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# Grant Aid Application Form for Individuals

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The idea of the Grant aid is to support Athletes through their pathway into elite level. Provided that the core criteria are met, (that the applicant lives, **goes to school or attends a club** in Elmbridge) the selection panel wish it to be known that they will consider applications from anyone at any level. **Please note: Grant Aid is not suitable for coaching courses.**

Please ensure you have read and understood our [Privacy Notice](#).

## Contact information:

Name of Applicant	
Correspondence Address	
Post code	
Date of Birth	
Telephone	
Email	
Sport	
Club	

**Core Criteria** (all applicants must satisfy **at least two** to be considered) **select all relevant boxes.**

- Applicant lives in the Borough of Elmbridge
- Applicant goes to school in the Borough of Elmbridge
- Applicant trains at a club in the Borough of Elmbridge

**Current level of competition/representation (select 1 box)**

- Below county standard
- County
- Regional
- National
- International

Have you ever received grant aid from Elmbridge Sports Council before? Yes   
No



**Elmbridge**  
Borough Council

What have your major successes been in the last 12 months (max 300 words)

Please itemise your annual costs for training, competition and equipment

Please list any sponsorship or grants you have received in the last 12 months including 'in kind' contributions

I confirm that I have no objection to this application being discussed by the Council in front of the press, public or Elmbridge Sports Council. I confirm that the information supplied on this form is true and correct at the time of writing. I understand that all supporting evidence provided will be verified.

Signed (parent or guardian if U18):

Date:

Forms can be emailed to [sport@elmbridge.gov.uk](mailto:sport@elmbridge.gov.uk) or by post to Sports Development Officer, Civic Centre, High Street, Esher KT10 9SD.

## **Privacy Notice in accordance with the General Data Protection Regulation**

### **Who we are and what we do**

Elmbridge Borough Council, who manage the Grant Aid funding application process, will use your data to administer your applications to the Elmbridge Sports Council, and to provide the products and services you have requested from us.

### **What we need**

We will collect contact details and personal details of the person whom is requesting Grant Aid, along with contact details of a parent/guardian for those whom are under 16. We also require the name of whom the cheque shall be written out to.

As set out in the funding agreement terms, any individuals applying for Grant Aid are to provide contact details of a Head Coach, along with a letter of support from the club.

### **Why we need it**

The information is required in order to process your application and will be kept on our system for further correspondence. We will be sending cheques via post to successful applications, using the address provided in the application. This information enables us to contact you and forms part of our administrative function.

The consequence of not providing the required information means the application cannot be processed.

### **What we do with it**

The information that you have provided will be held by the Council and will only be accessed by authorised members of the Sports Council committee. We will only use the information that you have provided for the purpose stated in the 'Why we need it' section and will not use it for any other Council purpose, unless we have your consent, or this is provided by law.

We may separately ask you for your permission to provide you with information about other Council services such as Sports Awards and FACS. But you do not have to give your permission to receive these details, and it is not a condition of your application.

### **How long we keep it**

Your personal data will be removed after a year of the application's closing date. However, we will keep your contact email address until the following financial year to inform you of the next application round.

### **What we would also like to do with it**

We will share your application forms with members of the Sports Council committee so that they can score them accordingly against the criteria. Paper copies may be shared to those without computer access. These records will be securely destroyed by the end of the scoring process.

We will contact you with other relevant Council services such as Sports Awards, FACS and other funding opportunities.

### **What are your rights?**

You have the right to request access to personal data which we may hold about you. This is known as a Subject Access Request. If you wish to exercise this right, you should put your request in writing to the appropriate Head of Department. Find out more about [Subject Access Requests](#) on the ICO website.