A fingerprint with a face and arms

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**WM2U Make It Happen Fund – The Lochee Takeover**

**Application form**

Eligibility Checker

To progress an application, you must be able to answer yes to all questions. If you are unable to do this, your organisation is not eligible to apply for the **Lochee Ward Make It Happen Fund.**

Is your work based in and/or delivered in the Lochee Ward? Organisations based in other parts of Dundee can apply where there is Children, young people & family voice from Lochee fully included in the planning and delivery of the activity.

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**Yes/No**

Does your group have an annual income of £20,000 or less?

**Yes/No**

Does your group directly support or provide activities for children and/or young people and/or families and/or adult groups in your local community?

**Yes/No**

Is your group not for profit? This means all money raised or earned is spent on the costs of providing your current or future activities.

**Yes/No**

Is the activity you are applying for non-faith based? This means that the activity you are applying for does not include promotion, teaching, or worship practice of any faith.

**Yes/No**

Is the activity you are applying for not politically affiliated? This means that the activity you are applying for does not include the promotion practice of any political party.

**Yes/No**

Do you have at least 3 people on your committee/Board of Trustees/Directors/unconstituted group?

**Yes/No**

**Please read the information and guidance before completing your application. If you would like help with your application or want to talk through your project, please contact** [LocheeMIHF@whatmatters2u.org.uk](mailto:LocheeMIHF@whatmatters2u.org.uk)

**You can download a copy of the application form at:** <https://wm2u.co.uk/make-it-happen-fund>

**1. Project Title:**

**2. Name of group applying:**

(If you aren’t a formal group and have come together for this project idea the name of your group could just be the same as the project title)

**3.Description of your project: What is your project or idea? When will it happen?** **How will this help you to support children, young people, families, or adult groups in your community?**

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**4. Please tell us who will benefit from the project and how many.** For some projects this may be a large number and for others relatively small depending on the type of activity being undertaken.

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**5. Which of the following groups of people will the project benefit? Please mark x at all of those that apply.**

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| Children (up to and including age 12) |  |
| Young People (aged 13 – 25) |  |
| Families |  |
| Adult Groups |  |

**6. What is the difference that your project will make for the children, young people, families or Adult Groups in the community**? For example, how the activities will help people? Greater sense of community, reduced isolation, etc**.**

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**7. What is the total cost of your project/idea?**

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**8. Do you have any other funds to contribute towards this project/idea and if so, where are they coming from and are they already secured or under application?**

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**9. How much are you applying for from the Lochee Takeover?**

**10. Please give some more detail about the costs and what the Lochee Takeover grant would pay for? List the items and cost, such as travel, tickets, food, venue hire, support workers costs, materials, insurance.**

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| **Description** | **Cost** |
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| **Total** |  |

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| **11. Which of the following best describes your group?** | **Mark x** |
| We are an established group with a constitution |  |
| We are a registered charity or SC  IO |  |
| We are a Community Interest Company |  |
| We are an established group/project but don’t have a formal structure/constitution |  |
| We are a new group/project |  |
| Other (Please detail) |  |

**12. Tell us about any relevant experience that the group of people who are applying have to deliver the project.**

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| **13. How many people are involved in your group?** | **Insert Number** |
| Organising Committee members or Trustees |  |
| Other Volunteers |  |

**14. How will you keep people safe? Tell us if you have a safeguarding policy. If you do not have a safeguarding policy support and training will be provided.** By safeguarding we mean the action taken to promote the welfare of children and vulnerable adults to protect them from harm, including physical, emotional, sexual and financial harm and neglect.

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**15. What are the usual annual running costs of your group?** Running costs would include the things you need to run your group such as refreshments, hall hire, insurance, transport, volunteers expenses, materials, sessional workers. If you are a new group, please estimate what these would be.

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| **Annual running cost** | **Mark x** |
| **Up to £500** |  |
| **£500 to £2000** |  |
| **£2,000 to £5000** |  |
| **£5,000 to £10,000** |  |
| **£10,000 to £20,000** |  |
| **Over £20,000** |  |

**16. How much money does your group currently have – This could be the amount in your group’s bank account.**

**17. Main Contact details for application/project** (name, address, phone and email): **(we must have an email address to be able to correspond with you)**

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By completing my name and email address in this form I agree to What Matters to You, The Lochee Takeover and Corra Foundation contacting me by email and phone regarding my application and any subsequent grant.

**What Matters to You**, and **The Lochee Takeover** will use this data to:

* Assess your application for a grant.
* Arrange visits by The Lochee Takeover and What Matters to You to your project during the term of your grant.
* Inform you, with your consent, about grant opportunities, training events, relevant seminars, community events and conferences that may be of interest to you and to consult with you through surveys.

**Corra Foundation** will use this data to:

* Monitor any grant made to your organisation and to perform any other requirements set out in the grant agreement between us.
* Allow us to perform our part of the grant agreement and to allow us to report to any other organisation involved in the funding of the grant, and our funders, where applicable.
* Inform you, with your consent, about grant opportunities, training events and relevant seminars and conferences that may be of interest to you and to consult with you through surveys.

**What Matters to You**, **The Lochee Takeover** and **Corra Foundation** may also use personal data that identifies you, such as photographs, in reports to our funders.

**What Matters to You**, **The Lochee Takeover** and **Corra Foundation** will retain your personal data for one year following the date What Matters to You receives your application, or three years after the review date of the final grant payment, whichever is later. This will be deleted thereafter, unless you consent for us to retain it.

If you want to find out more about what Corra Foundation and What Matters to You do with your data, you can access their Privacy Notices:

<https://www.corra.scot/privacy-notice/>

<https://wm2u.co.uk/privacy>

If you would like **Corra Foundation** or **What Matters to You** to let you know about future grant opportunities, training events, relevant seminars and conferences that may be of interest to you, and to consult with you through surveys please give your consent here:

**Corra Foundation communications**

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|  | I would like to receive this information |
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|  | I do NOT want to receive this information |

If you wish to withdraw your consent in relation to this information, you can do so at any time by contacting Corra Foundation on 0131 444 4020 or by email [mihf@corra.scot](mailto:mihf@corra.scot)

**What Matters to You communications**

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|  | I would like to receive this information |
|  |  |
|  | I do NOT want to receive this information |

If you wish to withdraw your consent in relation to this information, you can do so at any time by contacting What Matters to You on 07764 261090 or by email [LocheeMIHF@whatmatters2u.org.uk](mailto:LocheeMIHF@whatmatters2u.org.uk)

Please note that if you withdraw consent to receiving communications this does not affect the retention of your data, as stated again in the paragraph below.

**What Matters to You**, **The Lochee Takeover** and **Corra Foundation** will retain your personal data for one year following the date What Matters to You receives your application, or three years after the review date of the final grant payment, whichever is later. This will be deleted thereafter, unless you consent for us to retain it.

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| **18. Acknowledgement: Please read the statement, sign to acknowledge and date** |
| *I have read and understood the information and guidance and to the best of my knowledge the information in this application is correct.*  *I confirm that I am authorised to sign this on behalf of my organisation.*  *I confirm the proposed project will directly benefit the communities of Lochee Ward in Dundee.*  *I confirm that Corra Foundation can publish the name and objectives of my organisation and the details of financial support given, including as part of media releases or publications.*  *I agree to What Matters to You, The Lochee Takeover and the Corra Foundation contacting me by email.*  ***Applicant Signature:***  ***Print Name: Date:*** |

**Completed Applications should be returned no later than Friday 28th February. Applications should be emailed to** [LocheeMIHF@whatmatters2u.org.uk](mailto:LocheeMIHF@whatmatters2u.org.uk) **or returned to one of the following locations in a sealed envelope:**

* Charleston Community Centre, 66 Craigowan Rd, Dundee DD2 4NL
* Menzieshill Community Centre, 260 Dickson Ave, Dundee DD2 4TQ
* Lochee Hub, Highgate Centre, 118 High St, Lochee, Dundee DD2 3BL

**Grant Allocation Process:** Applications which best fit the fund will be invited to share information about their project idea to the ‘Lochee Takeover’ group and other potential beneficiaries of the grant on Saturday 12th April from mid-day until 2pm. **If invited to this event, applicants or a representative must attend, to qualify for a grant.**

There may conditions as a part of the grant offer, including safeguarding training, and these will be clearly outlined as part of the grant offer letter.

Please read the full guidance notes before sending completed applications.

What Matters to You is supported through a partnership between The Hunter Foundation and BBC Children In Need. The Make It Happen Fund is part of the What Matters to You approach with funding from BBC Children in Need, The Hunter Foundation, Northwood Charitable Trust, The Robertson Trust and William Grant Foundation. Corra Foundation is administering the grant on behalf of What Matters to You.

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The Corra Foundation is a charity registered in Scotland (No SC009481) and is also a company limited by guarantee (No SC096068). Office Suite 30, Pure Offices, 4 Lochside Way, Edinburgh, EH12 9DT.

The Lochee Takeover is the group of parents from Lochee ward who have designed, developed and are the community voices that make decisions on the funding distributed by What Matters to You via The Corra Foundation.