



## Grant Application Form

Version 7

### **PRIVACY NOTICE – how we use your information**

We collect and process information in compliance with the General Data Protection Regulations (GDPR) 2018. We collect information from you directly, via our grant application form.

#### **What information do we ask for, and why do we need it?**

- We ask you to give us your name (and that of the beneficiary if different) and contact details so that we can identify you and communicate our decision with you.
- We ask for the beneficiary's age as our grants are only available to young people under the age of 26 years.
- We ask for the name of their foster carer/Local Authority as our grants are only available to young people who are in care or who are care leavers.
- We ask for the beneficiary's ethnicity, gender, nationality and any disabilities to help us to understand who applies for grants, and who we do and do not award grants to. This information does not influence our decision making.
- We ask for information about why you are applying for a grant, and why it is needed. This will help us to come to an informed decision.

#### **How do we use and store your information?**

The information is received by our administrator. Your application form is sent by secure email or by post to our Trustees who will read your application before meeting together to agree a decision. After the meeting, all except 2 copies of your application form are securely destroyed. The 2 copies which are retained are kept for a further 3 months in case there are any queries about your application. They are then destroyed.

If your application is successful, our administrator retains the following information for future reference:

- The name of the beneficiary
- The name of their Local Authority
- What was awarded

We keep this information and will refer to it if you make another application for a grant in the future. The information is securely stored on a computer.

The age, ethnicity, gender, nationality and any disabilities of the beneficiary are retained for monitoring purposes. They are aggregated with the data of other applicants as the data is anonymous.

The information is kept for 6 years and is then removed from our system.

#### **Do we share your information?**

We do not share the information with anybody outside of The Spark Foundation. If we are unable to award the grant for which you have applied, but feel that another charity might be able to assist you we will contact you directly.

## Consent

The information given on your application form is provided by you freely and voluntarily. You do not need to complete the 'monitoring data' section at the end of the application form in order to submit a grant application. But you do need to complete this Privacy Notice if you want your application to be considered.

If you would like us to remove your information from our records at any time, please contact us at [admin@sparkfoundation.org.uk](mailto:admin@sparkfoundation.org.uk)

Consent must be given by the beneficiary except where the beneficiary is under the age of 16. In that case it must be given by the adult/organisation with parental responsibility. In most circumstances this will be the local authority.

I agree

### Name

Click here to enter text.

### Date

Click here to enter text.

**Please now go to the next page to complete the application form.**

## The Spark Foundation Application Form

### Version 7

Applications must show clearly what is wanted, why it is wanted and what difference it will make. This sounds simple but many applications do not tell us these things. So before completing this form please read:

- The FAQs on the Spark website
- the example application forms

Then help us by answering all the questions on the form fully. If you need more space to answer any question, continue on a separate sheet.

Name of Young Person applying for grant

Ade Akinbuya

Name of agency or organisation which is responsible for the Young Person or is sponsoring his/her application

XXX City Council

Contact person

A.N. Other

Contact details

A.N. Other  
Centre XXXX

Email: An.other@xxx.gov.uk

Tel/Mob:

Is the Young Person in care?

If **Yes**, please state the name of their foster carer and the organisation fostered through

No

If **No**, please state who was their care authority **and** when they left care

XXX City Council. Left Care on 18th Birthday 10/10/2018

Amount of money needed. Grants are usually up to £600 but, in very exceptional circumstances, applications for larger amounts will be considered

£400

Has the Young Person successfully applied to Spark for a grant before? (Check the box)

NO  YES  DON'T KNOW

**What do you want and why?** Please give details of what you want to buy

Ade would like to learn to drive. She is currently studying Light Vehicle Maintenance and would like to become a Motor Mechanic at the end of the Course. She is currently on Level 3 BTEC Course at XXX College

**What difference will having it make?**

As a Motor Mechanic one of the skills required is to be able to drive a vehicle

**How much will it cost?** You **must** provide evidence of the cost eg hyperlinks or copies of quotes.

£20 per lesson with ABC Motors. Please see their website for confirmation of the cost.

Have you provided evidence of the cost? NO  YES

**The questions below help us to understand whether contributions are being made by other people or why there is no other source of funding** (Click box to check)

Who else will contribute?	No	Yes	How much will the contribution be or Why there is no contribution?
Foster Carer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Young Person	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Pupil Premium	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Local Authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If items for setting up home are being requested, please complete the next question about the Setting Up Home Allowance
Other, please list	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**Are you asking for household goods or carpets?** If yes, answer the question below. If no, skip this question

**Have you ever had a Setting Up Home Allowance?** (Click box to check)

No	Yes	When did you have it?	How much was it and what did you buy with it?
<input type="checkbox"/>	<input type="checkbox"/>		

**Are you asking for a grant for driving lessons?** If Yes, answer the question below. If No, skip this

**How will you get a car/motor bike/moped and insure it once you have passed your test?**

Ade has an apprenticeship set up for when she has completed college. In the past she has attended two sets of Work experience at this company. She will be able to pay for her insurance/tax from her salary as an apprentice. Also the company usually supports the apprentices as part of the company's employment package.

**Background Information** Please give whatever additional information you think will help us make a decision.

Ade lives in her permanent one bedroom accommodation. She came from XXX as an unaccompanied minor for her own safety. She has no family members in the UK. She has settled well into the education system and is working very hard towards getting her qualification to become a Motor Mechanic. She is currently on Level 3 BTEC Light Vehicle Maintenance course and has an apprenticeship lined up for the end of the course

**Signed** Carer/social worker/leaving care team (delete as appropriate)

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**Date**

1st September 2020

**Monitoring Data** Please complete the table below for the young person. The data is used to help us understand who we give grants to and does **not** influence whether we give a grant.

Age	20	Gender	Female
Ethnicity	Black African	Nationality	British
Disability, if any	None		

**How did you hear of The Spark Foundation?** Please tick all which apply

Search Engine <input type="checkbox"/>	Recommendation <input type="checkbox"/>	Previously used for other <input checked="" type="checkbox"/>
Other, please specify <input type="checkbox"/>		

**Please return completed form to:** [admin@sparkfoundation.org.uk](mailto:admin@sparkfoundation.org.uk) or by post to The Spark Foundation, 18 Bramling Way, Rainham Kent ME8 8FG

**Please use for additional information:**