**CHURCH BURGESSES EDUCATIONAL FOUNDATION**

**Registered charity no: 529357**

**Application form for Institutions & Organisations**

**www.sheffieldchurchburgesses.org.uk/educational.htm**

The Church Burgesses Educational Foundation was set up to promote the education of those under 25 years of age who, or whose parents, are resident in the City of Sheffield. It makes grants to schools, educational organisations and individuals. Funding is given to a wide variety of activities which include one-off or special projects in schools, church-based youth and education work, and to other organisations operating in this field.

Grants may also be made to those with special educational needs, as well as to gifted individuals who incur exceptional expenses in developing their talents in the field of academia, the arts, music and sport. Modest awards are also made to assist participation in gap year expeditions, medical electives and similar activities.

The Foundation gives financial assistance to many musical activities in schools, at Sheffield Cathedral and more widely in the community, and has good links with arts organisations, all of which support enables beneficiaries to extend their work with young people.

The Foundation is able to assist those under 25 with the costs of apprenticeships or internships in trades and crafts.

Applicants must have lived within the administrative boundary of Sheffield for at least three years (not solely for educational purposes).

The Foundation is administered c/o Wrigleys Solicitors, Derwent House, 150 Arundel Gate, Sheffield S1 2FN.

Email enquiries: ian.potter@wrigleys.co.uk

Telephone enquiries: 0114 267 5596.

**Before you complete and submit this form, you will need to check that:**

* **your request will benefit residents of Sheffield for educational purposes**
* **you have provided supporting paperwork, including a reference**
* **you have provided letters of support from any partnership organisations**
* **you have provided copies of your latest accounts**
* **you have read and signed the attached privacy notice**

Please email your completed application form and any supporting papers to ian.potter@wrigleys.co.uk. If you are unable to email your application you may post your application form to Church Burgesses Educational Foundation c/o Wrigleys Solicitors, Derwent House, 150 Arundel Gate, Sheffield S1 2FN.

The onus is on the applicant to provide all necessary documentation when submitting an application.  All grants are at the Trustees' discretion.

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| **DETAILS CONCERNING YOUR ORGANISATION** |
| **Name of organisation making the application** |  |
| **CONTACT DETAILS OF THE PERSON COMPLETING THIS FORM** |
| **Name of correspondent :** |  |
| **Role/Position held :** |  |
| **Address :** |  |
| **Telephone/mobile :** |  |
| **Email :** |  |
| **Charity website :**  |  |
| **What size of grant are you seeking from the Foundation?** |  |
| **How much are you seeking to raise in total for this project?** |  |
| **For what purpose are you seeking this grant?****(Describe in one sentence – further detail can be provided later in this form)** |  |

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| **INFORMATION REGARDING YOUR ORGANISATION** |
| **a) Charity No (if applicable):** |  |
| **b) Company No (if applicable)** |  |
| **Total number of people involved in your organisation** |
| **1) As paid employees**  |  |
| **2) As voluntary workers**  |  |
| **3) As project users** |  |

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| **AIMS AND WORK OF YOUR ORGANISATION** |
| **Please outline below the aims of your organisation.** |
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| **If you are not a Registered Charity, please provide below details of why you think your activities are charitable.** |
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| **INFORMATION REGARDING THIS APPLICATION** |
| **Is this the first time you have applied to this Foundation?** | **Yes/No** |
| **If you have received a grant from the Foundation in the past, please state how much you received and when.** |
| **DATE OF PREVIOUS GRANTS** | **AMOUNT GRANTED** | **PURPOSE** |
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| **INFORMATION REGARDING THIS APPLICATION** |
| **Set out below details of the activities/project for which you are seeking funding (using continuation sheets if necessary).** |
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| **Set out below the itemised costs of this project.** |
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| **If this application is successful who will benefit and how?**  |  |
| **How will you measure the benefit and success of the project/event for which you are applying for funding?****(Please see the accompanying notes about the Foundation's requirement that grant applicants report back to the Foundation).** |  |
| **Have you undertaken projects of this nature before?** | **Yes/No** |
| **If the answer is yes, please provide additional information describing the project(s) and providing information about the success or otherwise. You should include any statistics or figures with regard to outcomes and engagement.** |

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| **Please state when you will need any grant monies awarded.** |  |
| **Is this application for funding to support a long term project/regular event?**  | **Yes/No** |
| **If your answer is yes, what plans have you to ensure the continuation of your work beyond this funding application?** |

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| **RISK ASSESSMENT** |
| **Have you a Risk Assessment Policy for all the activities undertaken by your organisation?** | **Yes/No** |
| **Have you carried out a specific Risk Assessment for the activity for which you are making this grant application?** | **Yes/No** |
| **If your grant application is in respect of potential high risk activities (such as activity sports including canoeing, white-water rafting, potholing and climbing) have you ensured that either the facility or location where the activity is to take place has been properly accredited or authorised, and/or that the person leading the activities are properly authorised or accredited?** | **Yes/No** |
| **OTHER FUNDING** |
| **Please list the names of any other organisations to whom you are applying for funding** |
| **Name of Institution or Body** | **Amount Requested** | **Date of Decision or Expected Decision** | **Amount Confirmed as Funding** |
| **1)** |  |  |  |
| **2)** |  |  |  |
| **3)** |  |  |  |
| **4)** |  |  |  |
| **5)** |  |  |  |
| **6)** |  |  |  |

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| **REFERENCE LETTERS** |
| **Please note that this application must be accompanied by a written reference letter.**The reference should be provided by a person who can act as an independent referee for your organisation/project e.g. local minister, community worker or a similar person who has knowledge of the activities for which you are seeking grant support.**Partnership organisations**If your project will involve working with partnership organisations (for example, schools, churches, charities or community groups) then you should also provide written confirmation from them supporting the application and confirming their participation. |

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| **YOUR ORGANISATION'S FINANCES** |
| Applications must be supported with a copy of the organisation's last annual accounts (showing comparable figures for the previous year) and a budget for the present year, indicating likely income from any source.  |
| If you anticipate any significant changes in your financial situation (whether favourable or unfavourable) over the next 12 months, please detail those below: |
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| If your organisation is part of a **national organisation** please also supply:1. the last annual accounts for the local operation;
2. the last annual accounts of the national organisation; and
3. indicate below whether or not the national organisation will contribute to the project in question and, if there is a contribution, the extent of that support.
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**CHURCH BURGESSES EDUCATIONAL FOUNDATION**

**NOTES IN CONNECTION WITH GRANT APPLICATIONS BY INSTITUTIONS & ORGANISATIONS**

**Background**

The Church Burgesses Educational Foundation was established by Order of the Charity Commission sealed 16 February 1904 under section 2(2) of the Board of Education Act 1899 and comprised a Scheme of the Minister of Education dated 10 December 1953 as varied by a resolution of the trustees dated 5 August 1992 under Section 2 of the charities Act 1985 and as varied by a Charity Commission Scheme sealed on 23 August 1992.

**Charitable Grants**

1.The net income of the Foundation shall be applied by the Trustees in promoting the education (including social and physical training) of persons under the age of 25 years who or whose parents are resident in the City of Sheffield and who are in need of financial assistance and in particular but without prejudice to the generality of the foregoing:-

(a) in awarding to such persons scholarships, exhibitions, bursaries, maintenance allowances or grants tenable at any school, university, college of education, or other institution of higher or further (including technical and professional) education approved for the purpose by the Trustees;

(b) in providing financial assistance, outfits, clothing, books, equipment, instruments or tools to assist such persons to pursue their education (including the study of music or other arts), to undertake travel in furtherance thereof, or to prepare for or enter a profession, trade, occupation or service on leaving school, university or other educational establishment\*;

(c) in making grants to any institution or organisation (including Church Youth Groups) the objects of which include the promotion of the education (including social and physical training) of the aforesaid beneficiaries.

2. It is the policy of the Foundation, as a normal rule, not to support the cost of first degree courses and seldom for post-graduate courses, unless exceptional promise is shown by the Applicant in an area where other awards are not available.

3. The offer and/or payment of a grant shall not be taken to indicate that the Foundation is in any way responsible for the project or event for which the grant is offered. It is for applicants to satisfy themselves that their project or event complies with all relevant regulations, laws and best practice.

4. Following completion of the project or event, applicants are required to report back to the Foundation, indicating the measure of success achieved so that the Trust can evaluate the outcome from its grant making. The report should be provided within a year of grant funding being made and should include how the project or event went, what was achieved and how young people within Sheffield benefited as a result.

5. Grant funding is provided on the understanding that if the project or event does not go ahead, or if the full amount of funding is not required, then the unused funds will be returned to the Foundation within one calendar month of the grant recipient organisation becoming aware that that is the case.

6. There are a number of other local grant making charities. On our website we list some contact details. This is not an exhaustive list and other bodies may also be able to provide assistance.

**Your Application**

Please complete the application form and return it with accompanying documentation to:-

 Mr Ian Potter, Law Clerk

 Church Burgesses Educational Foundation

 Derwent House, 150 Arundel Gate, Sheffield S1 2FN

**Privacy Notice**

**Personal Data Provided to the Foundation In Relation To Its Grant Making Activity**

The Church Burgesses Educational Foundation (registered charity No 529357) Derwent House, 150 Arundel Gate, Sheffield, S1 2FN (referred to here as 'the Foundation') is committed to protecting the privacy and security of the personal information of individuals in relation to its grant making activity.

Correspondence arising from this privacy notice or questions concerning it should be directed to the Foundation's Law Clerk at the above address.

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| Individuals about whom the Foundation might receive and hold personal information may include:-.* Applicants for grants.
* Recipients of grants.
* Referees named in grant applications.
* Individuals named as being involved in projects or activities for which a grant is being sought, or has been awarded.
* Other individuals who have enquired about, or have an interest in, the Foundation's grant making activity.

This privacy notice describes how the Foundation collects and uses personal information about such individuals in order to carry out its grant making activity in accordance with the General Data Protection Regulations (known as 'the GDPR'). For these purposes the Foundation is a "data controller". This means that it is responsible for deciding how it holds and uses personal information about the individuals referred to above. It applies to all such individuals, whether their involvement is current or in the past. |

**How is personal information about individuals collected?**

The Foundation typically collects personal information about individuals in the following ways:-

* Receipt of grant application forms, accompanying correspondence and supporting documentation.

* Obtaining references for grant applications.
* Correspondence or discussions relating to grant applications as they are being processed and considered.
* Correspondence or discussions relating to successful applications, including payment arrangements.
* Obtaining reports and feedback about outcomes arising from the Foundation's grant making activity.
* Enquiries about potential grant applications, expressions of interest and those known to the Foundation as being interested in its grant making activity.
* Receiving grant applications that have been submitted to other grant making charities, which have been lawfully passed on to the Foundation to consider.

**Personal information about individuals other than the provider of the information**

In relation to personal data about other individuals which is provided to the Foundation, it is vital that anyone providing such information ensures that they themselves comply with data protection law (including the GDPR) and ensure the accuracy, quality and legality of such personal information and the means by which it has been acquired and provided.

The provider must also establish the legal basis for processing any individual's personal information under such data protection law, including by providing all notices and obtaining all consents as may be required in order for the Foundation to process such personal information for the purpose of its grant making activity.

Anyone considering providing such information to the Foundation may wish to first provide any other individuals with a copy of this privacy notice for them to consider and to obtain express consent to providing the Foundation with any sensitive personal data (see below).

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| **How the Foundation uses information about individuals**The Foundation will only use personal information about individuals as the law permits. Most commonly, this will be for the following lawful reasons:1. In order for the Foundation to undertake its grant making activity, including steps taken prior to, and after, the consideration of the making of grants.[\*]2. Where the Foundation needs to comply with a legal obligation.[\*\*]3. Where it is necessary for the Foundation's legitimate interests (or those of a third party) and the interests and fundamental rights of the individual do not override those interests.[\*\*\*]4. Where the Foundation has obtained the individual's freely given, specific, informed and unambiguous consent by way of a statement or clear affirmative action.[\*\*\*\*]The Foundation will use personal information about individuals for the purposes of its grant making activity, usually in the following ways (the asterisk next to an activity below corresponds to the asterisk next to a lawful reason above, to demonstrate the lawful reason the Foundation relies on to undertake that activity):* To correspond with applicants in order to process and consider grant applications.\*
* To obtain references.\*\*\*
* To communicate the outcomes of grants applications.\*
* To correspond with recipients of grants in order to administer those grants and facilitate payments.\*
* To liaise with recipients of grants to obtain reports and feedback about outcomes arising from its grant making activity.\*\*\*
* To correspond with recipients of grants if it is felt that their project or activity may be used as a case study for good practice or other promotional purposes\*\*\*. The Foundation would not share details without seeking prior permission.

 * To maintain a central database of information relating to applications received and grants made by the Foundation, and to record their outcomes.\*\*\*
* To contact individuals or organisations that may be eligible for a grant who are known to the Foundation and have enquired about, or expressed an interested in, the Foundation's grant making activity.\*\*\*
* To inform individuals or organisations of events/ meetings that may be of interest to them, in relation to their projects/activities.\*\*\*
* The Foundation may disclose grant applications and information otherwise provided, in whole or part, to selected other charities which may be able to consider providing grant support\*\*\*. If individuals do not want such information being disclosed this should be indicated by ticking the appropriate box at the end of this privacy notice or by contacting the Foundation's Law Clerk/Clerk/Secretary.
* To comply with the Foundation's legal, accounting and reporting obligations to the Charity Commission and other regulatory and statutory bodies.\*\*
* To share information as necessary with the Foundation's professional advisers, including its lawyers and accountants.\*\*\*

To retain documentation in relation to its grant making activity and other paperwork in order to deal with future requests, queries or complaints, in relation to which the Foundation and its professional advisers may also use third party storage and information back-up services which may have access to personal data\*\*\*. However they are not permitted to process any such data other than on the Foundation's behalf and at all times personal data will remain confidential.The Foundation may also use personal information about individuals in the following situations, which are likely to be rare:* Where the Foundation needs to protect the individual's vital interests (or someone else's vital interests).
* Where it is needed in the public interest.
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**Consent to the Foundation using sensitive personal data**

To the extent that information provided to the Foundation (see *How is personal information about individuals collected?*) concerns an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, health, sex life or sexual orientation (defined in the GDPR as 'special categories' of 'sensitive personal data'), it is necessary for the Foundation to have express consent, or another lawful reason, to be able to hold and use that information.

Therefore, if information provided to the Foundation contains such 'sensitive personal data,' it is vital that express consent to use that information as set out in this privacy notice is provided and evidenced by the signing and submission of a copy of this privacy notice to the Foundation.

If a signed version of this privacy notice is not received by the Foundation's Law Clerk within three months of a request to do so the Foundation may not be able to continue to hold any such information, may not be able to give it further consideration and may arrange for it to be securely destroyed.

**Change of purpose**

The Foundation will only use personal information about individuals for the purposes for which it is collected, unless it is reasonably considered necessary to use it for another reason and that reason is compatible with the original purpose. If the Foundation needs to use the personal information of individuals for an unrelated purpose, it will tell them about the legal basis which permits it to do so.

Please note that the Foundation may process personal information about individuals without their knowledge or consent where this is required or permitted by law.

**Retention of personal data and Individuals' rights**

All personal data, including any sensitive personal data, received and utilised for the purpose of the Foundation's grant making activity will be destroyed after the Foundation has ceased actively using it for a period of seven years.

Individuals are entitled to object to all or any processing of their personal data and/or request that their personal data be erased, at any time, by providing not less than five working days' notice to the Foundation. Individuals may also withdraw their consent to the processing of any sensitive personal data at any time, although any withdrawal of consent may mean that the Foundation may not be able to adequately consider grant applications or make further payments of already authorised grants.

Individuals may also request a copy of their personal data that is held by the Foundation (commonly known as a "data subject access request") and may request the correction of any personal data held about them.

Individuals have the right to make a complaint about the Foundation's processing of their personal data at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

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| **Your signature on and submission of this form are your confirmation that all of the information provided by you to the Foundation in relation to its grant making activity is correct, complete, true and accurate in all respects.****Your signature on and submission of this form also confirms that you have read and acknowledge this form and your consent to the Foundation using any sensitive personal data pertaining to you and other individuals in accordance with this privacy notice. You confirm that you have as far as is necessary complied with the requirements under the heading 'Personal information about individuals other than the provider of the information*'* set out above.**Signed: ……………………………………………………………………………………………………………Date: ……………………………………………………………………………………………………………… Print name: …………………………………………………………………………………………………….The Foundation may disclose grant applications and information otherwise provided, in whole or part, to selected other charities who may be able to consider providing grant support. If you do not agree to such information being disclosed please tick the following box □ |