

PLEASE NOTE: Due to the new GDPR regulations please read the privacy statement enclosed and sign the consent form when returning the grant application form to the Parish Office.

# CRANBROOK & SISSINGHURST PARISH COUNCIL



Mrs. L Ham  
Clerk  
Telephone:  
01580 713112

THE OLD FIRE STATION,  
STONE STREET,  
CRANBROOK,  
KENT, TN17 3HF

Office Open: 10 - 12: Mon - Fri.  
Email: [clerk@cranbrookandsissinghurstpc.co.uk](mailto:clerk@cranbrookandsissinghurstpc.co.uk)  
[www.cranbrookandsissinghurstpc.co.uk](http://www.cranbrookandsissinghurstpc.co.uk)

## APPLICATION FOR GRANTS FOR FINANCIAL ASSISTANCE

Applications will only be considered if they are to benefit a wide section of the community

Name of Applicant Body \_\_\_\_\_

Name of person making  
the application \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Email address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Details of what the grant is required for  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount of Assistance requested    £ \_\_\_\_\_

Total cost of project                £ \_\_\_\_\_

Amounts being put in from own funds £ \_\_\_\_\_

Amount raised from other sources    £ \_\_\_\_\_

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Details \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Breakdown of Costs \_\_\_\_\_  
(copies of estimates  
if applicable) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amounts of voluntary labour/help expected \_\_\_\_\_  
\_\_\_\_\_

If applicable, please attach brief outline of specifications and plans \_\_\_\_\_ attached/not applicable

Please send a copy of your latest audited accounts and balance sheet (please state why if not enclosed)

General need for and advantages of the project and who will benefit \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of people expected to use the facilities:

Adults	_____
Young people between ages 14 and 21	_____
Children ages 6-13	_____
Children under age 6	_____

Who is the cheque made payable \_\_\_\_\_

Signature on behalf of the organisation \_\_\_\_\_

Date \_\_\_\_\_

Please return to - Cranbrook & Sissinghurst Parish Council, The Old Fire Station, Stone Street, Cranbrook,  
Kent TN17 3HF

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**FOR OFFICE USE ONLY:**

Date of Decision:.....

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Minute Ref:.....



## **Cranbrook & Sissinghurst Council**

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Stone Street,  
Cranbrook,  
Kent,  
TN17 3HF

Tel: 01580 713112

Email: [clerk@cranbrookandsissinghurstpc.co.uk](mailto:clerk@cranbrookandsissinghurstpc.co.uk)

### **Contact Privacy Notice**

#### **When you contact us**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

#### **The Councils Right to Process Information**

GDPR (Data Protection Act 1998) Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject

or

Processing is necessary for compliance with a legal obligation

or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

#### **Information Security**

Cranbrook & Sissinghurst Parish Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted.

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### **Children**

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

### **Your Rights**

#### **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting our Data Protection Officer:

Jayne Cole

Local Council Public Advisory Service

The Vision Centre

5 Eastern Way

Bury St. Edmunds

Suffolk IP32 7AB

Tel: 01284 766885

[www.lcpas.co.uk](http://www.lcpas.co.uk)

#### **Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: [clerk@cranbrookandsissinghurstpc.co.uk](mailto:clerk@cranbrookandsissinghurstpc.co.uk)

#### **Information Deletion**

If you wish Cranbrook & Sissinghurst Parish Council to delete the information about you please contact: [clerk@cranbrookandsissinghurstpc.co.uk](mailto:clerk@cranbrookandsissinghurstpc.co.uk)

#### **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object:

Please contact:

Jayne Cole

Local Council Public Advisory Service

The Vision Centre

5 Eastern Way

Bury St. Edmunds

Suffolk IP32 7AB

Tel: 01284 766885

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#### **Rights Related to Automated Decision Making and Profiling**

Cranbrook & Sissinghurst Parish Council does not use automated decision making or profiling of individual personal data.

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## **To Sum Up**

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

## **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Cranbrook & Sissinghurst Parish Council Data Protection Officer:

Jayne Cole

Local Council Public Advisory Service

The Vision Centre

5 Eastern Way

Bury St. Edmunds

Suffolk IP32 7AB

Tel: 01284 766885

[www.lcpas.co.uk](http://www.lcpas.co.uk)

Or the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113

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### Consent: General Contact Information

I agree that I have read and understand Cranbrook & Sissinghurst Parish Councils Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that I am removed from your database.

Signed:

Please Print Name:

Date: