

Application Form for Grant funding from Berwickshire Housing Association

*(Please read guidance notes overleaf prior to submitting your application and return to
The Communications Manager, BHA, 55 Newtown Street, Duns TD11 3AU)*

Name of Organisation		Have you applied to BHA before?	
Name and address of contact person for project/event enquiries		Contact Number(s)	
		Contact email address	
Title of Project/event			
Project/event Description (200 words maximum)			
What sort of activities/ events do you put on?			
Total Cost of project/event	£	What other organisations have you applied to for 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?	
How much do you want BHA to consider funding?	£	What will this money be used for?	
What date do you require the funding by?		What is the target completion date of your project/event?	

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

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 on our computerised and manual filing systems and used in accordance with our Data Protection Policy.

The Association will use this information to assess your application for funding and for administrative and statistical purposes. We will not disclose any information without your written consent unless we are required to do so by law or our regulators.

By returning this form you consent to us processing data about you that is defined by the Data Protection Act as sensitive. Examples include information about Health, racial or ethnic origin, religious beliefs, sexual orientation, committed or alleged offences including court proceedings and sentences. This data will only be processed where absolutely necessary.

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 (for which we charge a small fee) that is held by the Association and to have any inaccuracies corrected.

Guidance Notes for applying for Grant Funding from Berwickshire Housing Association

1. Please complete the form in black ink and use block capitals.
2. The maximum funding available will be £300.
3. 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, BHA reserves the right to recoup the original grant from the organisation plus our costs to do this.
4. BHA will not sponsor individuals to take part in or compete in sporting or other similar events.
5. Be as clear as possible when describing the project/event and the amount of funding you are seeking. Be sure to detail what **our** funding will be used for within the wider project/event.
6. BHA's Board will consider applications from 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. Applications will also be considered if the project/event is established and funding is required for ongoing support.
7. If you are applying to BHA for a second time you must include proof that you have raised an equivalent sum of money to that which you are asking BHA to consider. This money must have been raised through fund raising events by your organisation and not from other funding sources.
8. If you are unsure whether you should apply or have any questions regarding the information provided please call us on 01361 883115.

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