

Section one

Before you fill in your application

- Save a copy of the form to your own computer.
- Make sure you've read the programme guidance (and the capital guidance if your project includes land and buildings). This describes who can apply to People and Places, what we will pay for, and how we will assess your application.
- This form is also available in Welsh. To complete the form in Welsh please visit tnlcommunityfund.org.uk/pawbailemawr. We welcome application in Welsh or English and are committed to treating applications in either language equally.

Help with your application

If you have any questions about People and Places or completing this application form, or if you need it in a different format (for example large print), please contact our Advice Team by email at wales@tnlcommunityfund.org.uk or by phone on 0300 123 0735 or by text relay on 18001 plus 0300 123 0735.

Our website tnlcommunityfund.org.uk/wales has further information, advice and tips to help you complete your application. It also provides information on sources of local support that give advice on funding.

Section two

Your organisation and contact details

1. What is the full legal name of your organisation (as shown in your governing document)?

Please check this - if the full legal name is incorrect, it may delay your application

MUCH - Magor and Undy Community Hub

2. Does your organisation use a different name in your day to day work?

☐ Yes ☒ No

If yes, what other name do you use?

3. What is the address of your organisation?

If we offer you a grant, this is the address we'll send our offer letter to, so make sure you can safely receive post at this address. We recommend this to be your organisation's office address but if you don't have an office your registered address may be a home address.

| | |
|-------------------------------|--|
| Address | 2 Bleinham Avenue, Magor, Monmouthshire. |
| Postcode | NP26 3NB |
| Phone number one (landline) | |
| Phone number two or textphone | 07714 342045 |
| Website | magorandundyhub.co.uk |
| Email address | magorandundyhub@gmail.com |

We will use this email address to keep you up to date with useful information, other funding available, and to share useful information and stories from grant holders.

4. Does your organisation use social media?

If so, please let us know the:

Facebook name

@magorandundyhub

Twitter handle

@magorandundyhub

5. What type of organisation are you?

We need to report on how much money we award to each sector. What sector does your organisation fit into?

| | |
|--------------------------------|-------------------------------------|
| Public sector | <input type="checkbox"/> |
| Voluntary and community sector | <input checked="" type="checkbox"/> |
| Other, please describe | |

If you are an unincorporated association and not registered with the Charity Commission please send us a copy of your approved and signed governing document (for example your constitution, set of rules or trust deed) with your application form.

Give any reference or registration numbers you have:

Charity Commission for England and Wales

1185780

Companies House

Other reference or registration number

Please give details:

CIO - Foundation Registered

6. When was your organisation set up?

Give the date when your organisation adopted its current legal status. This should be in your governing document. All organisations need to provide this.

| Day | Month | Year |
|-----|-------|-------|
| 14 | /10 | /2019 |

7. What is your VAT status?

For more information on VAT see the HM Revenue & Customs website

hmrc.gov.uk/vat.

- ☐ VAT registered ☒ Not VAT registered

8. Is your organisation independent or a branch or department of a larger organisation?

If you are a branch of, or related to, another organisation, tell us who they are, as they may have some legal responsibility if we make a grant. Please tick the appropriate box below. Please see page 7 of the 'Before you apply' guidance notes.

- ☒ Independent - An independent organisation will have its own governing document, produce its own annual accounts and can manage its own funds and staff.
- ☐ Branch or department - To be able to apply to us a branch must have its own governing document (or will have adopted its parent organisation's governing document), produce its own annual accounts (which may be included in its parent organisation's accounts) and have a bank or building society account in the legal name of the branch as shown in its governing document and be responsible for how the funds in it are spent.

If you are a branch, what is the name and address of the larger organisation?

n/a

If you are not sure whether you can apply, please contact us (details on page 2).

9. What is your organisation's current financial position (not applicable to public sector organisation)?

Select one option and fill in the amounts from your accounts or projection.

- ☒ Information from the latest accounts approved by your organisation.
- ☐ 12 month projection because you've been running less than 15 months. This should give your expected income and expenditure for the 12 months from the date your organisation was set up.

| Accounting year ending | Day 14 | Month 10 | Year 2019 |
|---|--------|----------|-----------|
| Total income for the year | £ | 16005 | |
| Total expenditure for the year | £ | 529 | |
| Surplus or deficit at the year-end | £ | 15476 | |
| Total savings or reserves at the year-end | £ | 15476 | |

Your contacts

We need some personal details for **two different people** involved in your application - a **main contact** (the person we will usually deal with on a day to day basis) and a **legally responsible contact**. This includes a previous address if they've not lived at their current address for three years.

We use this to carry out some basic identity checks as part of our standard fraud prevention process, so please check that the information provided is correct. All organisations, including statutory organisations, need to provide this.

Our identity check may appear on a credit report, but it's not a credit check and can only be seen by the person we're checking, so their credit rating won't be affected. You can find out more in our Guide to risk analysis, available at tnlcommunityfund.org.uk/informationchecks.

10. Please provide a main contact for your application

They must be someone from your organisation who is familiar with the proposed project. We will contact this person if we have any questions about the application.

| | |
|----------------------------|--|
| Title | Mr |
| Forenames | Kevin |
| Surname | Wright |
| Date of birth (dd/mm/yyyy) | 2 / 4 / 1957 |
| Job title or position | Retired |
| Home address | 15, Netherwent View, Magor, Caldicot, Monmouthshire |

| | |
|---------------|-------------------------|
| Postcode | NP26 3LG |
| Daytime phone | 07818232823 |
| Evening phone | |
| Mobile number | 07818232823 |
| Email | wkevin79@btinternet.com |

The email address should be one used by the main contact on a day to day basis in your organisation. We will use this email address to keep you up to date with useful information, other funding available, and to share useful information and stories from grant holders.

If they have lived at the above address for **less than three years** please give their previous address.

| | |
|------------------|--|
| Previous address | |
| Postcode | |

If your main contact has any communication needs, please give us details.

| |
|--|
| |
|--|

Which language would you like us to use whenever we get in touch with your main contact?

☐ Welsh

☒ English

Which address should we use for any correspondence? Select one:

- ☐ Main organisation address
- ☒ Home address
- ☐ Other address

If other address, what is it?

Postcode

11. Legally responsible contact

This cannot be the same person as the main contact and they must be over 18 years old. This person is responsible for ensuring that this application is supported by the organisation applying, that the funded work is delivered, and that the organisation keeps us updated on progress. If you are a registered charity or a company, the person should be listed by the Charity Commission as a trustee or as a Director/Secretary with Companies House.

Title

Mr

Forenames

Paul

Surname

Turner

Date of birth (dd/mm/yyyy)

30 / 1 / 1954

What is their job title or position? The legally responsible contact must hold one of the following positions. Please tick just one box:

| Organisation type | Legally responsible |
|--------------------------------|---|
| Company | <input type="checkbox"/> Director or <input type="checkbox"/> Company secretary |
| School | <input type="checkbox"/> Head teacher |
| Local authority or health body | <input type="checkbox"/> Chief executive or <input type="checkbox"/> Director |
| Town or parish council | <input type="checkbox"/> Clerk to the council (or office bearer) |

All other types of organisations

☒ Chair

or

☐ Vice chair

or

☐ Treasurer

Home address

Church View,
West End,
Magor,
Caldicot,
Monmouthshire.

Postcode

NP26 3HT

Daytime phone

01633 889050

Evening phone

Mobile number

07484643454

Email

turnerp3nh@gmail.com

We will use this email address to keep you up to date with useful information, other funding available, and to share useful information and stories from grant holders.

If they have lived at the above address for **less than three years** please give their previous address.

Previous address

Postcode

If you're legally responsible contact has any communication needs, please give us details.

Which language would you like us to use whenever we get in touch with your legally responsible contact?

☐ Welsh

☒ English

12. Your organisation's bank account

All organisations that receive a grant from us must have a bank or building society account in the name of the organisation as shown in your governing documents. Cheques must be signed by at least two people who are not related. You can send us an application without having this but you will need to set up an account before we can pay you a grant. Do you meet with these requirements?

Yes ☒ No ☐ (This will be in place if we are successful)

Section three

About your project

13. What would you like to call your project?

Give your project a short title, something we can use in publicity if you are successful. Write up to 70 characters (including spaces)

Bringing the communities of Magor and Undy together in one social hub.

14. Tell us about your community?

Your community may be a place, such as a village, or a group of people with shared interests or experiences:

Please tell us:

- who/what/where is your community?
- what is good about your community. This could include its organisations, buildings, activities or the skills and experience of people.
- about any challenges your community has identified.
- how you already work with your community.

Who, what and where is our community?

Sixty years ago, the villages of Magor and Undy in South Monmouthshire, were separate, very rural communities with a total population of around a thousand situated along the B4245. In those days there were even 2 railway stations, but both were closed in the 1960s. Since that time, with the advent of the building of Llanwern steel works, the brewery (the largest AB INBEV factory in the UK), the M4 and the local business parks and distribution centres, the population has swelled to around 6500. Despite this unprecedented growth the communities, which have now largely joined together, still retain a rural village feel, with their two primary schools, ancient buildings and accessible green space both within and around the locality. The rurality and speed of growth in population has meant that more local services and amenities have become critical.

What is good about Magor with Undy?

The community spirit and feel focusses around the groups and activities that take place in the Memorial hall, the church halls and Magor Village Square itself. Groups like 'Knit and Knatter' (for the elderly to socialise), the various scout groups (e.g. Beavers), the Tai Kwon Do class and Magor Amateur Dramatics. The 'Magor Events Group' organises the annual May and Frost Fayres, which are well attended in Magor Square. In the last couple of years, in setting up the MUCH group it has become apparent that there was untapped levels of skills and experience that people were happy to use for the benefit of the community. We know there are more in the community who would be willing to do the same. A moderately sized, multi-use centre would help stimulate this interest and provide a much needed base for additional community action, services and facilities.

What challenges have been identified?

People have tried over the last 20 years to build a centre on Monmouthshire County Council (MCC) land, known as The Three Field Site (which is adjacent to the B4245 and central to the two villages). Previous attempts failed possibly because they were too ambitious in terms of scale, over-reliant on 'The Lottery', not keeping the community informed and a failure to work collaboratively with both Community and County Councils and other Groups within Magor with Undy (e.g. The MAGOR station campaign group). Understandably, there has been some evidence of cynicism as to whether the centre (or Community Hub as it is now known) will ever be built. However, since the MUCH group has worked with MCC, set up community communication mechanisms, gained planning permission for 'The Hub' and the bulk of the funding identified from Section 106 money from a major housing development, the 'disbelief' is starting to evaporate. With that

development and another in the pipeline, the population of the two villages is expected to rise by another 3000. Coupled with the removal of The Severn Crossing tolls, Magor with Undy is becoming an increasingly popular place to live and so it becomes a race against time to improve the social infrastructure (which has been unchanged for many years). High on the list of priorities for use of the Hub is to provide facilities for the young people but engaging with them to identify their exact requirements is proving to be a challenge. Other challenges have been overcome; e.g. a charity-approved constitution and operating regime, making sure people are properly trained and making sure we complement the existing facilities (not compete with them). We continue to collaborate with the MAGOR group so that the station and 'The Hub', as community enterprises, can support each other.

We continue to rise to any challenges, for example by undertaking more engagement work with young people to understand their needs, in conjunction with local Councillors, GAVO youth coordinator and schools. Also, accessing GAVO and Mon CC's training opportunities to improve our skills and continuing to strengthen partnerships with local, third sector and statutory organisations.

How do you work with the community?

Working with the community, we believe is key to the success of the project. Surveying residents' requirements back in 2016, holding publicity events (including at being at the Fayres), working closely with the Football and Tennis Clubs (who are also developing their facilities), using the willing support of our two county councillors and staying engaged via social media (e.g. Twitter, Facebook and our regularly updated website) are all part of our community engagement. Since becoming a CIO we hold regular monthly Trustee meetings, 6-weekly 'open to the community' meetings and ad-hoc work-group get-togethers.

We have consulted with our community using several engagement efforts:

A postal survey in 2016 achieved 776 returns and gave us the basis for the Hubs requirements.

February 2018 we held Hub engagement sessions at three different times/locations with over 100 attendees submitting 43 written opinion/suggestion forms

August 2018 saw the Planning application with 5 residents making comments, 4 in support and one objection.

May & Dec Frost Fayres - we have had a stall at both and have taken the opportunity to display where we are with the project and answer any questions people have or gather suggestions. These events are attended by approx 600-800 villagers.

Our website has approximately 250 views a month and we've had 190 likes on Facebook . Our latest residents survey (November 2019), with around 90 respondents, confirmed the broad results of the 2016 postal survey with some additional activity ideas and offers of help.

Suggested word limit: 500 - 750

15. Describe your project, telling us how you plan to enhance your community.

Please tell us:

- what you will do, including the activities that will take place
- who will benefit and how, including the number of people
- how your community will be involved in delivering it
- how you will connect with other people and services
- about any staff or volunteers involved in the project

Suggested word limit: 500 - 700

What you will do, including activities that will take place

The building itself will provide a wealth of opportunities for individuals, groups and clubs and societies. It will have two halls:

The larger of the two will be available for concerts and shows, film evenings, exercise classes - including Yoga and Pilates etc., a Badminton/short tennis court, suitability for long mat bowls and any function that requires the amount of indoor space that will be available.

The smaller hall will be available for smaller functions including meetings, clubs, art classes, pottery classes, youth and kids/toddlers clubs etc.

Linking the two halls will be a reception office and cafe area that will provide a “get together” area for anyone wishing to meet others and/or attend classes or functions in the halls.

The outside areas, which include a decking/veranda off the main hall, an ancient orchard and grassed area that will be landscaped and will provide areas for children to play and others to jog, walk or just to relax.

Based on resident's feedback, a number of development priorities have been set but we continue to regularly ask for new/further ideas. We also actively seek potential new projects and groups that will operate from the Hub.

Who will benefit and how, including the number of people

Our aim is that the facilities will benefit the whole of the two villages (currently circa 6000 people).

The population figures from the 2011 census as compared to the averages in Wales were as follows:

| Age Group | Magor with Undy | % | Wales % |
|-----------|-----------------|--------|---------|
| 0-4 | 476 | 7.81% | 5.78% |
| 5-15 | 1027 | 16.85% | 14.44% |
| 16-24 | 455 | 7.47% | 10.89% |
| 25-44 | 2200 | 36.10% | 26.60% |
| 45-64 | 1389 | 22.79% | 24.89% |

| | | | |
|-------------|-------|-------|-------|
| 65-74 | 311 | 5.10% | 9.10% |
| 75 and over | 236 | 3.87% | 8.29% |
| Total | 6,094 | | |

The most striking differences in the population breakdown are that there is a higher proportion of children under 16 in Magor with Undy (24.7%) compared to the Wales average (20.2%) and a much larger proportion of people aged 25-44 (36.10%) compared to a Wales average of 26.60%.

An open spaces study, conducted by Monmouthshire County Council (MCC) in 2008/9, concluded that there was a deficiency in the locality in the provision of equipped and informal play areas for children and young people. The relatively higher numbers of children and young people, together with the higher numbers in the child-rearing age groups from the later census, suggests that there is likely to be a greater need for open spaces providing opportunities for children's play and outdoor sports activities. We have worked with the local community council, who have refurbished the adjoining hard surface sports area, for which we aim to provide changing facilities and incorporate into the hub bookings system.

We will obviously be including the regulatory disabled facilities, but would also like to include a disabled adult hoist and changing table (safe working procedures dependant). So that no one will feel excluded from the Hub.

We have been in contact with the Integrated Care Fund coordinator for MCC who has stated an interest in using the Hub to provide pop-up 'outreach care support'.

How your community will be involved in delivering it

We have conducted a village letter drop survey to gather peoples wish list for what they would like to see in the hub.

| | | | |
|---|-----|---|---------|
| What facilities would you use if available on the site? | No. | % | Ranking |
|---|-----|---|---------|

| | | | |
|---|-----|-------|----|
| Outdoor venue for carnivals, fetes, markets, etc. | 516 | 66.4% | 1 |
| Community park for walks, jogging, picnics, etc. | 488 | 62.8% | 2 |
| Hall available for private hire | 438 | 56.4% | 3 |
| Small hall for club and society meetings | 415 | 53.4% | 4 |
| Large hall for amateur dramatics, choral performances, film shows, tea dances, exhibitions | 392 | 50.5% | 5 |
| Fitness suite with gym equipment | 377 | 48.5% | 6 |
| Art, craft & hobbies workshop | 333 | 42.9% | 7 |
| Nature reserve | 323 | 41.6% | 8 |
| Youth room | 300 | 38.6% | 9 |
| Community orchard | 254 | 32.7% | 10 |
| Computer suite for learning IT and internet skills | 254 | 32.7% | 10 |
| Consulting room for advice provision and other voluntary services | 243 | 31.3% | 12 |
| Changing rooms for outdoor activities | 204 | 26.3% | 13 |
| Small conference/meeting room to hire with audio/visual equipment | 191 | 24.6% | 14 |
| Dance studio | 182 | 23.4% | 15 |
| Other facilities you would use | 104 | | |

This gave us a steer to the facilities required and we have worked towards providing as many of the items suggested. Just prior to the planning application we held several open sessions, at various locations, for villagers to come along and have input into the final hub designs.

We are now at the holding various community functions to raise funds to kit out the building with the equipment etc., that will not be included in the build. These events also raise awareness of the HUB and what will be available to its users.

Once established, there will be a myriad of valuable volunteering opportunities available. Work with GAVO and Mon CC will ensure volunteers are properly

registered, managed and operate in line with best practice. Any employment opportunities afforded by the Hub will benefit local people.

How you will connect with other people and services

We have contacted the other facility providers in the villages (who are oversubscribed) to confirm we are not going to impact on their revenues etc by developing the hub.

As of October 2019 we became an Charitable Incorporated Organisation and are now a member of GAVO and continue to maintain relationships with MUCC, UAFC and MAGOR.

Staff or volunteers involved in the project

We currently operate with a group of village volunteers, community council representatives and co-opted County Council staff to deliver the project.

Once the hub is open we intend to recruit one or two part/full time staff and an operations manager etc to provide the opening times the users require of the facility.

16. How do you know this is the best approach to strengthen your community?

Please tell us:

- how the community came up with the idea for your project
- who you've spoken to (other organisations and people) please include details of when this took place, the methods used and how it shows the project is needed
- how it fits with other available and planned activities or services
- about any research and consultation that you have carried out.

For continuation of existing activity, please also tell us how you have shaped your project using:

- any learning
- evidence that your approach has been successful
- any external changes affecting the way you work

Suggested word limit: 500 - 700

The project idea?

The idea emerged more than 20 years ago when MCC bought land for community use. Over that time there have been a few projects that have tried to bring the building of a community centre about. These involved; the community council, Magor and Undy Sports and Leisure Association (MUSLA) and more recently the Three Fields Community Trust (3FCT).

Using the ideas and lessons learnt of the past, the MUCH group, with increased resident membership, reformed the project in October 2016. It established a close partnership with MCC to take on the delivery of the 'Magor and Undy Community Hub' with the intent to eventually own and operate the asset on behalf of the community.

Other parties spoken to?

The MUCH group, with the assistance of MCC, sought out ideas and community centre operational knowledge from a range of parties. These included; Hartpury Village Hall in the Forest of Dean, Llanfoist Village Hall, Abergavenny Community Centre and Brockweir Community Hall. These places gave us ideas to build an environmentally sustainable centre and the knowledge and confidence to make sure it was also financially viable.

The group has also liaised with Undy Athletic Football Club and Magor with Undy Community Council to ensure that their sporting developments (e.g. the new stand and pitch improvements and the tennis and 'Multi-Use Games Area') 'fit' with what is being proposed in 'The Hub'.

Working with the MAGOR group, the concept of the community-owned and adopted Hub and 'Walkway' railway station, being mutually-supporting would be innovative. Both are based on sustainability and the well-being of residents and have been presented to the Future Generations Commissioner, Sustrans, Cardiff Capital Region City Deal, Transport for Wales and the Severn-side Area Committee. All have given support and encouragement for what we believe is a unique approach.

How it fits?

We have taken care to ensure that our new facility adds to and complements what is offered by others. As well as MUGA and UAFC, we have consulted with the operators of the Baptist hall, Church Hall and Memorial Hall, whose facilities are often over-subscribed. The Hub also fits well with MCC's 'Active Travel' routes, the bus and train routes, nature and heritage interests and the expected rapid population growth resulting from the new housing developments.

Research?

We have taken the main 'requirements' steer from the '3FCT survey', carried out in 2016, when over 700 residents responded with their views. Since then we have sought further feedback at the Frost and May Fayres, the 3 community exhibitions and consultations, involvement in the MAGOR publicity event (in September '18) and information gleaned via the planning consultation process and the latest survey mentioned earlier.

Learning?

Although we are not operational as a 'community centre', the MUCH group has not only been absorbing knowledge from other community groups, but it has learnt how a project, such as this, is complex and takes sustained collaborative effort to make progress. The 'Resources' workgroup, one of 4 in the MUCH team, will have the responsibility for ongoing training of staff and volunteers. It is currently co-ordinating with MCC, training opportunities for group members (e.g. Health and Safety). We are fortunate that, as a group, we have a wide portfolio of skills to use and learn from, as identified in our 'skills inventory' produced earlier this year.

Evidence?

We believe that the project is succeeding; as evidenced by the successful delivery of the architect's building plans (which the group helped shape), the local authority plans approval (following the community consultation exercise), the turn-out and interest at engagement events and the approval indicated by the steadily growing interest shown in our social media platforms.

External Changes?

Currently, as we are in 'development mode', there aren't any changes affecting the way we work but in the future we will need to change and adapt as the 'New Constitution' comes into being, merging with the community-adopted 'Walkway' station (if and when it is built) and of course turning from a 'concept' into a real and operational community Hub.

17. What changes will your project make?

Please tell us the difference your project will make by listing up to four intended outcomes for your project. Your project outcomes will help you run your project and measure your achievements.

We'll review your project outcomes to see how they fit with the People and Places programme aim of:

- Working together, people and communities will use their strengths to make positive impacts on the things that matter to them the most.

What will your project do to make things better for your community, and how? In each outcome, please tell us who, and how many people will benefit from the change and how.

To learn more about outcomes read our funding guidance, which is available at the following link, and has examples of project outcomes:

tnlcommunityfund.org.uk/guidancetrackingprogress.

Write up to 150 characters in each box (about 30 words).

1. A Resilient Wales - Site - Landscaped and managed to enhance the biodiversity.
Hub - to build social capital, training and volunteering opportunities

2. A Healthier Wales - Hub - provides for indoor sport and fitness activities.
Landscaped area - half-mile off-road walking/jogging track

3. Cohesive communities - The Hub - Central to both, helps bond the villages.
Paths support Walkway station and integrated bus service - Active Travel

4. A vibrant culture and thriving Welsh language - Provides educational classes
Design/delivery involvement creates sense of ownership and belonging

18. Where will your project be delivered?

Please tell us where you plan to deliver your project activities? Please state the full postcode(s). For example CF10 2DY. If your project will be delivered in multiple

areas, please list the full postcode for each location (up to five locations). If your project is a Wales wide project, please use the main delivery office postcode.

| Building name (or number) and street | Postcode | Per cent per location | Main location |
|--------------------------------------|----------|-----------------------|-------------------------------------|
| The HUB, Main Road, Undy | NP26 3EH | 100% | <input checked="" type="checkbox"/> |
| | | 0% | <input type="checkbox"/> |
| | | 0% | <input type="checkbox"/> |
| | | 0% | <input type="checkbox"/> |
| | | 0% | <input type="checkbox"/> |

19. Project start and end dates

Please estimate your start and end dates. Your project start date should be at least three months after you send us your application.

Start date **15 /06 /2020**

End date **15 /06 /2021**

20. How much will your project costs and how much would you like from us?

Please let us know how much you think your project will cost.

We appreciate that you may not have a definite idea of costs at this time, and that they may change as you develop your project, but please give a basic estimate here.

| | Total cost (£) | Amount from us (£) | How many years is this funding for? |
|---------|----------------------|--------------------|-------------------------------------|
| Capital | 1.45 Million | 460K | |
| Revenue | 62K | 40K | 3 Years |
| Total | 1.512 Million | 500K | |

If you are not asking us to fund the total cost of the project, please outline your plans for securing the other funding needed.

MCC allocated £800K. Next housing developent £100K?. Community Council borrowing £100k?

Section four

Finishing your application

Data protection

The National Lottery Community Fund is a public body with a duty to distribute National Lottery and other money in grants for good causes. We use the personal data you provide, such as contact details for individuals at your organisation, to help you apply for a grant and to assess your application. We may also carry out checks on the individuals as described below. If a grant is awarded, we will use the personal data to manage and monitor the grant, carry out evaluations and research, and to check the money is being used appropriately.

We may share your personal data with organisations which help us with our grant making activities or others which have a legitimate interest in our work or have funded your grant. We will only share personal data which they need to carry out their work and subject to appropriate safety measures.

We may keep in contact with you throughout the life of your grant and send you advice about your grant by email. This will contain useful information on a range of things including how to publicise your grant, information on other funding available and project ideas and tips from other grant holders.

Our Data Protection and Privacy Notice gives more information about how we store and use personal data and the lawful basis for this. Please read the full Notice which is published on our website at tnlcommunityfund.org.uk/data-protection or contact us to request a hard copy. The Notice may be updated from time to time.

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to grant applicants, grant holders and contractors. Please read our full policy published on our website tnlcommunityfund.org.uk/freedom-of-information. This policy may be updated from time to time.

If you think that there is information in your application that may be exempt from release if requested, then you should let us know when you apply. We will not usually release information about your project whilst it is being assessed. Otherwise we will use our judgement as to whether any exemptions may apply, which we may seek your opinion on. Personal information would be withheld subject to the requirements of data protection laws.

Our approach to tackling fraud

We know the vast majority of the many thousands who seek and use our funding are genuine. However, we sometimes receive fraudulent applications and so we have a duty to carry out checks on individuals at organisations which apply for grants.

The personal information we have collected from you will therefore be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance or employment.

Further details of how your information will be used by us and these fraud prevention agencies, your data protection rights and how to contact us, can be found in our full Data Protection and Privacy Notice which is published on our website tnlcommunityfund.org.uk/data-protection. Contact us to request a hard copy.

Welsh Language Standards

Under the Welsh Language Measure 2011, all public bodies in Wales and organisations that receive funding from public bodies in Wales, including funding from The National Lottery Community Fund, must meet the requirements of the Measure in providing a bilingual service to the public in Wales. Further information about our Welsh Language Standards is available to download at tnlcommunityfund.org.uk/managingprojectbilingually.

Check your application is complete

By submitting this application you confirm that:

- ☒ the legally responsible contact named in question 11 and the board or committee that runs the organisation have authorised this application
- ☐ you have met our requirements if your organisation is a branch or department of a larger organisation
- ☒ that your management committee is made up of a minimum of three unrelated people aged over 18
- ☐ if your activity will involve working with children, young people or vulnerable adults you have the relevant policies and processes in place
- ☒ you agree we may use the information you have provided for the purposes described under our Data Protection and Sharing Policy which you can find at tnlcommunityfund.org.uk/data-protection
- ☒ you accept that if information about this application is requested under the Freedom of Information Act we will release it in line with our Freedom of Information Policy which you can find at tnlcommunityfund.org.uk/freedom-of-information

You have enclosed / emailed the following information as part of your application:

- ☐ the completed application form
- ☐ a copy of your governing document (if you are an unincorporated association which is not registered with the Charity Commission)

Submitting your application

Email your completed form to peopleandplaces@tnlcommunityfund.org.uk putting the name of your organisation into the email subject line. We prefer to receive application forms by email, however if you don't have access to email please post your application to:

The National Lottery Community Fund
10th Floor
Helmont House
Churchill Way
Cardiff
CF10 2DY

Please don't send us any additional information at this stage, unless we have specifically asked you to do so when we sent you the application form. We may ask you to send any further supporting information you mention when we are assessing your application.

Should you need to send us any additional information by email, sometimes the file size of the attachments prevents you from doing this. If you experience any problems, please contact us (details on page 2).