |
| 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 Thursday 12 November 2020.**Please email your completed form to grants@macc.org.uk. |