

Application Form for Grant Funding from BHA Tenant Volunteers

*Please read guidance notes overleaf prior to submitting your application and return to
BHA Tenant Volunteers, C/O BHA, 55 Newtown Street, Duns TD11 3AU*

Name of your Organisation (as it appears on your bank account and /or constitution)		Have you applied to us before? [1]		
Name and address of contact person for project/event enquiries		Contact Number(s)		
		Contact email address		
What sort of activities/ events do you put on?				
Title of Project				
Project Description (200 words maximum) [2]				
How would the Project Benefit the local Community?				
If you are successful, what will our funding be used for? [3]				
Total Cost of project	£	What other organisations have you applied to for funding?		
How much do you want BHA Tenant Volunteers to consider funding?	£		How much have you applied for?	
			How much have you been awarded so far?	
How much money have you raised towards the cost of the project so far?	£	How did you raise this money?		
What date do you require the funding by?		What is the target completion date of your project/event?		

Signed.....Position in Organisation.....Date.....

Signed.....Position in Organisation.....Date.....

Conditions of applying for Grant Funding from BHA Tenant Volunteers

- Your organisation must be constituted and you must supply a copy of your constitution with this application
- Please complete the form in black ink and use block capitals or type.
- The form must be signed by two representatives of your organisation. These representatives should not be personally related in anyway.
- The maximum funding available will be £500 per year to any individual group or project.
- BHA Tenant Volunteers will review each individual case taking into consideration the organisation's individual circumstances.
- Please complete all sections accurately. Failure to do so may delay or adversely affect our decision. If it is found that there is incorrect or inaccurate information on the application form, accidental or otherwise, that would have affected the decision we made regarding your funding application, we reserve the right to recoup the original grant from the organisation plus our costs to do this.
- [2] Be as clear as possible when describing the project/event and the amount of funding you are seeking. [3] Be sure to detail what **our** funding will be used for within the wider project/event.
- Where funding is being requested for facility or grounds improvement a copy of the lease or ownership document should be included with the application.
- BHA Tenant Volunteers will only consider applications from properly constituted community groups that are embarking on a project or event that will benefit, and is accessible to, the people in their local area and Berwickshire as a whole and will provide a public benefit. Applications will also be considered if the project/event is established and funding is required for one off support.
- [1] If you have previously applied to us, you must include proof that you have raised an equivalent sum of money to that which you are asking us to consider. This money must have been raised through fund raising events by your organisation and not from other funding sources.
- If your award is successful you will be notified and promotional photographs with a representative from the BHA Tenant Volunteers will be taken for the purposes of promoting the fund.
- If you are unsure whether you should apply or have any questions regarding the information provided please call us on 01361 884000.

CHECKLIST BEFORE SENDING...

- Copy of constitution included
- Form signed by 2 signatories
- Bank Details included for quicker payment (Leave Blank for Cheque Payment)
Sort Code:.....
Account Number:.....
Name on Account:.....
- Lease or ownership documents if grant relates to property or grounds improvement.

Privacy and Data Protection: Berwickshire Housing Association Limited (“the Association”, “we”, “us”, “our”) is the Data Controller and has its registered office at 55 Newtown Street, Duns TD11 3AU. The information provided on this form and other additional related information, together with any that is obtained from a third party, will be held in our digital and manual filing systems and processed by us or our contracted data processors to deliver our services to you under the agreement between us. We will not use this information for any other purpose other than that specified and will not store the information for longer than we require to hold it.

The Association will process this information as detailed in our Privacy Policy and Fair Processing Notices which can be viewed on our website at www.berwickshirehousing.org.uk/gdpr or by writing to our Data Protection Officer at the address above. They can be also be contacted by emailing data@berwickshirehousing.org.uk

Please inform us of any changes to your personal information. We will update these changes to keep your records up to date and accurate.

You have the right to see and receive a copy of any personal information that is held by the Association and to have any inaccuracies corrected. You can request this by contacting our Data Protection Officer