

Grant Application Form

Version 02

PRIVACY NOTICE – how we use your information

We collect and process information in compliance with the General Data Protection Regulations (GDPR) 2018. We collect information from you directly, via our grant application form.

What information do we ask for, and why do we need it?

- We ask you to give us your name (and that of the beneficiary if different) and contact details so that we can identify you and communicate our decision with you.
- We ask for the beneficiary's age as our grants are only available to young people under the age of 26 years.
- We ask for the name of their foster carer/Local Authority as our grants are only available to young people who are in care or who are care leavers.
- We ask for the beneficiary's ethnicity, gender, nationality and any disabilities to help us to understand who applies for grants, and who we do and do not award grants to. This information does not influence our decision making.
- We ask for information about why you are applying for a grant, and why it is needed. This will help us to come to an informed decision.

How do we use and store your information?

The information is received by our administrator. Your application form is sent by secure email or by post to our Trustees who will read your application before meeting together to agree a decision. After the meeting, all except 2 copies of your application form are securely destroyed. The 2 copies which are retained are kept for a further 3 months in case there are any queries about your application. They are then destroyed.

If your application is successful, our administrator retains the following information for future reference:

- The name of the beneficiary
- The name of their Local Authority
- What was awarded

We keep this information and will refer to it if you make another application for a grant in the future. The information is securely stored on a computer.

The age, ethnicity, gender, nationality and any disabilities of the beneficiary are retained for monitoring purposes. They are aggregated with the data of other applicants and the data is anonymous.

The information is kept for 6 years and is then removed from our system.

Do we share your information?

We do not share the information with anybody outside of The Spark Foundation. If we are unable to award the grant for which you have applied, but feel that another charity might be able to assist you we will contact you directly.

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Consent

The information given on your application form is provided by you freely and voluntarily. You do not need to complete the 'monitoring data' section at the end of the application form in order to submit a grant application. But you do need to complete this Privacy Notice if you want your application to be considered.

If you would like us to remove your information from our records at any time, please contact us at admin@sparkfoundation.org.uk

Consent must be given by the beneficiary except where the beneficiary is under the age of 16. In that case it must be given by the adult/organisation with parental responsibility. In most circumstances this will be the local authority.

I agree

Name

Date

Please now go to the next page to complete the application form.

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We want applications which show clearly what is wanted, why it is wanted and what difference it will make. This sounds simple but many applications do not tell us these things. We then use our time and yours trying to find them out. So before completing this form please read:

- The relevant FAQs section
- the example application forms

Then help us by answering all the questions on the form.

Name of Young Person applying for grant

Name of agency or organisation which is responsible for the Young Person or is sponsoring his/her application

Contact person

Contact details

Email

Tel/Mob

Is the Young Person in care?

If Yes, please state the name of their foster carer and the organisation fostered through

If No, please state who was their care authority and when they left care

Amount of money needed. Grants are usually up to £600 but, in exceptional circumstances, applications for larger amounts will be considered

£

If a Grant is approved, please state the name the cheque is to be made payable to (for those under the age of 18 we would expect this to be the foster carer)

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What do you want? Please give details of what you want to buy.

How much will it cost? Please state exactly how much the items or activities will cost and the source of the cost eg Argos, Carpetright. Please attach hyperlinks or copies of quotes. If you do not have the exact costs please provide estimates and explain the source of the estimate.

The questions below help us to understand whether contributions are being made by other people or why there is no other source of funding.

Who else will contribute?	No	Yes	How much will the contribution be? or Why there is no contribution
Foster Carer	<input type="checkbox"/>	<input type="checkbox"/>	
Young Person	<input type="checkbox"/>	<input type="checkbox"/>	
Pupil Premium	<input type="checkbox"/>	<input type="checkbox"/>	
Local Authority	<input type="checkbox"/>	<input type="checkbox"/>	Please explain how much the Leaving Care grant was and how it has been used if items for setting up home are being requested
Other, please list	<input type="checkbox"/>	<input type="checkbox"/>	

If you need more space please continue on a separate sheet.

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Background Information Please give whatever additional information about the Young Person you think will help us to reach a decision. In particular, please explain what difference having the grant will make. If you need more space please continue on a separate sheet.

Signed Carer/social worker/leaving care team (delete as appropriate)

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Date

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Monitoring Data Please complete the table below for the young person. The data is used to help us understand who we give grants to and does **not** influence whether we give a grant.

Age		Gender	
Ethnicity		Nationality	
Disability, if any			

How did you hear of The Spark Foundation? Please tick all which apply

Search Engine	<input type="checkbox"/>
Previously used	<input type="checkbox"/>
Recommendation from friend/social worker	<input type="checkbox"/>
Other, please specify	

Please return completed form to: admin@sparkfoundation.org.uk or by post to The Spark Foundation, Highbank House, Stockers Hill, Sittingbourne Kent ME10 3EG