

DAVID LEWIS
ASSOCIATION

APPLICATION GUIDELINES



The David Lewis Association welcomes Opportunity Grant applications from young people and their sponsor organisations across the Liverpool region. In order to give your application the best chance at success we suggest that you read through these guidelines before filling in the grant application form.

IMPORTANT: All applications to the David Lewis Association are required to be made through a sponsor at a sponsor organisation. This organisation could be a school, sports club, charitable organisation or youth club. Parents or family members are not permitted to act as sponsors. Any funds awarded will be paid to the sponsor organisation, rather than directly to the grant applicant.

We recommend that the grant application form is completed by the applicant in close co-operation with their sponsor, or by the sponsor themselves.

SECTION ONE APPLICANT AND SPONSOR DETAILS

1. GRANT APPLICANT DETAILS

Please fill in all parts of this section.

2. SPONSOR DETAILS

For a grant application to successfully pass through to our trustees for consideration, we will need the name and contact details of the applicant's sponsor and the organisation where they work. The sponsor will be our point of contact throughout the application process.

SECTION TWO YOUR GRANT APPLICATION

PART A – APPLICATION DETAILS

1. OPPORTUNITY GRANT – AMOUNT SOUGHT

The David Lewis Association can provide grants between £100 and £1000. It is important that you cost

out your grant application carefully before applying as your application will have more chance of success if the trustees can see exactly where the money will be spent. Please provide more details of funds required, and how they will be spent, in Part B – Further Information.

IMPORTANT: The David Lewis Association trustees will consider your application carefully. If the decision is made to grant funds as a result, this may be for the full amount requested or a lesser amount if the trustees find that to be more appropriate.

2. WHAT IS FUNDING SOUGHT FOR?

This should be a brief description of your grant application proposal. There will be an opportunity to provide more detail in Part B – Further Information.

3. WHEN WOULD YOU REQUIRE THE FUNDS?

Some grant applications are time sensitive (eg for an upcoming trip or course), while others are for an ongoing project. Please specify when the funds would be required.

IMPORTANT: The David Lewis Association trustees meet to make decisions on grant applications every two months to consider applications made in the previous two months. Your application will be considered at the next decision-making session after your application is received.

For more information or to contact us, visit www.davidlewisassociation.com

5. ARE YOU SEEKING FURTHER FUNDS FROM ANY OTHER ORGANISATION?

It is helpful to know if you are applying for funds elsewhere for the same project. It will not affect your application to the David Lewis Association.

PART B – FURTHER INFORMATION

This is your chance to provide the David Lewis Association with as much detail as possible about your grant application. Grant funding is limited, but it will help your application if the trustees have the information they need to make a decision.

A list of suggested details you could include in this section:

- Why are you applying to the David Lewis Association for financial help at this time.
- The event / purchase / goal that a David Lewis Association grant will help you achieve – why it is important to you and why you are passionate about achieving it.
- Any relevant experiences you may have had up to now, or any issues you may have encountered that have proved to be a barrier to achieving your goal.
- Your longer-term goals. What do you hope to achieve in the future? How will a David Lewis Association grant make a difference?
- Any further costing information, eg a breakdown of how you arrived at your grant application amount.

You are welcome to attach further sheets of paper to this section of the application if more space is required. Make sure any extra sheets are firmly attached.

SECTION THREE SPONSOR SUPPORT STATEMENT

The grant application form requires the applicant's sponsor to provide a sponsor support statement - we cannot proceed with the application without it.

A list of suggested details a sponsor could include in this section:

- Your role within the sponsorship organisation.
- Your connection with the applicant.
- Why you are supporting this grant application.

- Any information about the applicant's financial or life circumstances that you feel might be relevant to their application.

You are welcome to attach further sheets of paper to this section of the application if more space is required. Make sure any extra sheets are firmly attached if applying by post, or scanned as an attachment to an email application.

Once completed, please send your application form to:

BY POST:

Rachel Lindsay
Executive Assistant
LCVS
151 Dale Street
Liverpool L2 2AH

BY EMAIL:

rachel.lindsay@lcvs.org.uk

DAVID LEWIS ASSOCIATION PRIVACY NOTICE

What is the purpose of this document?

The David Lewis Association is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are giving you a copy of this privacy notice because you are applying for a grant from us, or are sponsoring a grant application. It makes you aware of how and why your personal data will be used, namely for the purposes of the grant application process, and how long we will usually retain it for. It provides you with certain information that must be provided under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Data protection principles

We will comply with data protection law and principles, which means that we will:

- use your data lawfully, fairly and in a transparent way
- collect your data only for valid purposes that we have clearly explained to you, and not use your data in any way that is incompatible with those purposes
- collect only data which is relevant to the purposes we have told you about and limited only to those purposes
- make sure that your data is accurate and kept up to date
- keep your data for only as long as necessary for the purposes we have told you about
- keep your data securely.

For more information or to contact us, visit www.davidlewisassociation.com

The kind of information we hold about you

In connection with your application for, or your sponsoring an application for, a grant from us, we will collect, store, and use the following categories of personal information about you:

- the information you have provided on our application form and any supporting documents, including your name, date of birth, email address, telephone number, bank account details and education/employment status
- any information you provide to us if we meet with you to discuss your application.

How do we collect your personal information?

We collect personal information about grant applications from the following sources:

- You, the applicant
- Your sponsor

How we will use information about you

We will use the personal information we collect about you to:

- review and assess your application and make decisions on the awarding of grants;
- contact you to discuss your application (for example, to request further information) and keep you updated on progress
- contact you if your application is successful
- pay grants into a bank account, if you are successful
- keep records related to your application

If you don't provide personal information

If you don't provide the information requested, which is necessary for us to consider your application, we will not be able to process your application successfully.

Automated decision-making

None of our grant-making decisions are based on automated decision-making.

Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those governors, employees, agents, contractors and advisers who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

How long will you use my information for?

We will retain your personal information for a period of 24 months after we have let you know our decision about whether to award you a grant. We retain your personal information for that period so that we can show that we have conducted the application process in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with applicable laws and regulations.

Successful applicants who have given consent for their story / photograph to be used by David Lewis Association for publicity purposes: we will retain stories and photographs for 5 years before removing them from any website or social media platform and securely destroying the information / images in accordance with applicable laws and regulations.

Rights of access, correction, erasure, and restriction. Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

If you want to review, verify, correct or request erasure of your personal information, or object to the processing of your personal data, please contact The David Lewis Association in writing.

Right to withdraw consent

When you applied for a grant, you provided consent to us processing your personal information for the purposes of the grant application process. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact The David Lewis Association. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

For more information or to contact us, visit www.davidlewisassociation.com