



**Private and Confidential**

## **Charity of Robert Phillips Grant Application Form for Individuals**

### **Privacy Statement about our compliance with the General Data Protection Regulation and what we will do with your personal information.**

#### ***What information do we collect from you and why is it collected?***

The Charity requests your name; address; telephone number; e-mail address (if applicable); age; signature; and information in support of your application to aid the Trustees of the Charity in determining whether or not to grant your application in line with the Charity's Scheme.

The Charity's criteria requires that an applicant must reside within the Ancient Parish of Walton-on-Thames (Walton, Hersham and part of Oatlands) and be seeking funding in the field of arts, drama and music. For the assistance in the purchase of a musical instrument, the applicant should have attained Grade VI or above in their chosen instrument and be able to provide the appropriate evidence / certification. The Trustees will not normally approve retrospective applications or applications for continuous funding.

Should you be successful in being awarded a grant, you will be asked to provide sufficient banking details to facilitate payment by way of the Bankers Automated Clearing Services (BACS), where appropriate. Cheques are only provided in special circumstances.

#### ***Who will we share this information with?***

Your application form will be processed by Elmbridge Borough Council's Democratic Services Officers and provided to the six Trustees of the Charity in paper form. The information is provided this way in order for the Trustees to be able to make a decision on your application. Should you be successful in being awarded a grant, your information will be shared with the Charity's Treasurer, who are Officers from Surrey County Council's Finance Team, for all accounting and audit purposes. Your information will be stored and processed confidentially and will not be passed to any other person or organisation unless we are required to do so by law or to comply with the Charity Commission's requirements.

#### ***What we do with your information?***

By completing and signing this application form, you are agreeing to the information you have provided being stored in the Charity's electronic filing system located within Elmbridge Borough Council's secure Information, Communications and Technology (ICT) System for the sole purpose of processing your application and enabling the Charity's accounts to be produced.

The information submitted in your application form will be used by the Trustees to determine whether a grant is awarded to you. Your information will also be used to maintain financial records as required by law. We will disclose your name and amount of the grant made to you in our annual report for accounting disclosure purposes, but not your address, telephone number or e-mail address.

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### ***How long do we keep hold of your information?***

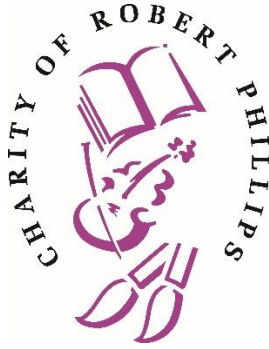
Applications meeting the Charity eligibility criteria will be scanned in electronically to Elmbridge Borough Council's ICT secure system and included on the next scheduled meeting agenda. The agenda will be retained for 6 years from the date of conclusion of consideration of your application in accordance with the requirements of the Charity's Treasurer (Officers from Surrey County Council's Finance Team). Your original application form (hard copy) will be destroyed after it has been considered by the Trustees together with the Trustees' hard copy agendas.

### ***How can you access the information we hold about you or withdraw your application?***

The Charity of Robert Phillips is the Data Controller of any personal information that you submit. If for any reason you wanted to have access to the information held by the Charity, you will need to make a Subject Access Request to the Charity of Robert Phillips, c/o Democratic Services, Civic Centre, High Street, Esher, Surrey, KT10 9SD.

Once your application has been submitted you can contact the Assistant to the Clerk, Democratic Services, Elmbridge Borough Council, Civic Centre, High Street, Esher, Surrey KT10 9SD of the Charity to withdraw your application at any time. The application form will be destroyed or returned to you if requested. Should the application have already been despatched to the Trustees on a meeting agenda, the Trustees will be advised accordingly at the meeting and therefore will not be considered. Furthermore, the application will be disposed of in accordance with the process detailed above.

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**Charity of Robert Phillips  
Grant Application Form for Individuals**

<b>Applicant's Name:</b>	<b>Age:</b>
<b>Address:</b>	
<b>Postcode:</b>	
<b>Contact Telephone Number:</b>	<b>E-mail address:</b>

**Purpose for which the Grant is sought:**

**Amount of Grant sought:**

**Has funding for this purpose being sought elsewhere?:**

**If so, what was the result:**

**Please give details of any grant awarded previously by the Charity:**

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Name of School and / or College attended (with dates):

**Additional information:**

*[Please enclose any supporting documents or evidence that you feel would assist the Trustees in their consideration of your application.]*

If your application is successful, the Charity of Robert Phillips is to be acknowledged as the funder / part funder on all appropriate publications, websites, posters (printed or electronic) and, if possible, in any related newspaper article or broadcast media. Acknowledgements should use the Charity name and, where possible, the logo.

**I hereby certify that the information given on this form is accurate and true to the best of my knowledge and that I have read the Privacy Statement about what the Council will do with my personal information. I hereby consent to my personal data being used to process my application but understand that I can withdraw my consent and therefore my application at any time.**

Signature of Applicant: ..... Date: ..... / ..... / .....

If the application form has been completed on your behalf by a representative, please indicate below their name and relationship to you:

Name:.....Relationship:.....  
*(Please Print)*

Please return completed and signed application form to:

Assistant to the Clerk to the Trustees, Democratic Services, Elmbridge Borough Council,  
Civic Centre, High Street, Esher, Surrey, KT10 9SD or e-mail: [committee@elmbridge.gov.uk](mailto:committee@elmbridge.gov.uk)