

Grant Application Form

The Parish Council prioritises grant applications from local groups, i.e. those which meet in and serve the local Parish of Lilleshall. Applications from groups which offer services on a wider basis (town or country-wide) or from national organisations must be able to demonstrate a direct, quantifiable benefit to our local community and must undertake to spend any grant received to the benefit of residents of Lilleshall Parish.

We cannot consider your application unless all the requested information and documentation is provided, and the privacy policy is signed and dated.

Name of organisation	Moonstruck Astronaut C.I.C.
Name, address and position of contact in organisation	Hannah de Quincey, Artistic Director, 2 Sutton Court, Sutton, Newport, TF10 8DD
Telephone number of contact	07961 050 961
Is the organisation a Registered Charity?	Yes – it is a registered Community Interest Company (C.I.C.)
If yes, please give Registered Charity Number.	Company Number 11117890
Name and address of bank	National Westminster Bank plc, 250 Bishopsgate, London EC2M 4AA
Sort code and account number	Sort code - 010548 Account number - 47258543
Aims of your organisation (in general)	<p>Our general aims are to bring the local community together through theatre, first bringing our children together through the Newport Youth Theatre and then extending to groups in the community that would benefit from drama projects enhancing their lives. Our core aims are to:</p> <ul style="list-style-type: none"> a. To serve the communities local to Newport, Shropshire b. To promote community cohesion c. To encourage intergenerational and intercultural dialogue d. To inspire creativity and confidence among the young and old e. To find and fill in the gap in supporting local children's creative development up to the age of 18
How long has your organisation been in existence?	Moonstruck Astronaut C.I.C. was registered with Companies House on 19 th December 2017.

How does your organisation meet the council's priorities (see Grants Policy)	This community youth theatre project will benefit young and old residents from Lilleshall as some Lilleshall children will participate in the drama workshops and adults will volunteer for the group. Everyone will be invited to their final free performance planned to take place in Newport at St Nicholas' Church on 24 June. For further info on the project please see: https://nytdevisingclub.eventbrite.co.uk/
Purpose of grant	To help cover costs of core resources and snacks/drinks required for the 'Folktales of the Shire' youth theatre project in Newport.
Amount requested from us (up to £300, see policy)	£66.27 for workshop resources – ball (£12.99), coloured markers for children to sit on (£23.29), folktales book (£9.99), stationery- paper, wallpaper, pens (£20) £50 –squash / tea / coffee / snacks for events & workshops (for volunteers & participants & guests) Total amount requested = £116.27
How much will this cost in total	The total cost of the project is £16,000.
What other grant applications have you made or are hoping to make for this?	Have secured funding from the following :Arts Council England, Waitrose. Also applied to: Heritage Lottery Fund, Telford and Wrekin CVS Grassroots Grant and Edgmond Parish Council.
How will the grant help you meet the needs of local residents?	The grant will help the Newport Youth Theatre to run it's second youth theatre project 'Folktales of the Shire' from January to July 2023 and enable children from Lilleshall to benefit from attending the weekly drama workshops with children from the other Newport area schools, getting to know them and collaborating towards a final devised performance. Families/friends of the participants will be invited, thus furthering community cohesion between Newport and Lilleshall.
Number of residents of Lilleshall Parish directly benefiting from your organisation (estimate or exact)	Estimated to be around 10 residents of Lilleshall Parish directly benefiting (Mix of children & adults) + all residents will have the opportunity to watch the 'Folktales'performance on the 24th June 2023. Planned to be in St Nicholas' Church.
What is the age range of the people you've counted above?	7 to 14 years old (children) + all ages adults.

Child Protection Checklist for Groups Seeking Grants

This checklist should be completed by all groups who provide activities for young people between the ages of 0-18 years as part of their grant application. Applicants must meet the essential minimum criteria for their applications to be considered.

Have the Designated Person for child protection and any volunteers working with young people undergone DBS (Disclosure and Barring Service) checks?	Yes
Do you have in place a child protection policy? Please attach a copy	Yes

Do you operate an equal access policy (i.e. activities are open to all young people?) Please attach a copy	Yes
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Have you enclosed the following?	Grants will not be given unless all the necessary documentation is provided
Annual audited accounts (or latest bank statement)	Yes
Latest bank statement (or annual audited accounts)	Yes
Constitution	Yes
Date of application	09/12/22

Successful applications will be required to agree to the following terms and conditions and complete a monitoring form.

Terms and Conditions

The grant will only be used for the purpose stated on the grant application form.

If for any circumstance you are unable to spend the grant for that purpose it must be returned in full to Lilleshall Parish Council.

Receipts must be retained for any purchases, copies of which may be required by the Parish council.

It is expected that Lilleshall Parish Council will be acknowledged for their support in any publicity connected with the project.

Successful applicants will be required to submit a monitoring form on the success of the project. Failure to meet this requirement may result in a request for funds to be returned.

Grant Privacy Policy

Your personal information is being processed by Lilleshall Parish Council. We are committed to managing personal information in line with current legislation and best practice, this includes the new General Data Protection Regulation (GDPR) which is active from May 25th, 2018. Whenever you provide personal information, we will treat information in accordance with our privacy policy.

Description of processing

The following is a broad description of the way this council processes personal information:

Reasons for processing information

We process personal information to enable us award grants and for accounting purposes.

Type of information processed

We process information relating to the above purposes. This information may include personal details- such as name, address and contact details. We do not need to process sensitive classes of information.

Who the information is processed about

We process information regarding the person/organisation named in the grant application form.

Who the information may be shared with

We may share this information with committees involved in considering your grant application.

Retention policy

Retention Period	All information below will be kept for 6 years for VAT and accounting reasons: <ul style="list-style-type: none">• application forms
Where stored:	Electronic, paper
Authority:	Lilleshall Parish Council
Information Asset Owner:	Lilleshall Parish Council
Location Held:	Electronically and Secure File
Permanent Preservation:	No
Sensitive Personal Data:	No

Rights of Data Subjects

The right to be informed	Data subjects should be clear about what, why and in what way, Personal Identifiable Information (PII) will be processed.
The right of access	Data subjects have the right to learn what PII is held on them by whom and why
The right of rectification	Data subjects can request corrections to their PII
The right to erase	Data subjects can request to be forgotten
The right to restrict processing	Data subjects can ask organisation to stop processing their PII
The right to data portability	Data subjects can ask for their PII in machine readable format or to have it sent to another organisation
The right to object	Data subjects can object to organisation processing their PII
Automated decision making and profiling	Protection against targeted marketing and decision making

If you wish to require more information regarding rights, you can do this by consulting the Information Commissioners Office (ICO) website.

Please sign and date below to confirm you understand and agree with our privacy policy.

Signature: Hannah de Quincey

Date: 09/12/22

This grant application form and grant privacy policy was adopted by Lilleshall Parish Council at its meeting held 1st June 2021 and shall be reviewed in May 2023.